

San Carlos Secondary School

Teaching Our Way to the Top

Parent and Student Handbook For the 2013-2014 School Year

To the Students and Parents of San Carlos Unified School District:

This booklet contains very important information about both the rights and responsibilities which San Carlos students have. Parents and students should review this information together. Among other things, this booklet contains the Student Code of Conduct, which provides rules that govern student behavior and that also describe the disciplinary consequences for violations of those rules. These rules have been developed to help ensure a safe school environment for all students. It is every student's responsibility to comply with the Code of Conduct – for his or her benefit and for that of his or her fellow students

HOME OF THE BRAVES

Highlights

- ⌚ Attendance
- ⌚ Academic Course Requirements
- ⌚ Student Code of Conduct
- ⌚ Discipline Procedures
- ⌚ Student Records Policy
- ⌚ Student Dress Code
- ⌚ Due Process Procedures
- ⌚ Bus Conduct Rules
- ⌚ Computer Use Policy

COME
GROW
WITH
US!

**HOME OF THE
BRAVES**



Student and Handbook Discipline Procedures

&

Acknowledgements and Verifications

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review with your child the documents referenced below which can be found in this handbook, including without limitation, the district's policy on directory information (FERPA), school bus privileges, due process and dress code.

This form must be returned to the school within 10 days.

Print Name: _____ Student Name: _____

Student's ID Number: _____ Student's Grade: _____

Parent/ Guardian (s) Signature: _____

As a parent/guardian in the San Carlos Unified School District, you have the right to a quality education for your children. To make sure every student enjoys that right, the district has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and they are the same at each school. We ask that you carefully read the infractions and consequences. The San Carlos School District has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a referral to a local law enforcement agency in addition to school consequences such as suspension or expulsion.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please Note: Federal privacy laws prohibit the district from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Technology Use Agreement

Your signature below acknowledges and verifies that you have received and take responsibility to review with your child the section entitled Electronic Information Services.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

GOVERNING BOARD MEMBERS

Robert Cassa	President
Katrina Talkalai	Vice President
Fred Ferreira	Member
Joann Thompson	Member
Mary King	Member

District Administration

Catherine Steele	Assistant Superintendent
Sharon Nosie	Business Manager
Ophelia James	Director of Personnel

2013-2014

Contact Numbers

Main Office	928-475-2378
Attendance	928-475-2378 ext. 1005
Counseling	928-475-2378 ext. 1105
Health	928-475-2378 ext. 1911
Athletics	928-475-2378 ext. 1007
Office Hours	7:00 A.M. – 4:00 P.M.

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E D U C A T I O N..... Is Your Key to a Future of Infinite Possibilities!

Welcome Letter- Principal

Welcome to the 2013-2014 school year at San Carlos Secondary School. Your junior high and high school years should be filled with great memories. We encourage you to become involved in activities as well as academics this year. Be a part of a new beginning and make your mark. The faculty and staff at San Carlos Secondary believe that everyday success will help prepare you for post-secondary education and life. Take this opportunity to meet new people, further your education, and explore new horizons. Make positive choices, give it your all and have a great year.

Have a Great 2013-2014 Year!

LaRonda Lugo, Turn Around Principal

Educational Planning

The purpose of the Program of Studies is to outline the minimum content required for all students before graduating from San Carlos Secondary School. Every year, new features are added to this Program of Studies and new courses are added to the offerings at San Carlos Secondary School.

Students are encouraged to work with their parents, school guidance counselor, and teachers to develop an educational plan related to high school course selection. Every student at San Carlos Secondary School will also utilize Career Cruising as a seamless integration into the career and education planning process.

The Career Cruising online portfolio tool leads students effortlessly through the steps of preparing for the world of work. Students are required to begin the planning process in the required Career Exploration Course.

Education Career Action Plan (ECAP)

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona Students grades 9-12 (R7-2-302.05).

We as educators believe that integrating an Education and Career Action Plan (ECAP) process into all facets of the school experience enables students to be lifelong learners and problem-solvers, developing and applying 21st Century technologies and work place postsecondary requirements.

Four-Year University Admission Requirement

Arizona board of Regents-Tri University Admission Standards

https://www.abor.asu.edu/3_for_students/admin_stds.html

Competency may be demonstrated by 16 core courses from high school or the appropriate college courses within each subject area. In some cases, ACT or SAT scores may be used to satisfy competencies. Please refer to ABOR Policy 2-102: Undergraduate Admission Requirements

http://www.abor.asu.edu/1_the_regents/policymanual/chap2/2-102.pdf

A minimum GPA of **2.0** is required for each competency (subject) area.

All First Year and Transfer students with a combination math/laboratory Science deficiency are not admissible.

Subject Area	High School Core Courses	College Course Work
English 4 Units (Composition or Literature)	English 9 English 10 English 11 English 12	One 3-credit English course
Math 4 Units	Algebra I Geometry Algebra II Advanced Math (Algebra II Pre-requisite)	One 3-credit College Algebra course (for which at least intermediate Algebra, or its equivalent, is a prerequisite)
Laboratory Science 3 Units	One Unit in at least three of the four areas (Biology, Chemistry, Physics, Earth/Integrated Science)	Three transferable 4-credit lab science courses from a regionally accredited institution of higher education (including one semester each from three of the following: Biology, Chemistry, Physics, and Earth/Integrated Science)
Social Science 4 Units	Apache History/Apache Language World History American History Civics Economics	One 3-credit transferable American History course and One 2-credit social science course such as: European History, world History, Economics, Sociology, Geography, Government, Psychology, Anthropology, or Philosophy
Foreign Language	Two units of foreign language	Two 3-credit courses in the same foreign language
Fine Arts	One unit of fine arts or any combination of 2 semesters of fine arts.	One 3-credit fine arts course
Career & Technical	One unit	
Physical Education	One unit	

Annual Credit Requirement

All students are required to be enrolled in a minimum of four (4) credit courses. Seniors must enroll in enough courses during the senior year to meet requirements to acquire the 23 credits (see note on previous discussion of graduation requirements) necessary for graduation. Under unusual circumstances, with the approval of the principal and the recommendation of the guidance counselor, a student who has failed to meet graduation requirements may participate in graduation ceremonies. The diploma will be held until all credits are certified.

Students who have not earned enough credits to be promoted will be notified by a counselor at the end of each school year. If students are able to successfully make up their credit deficiency through summer school or through work in the following school year, they may re-join their original class provided the credits for the make-up courses are completed before the start of the school year. There are no mid-year promotions.

COURSE LEVELING & EXPECTATION

Academic

An academic course follows an appropriate curriculum prescribed by each department to develop thinking skills using a moderate pace. Academic courses prepare students to meet Arizona graduation requirements and future study. Students enrolled in an academic course undertake an appropriate workload that involves reading, writing, and problem solving. Essential to success in academic courses is the ability to learn through guided instruction.

Career & Technical Education

Career and Technical Education (CTE) is intended to help Arizona high schools support and prepare students in the acquisition of demanding, industry-based technical and academic knowledge and skills, needed for success in high school and postsecondary preparation, for demand-driven careers.

“Approved” and “active” programs are synonymous terms describing programs eligible to participate in State Block Grant and Federal Perkins funding. An approved program has to meet the following criteria:

Deliver a coherent sequence of instruction. The recommended program sequence of courses in each CTE program can be found at <http://www.ade/az/gov/ce/CurriculumFramework>

- Teach all the State-designated program “standards”
- Specified on the current CTE Program List
- Taught by an appropriately certified teacher per CTE certification requirements.
- Evaluates program performance annually and meets or exceeds established State Performance Measures.

- Offers student work-based participation that involves actual work experience and connects classroom learning to work activities.
- Requires student participation and career exploration for grades 7-9
- Requires a Career and technical Education Student Organization (CTSO) to be organized for program

Students are encouraged to choose a CTE Program of Study. Currently San Carlos Secondary offers the following:

- Agriculture/Renewable Natural
- Culinary Arts
- Drafting
- Nursing
- PC Maintenance
- Construction

College Prep

A College Prep course follows a challenging curriculum prescribed by each department to develop higher level thinking skills using appropriate pace and content. College Prep courses prepare students in their progress toward meeting the challenges of competitive college work. Students enrolled in a College Prep course undertake a demanding workload that involves reading, writing, problem solving and critical thinking. Essential to success in this course is the ability to learn through guided instruction for lessons both inside and outside the classroom.

Honor Roll

High school students earning a 3.5 grade average will be eligible for honor roll. If a student receives an “F” or “D” grade, they will be disqualified for that specific grading period. A high school student must be enrolled in a minimum of four subjects and grades in all courses to be considered.

Valedictorian and Salutatorian

Valedictorian and Salutatorian are students that have the highest and 2nd highest grade point average over four years of high school. The student(s) must also meet the San Carlos District Board Policy requirements to be eligible for consideration.

Per Board Policy IKFB, students eligible to be designated valedictorian or salutatorian must be enrolled at San Carlos Secondary School for their last four semesters (i.e. their entire junior and senior year).

GRADING PROCEDURES

Trimester reporting periods are twelve weeks in length. With the trimester program, the first formal grade report is for credit for that trimester, which is recorded on the transcript. Parents should pay particular attention to any interim grade notices, and have online access to daily updated grades via Power School. Students receive credit for any courses they pass, and must re-take any courses they fail.

Grading System

“A” This mark indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the course.

“B” This mark indicates that the student is doing work in quality and quantity above the standards set forth for a passing grade in the course.

“C” This mark is a satisfactory passing grade. It indicates that the student is acquiring the necessary information to proceed in the subject. He/she is meeting the standards set for a passing grade in the course.

“D” This mark indicates that the student is not effectively mastering the work assigned but has sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course.

“F” This mark is insufficient progress in the subject to merit granting of credit in the course.

“NC” This is given to students that have excessive absences.

“I” The grade of I indicates that the work in the subject is not complete and that proper credit can be earned by doing certain work as indicated by the instructor giving the proper grade. When the work is properly completed, the teacher will enter the grade. An incomplete must be made up within two weeks unless special conditions are worked out with the teacher and principal. If it is not made up, the grade for the incomplete work will be given “0%” and term grade will be averaged with the previous scores and the “0%”.

“Pass/Fail Grades” This is given to students who are repeating a class or serving as teacher aide, or library aide.

GRADE POINT AVERAGE (GPA) CALCULATION

WORKSHEET

Each grade is assigned a point value. A's are worth 4 points, B's are worth 3 points, C's are worth 2 points, D's are worth 1 point, and F's are worth 0 points. NC's are not counted and are treated as if the course were never taken. For the grade point average, the number of points earned is totaled, and then divided by the total number of grades. The table below helps you calculate GPA. Use only semester grades for this calculation.

STEP 1: Multiply the number of each letter grade by the number of points.

NUMBER OF A's _____ X 4= _____

NUMBER OF B's _____ X 3= _____

NUMBER OF C's _____ X 2= _____

NUMBER OF D's _____ X 1= _____

NUMBER OF F's _____ X 0= _____ 0

STEP 2: Add the total number of GRADES (add the numbers in the left column above).

GRADES TOTAL: _____

STEP 3: ADD THE TOTAL NUMBER OF points (add the numbers in the right column above).

POINTS TOTAL: _____

STEP 4: Divide the POINTS TOTAL BY THE GRADES TOTAL.

POINTS TOTAL _____ / GRADE TOTAL _____ = GPA _____

These grade points are assigned to grades

<u>Grade</u>	<u>Numeric Range</u>	<u>GPA</u>
A	90.00% to 100%	4.0
B	80.00% to 89.00%	3.0
C	70.00% to 79.00%	2.0
D	60.00% to 69.00%	1.0
F	0.0% to 59.00%	0.0

Power School

Power School is the ideal, web-based program that provides administrator, teachers, parents and students with easily accessible information on each student. Student success demands the efforts of the entire school community, superintendent, principals, teachers, parents and of course students. Please contact the attendance office to obtain a username and password to assess our student's information.

Power School Reports are mailed to all students' household every three weeks updating tardies, absences and grades. This will not constitute a grade report, only a brief reference to the student's recent progress and current status in each class.

Transcripts

All courses, corresponding grades, and credits earned are maintained on a permanent record for each student. Those courses, grades and credits earned each year comprise a student's official transcript. Official transcripts may be sent to colleges, future employers, or other agencies upon formal request to the registrar.

High school transcripts are legal documents and may not be amended, except to correct grade errors, once courses and grades have been entered.

Special Programs & Scheduling Opportunities

National Honor Society National Honor Society is a service organization consisting of outstanding juniors and seniors who are chosen on the basis of scholarship character, service and leadership. Names of students eligible scholastically are submitted to a faculty committee for final selection. Those eligible must have an overall GPA of 3.0 or better with no failing grades.

Correspondence Course

The purpose of correspondence is to meet the special needs of students as approved by the school's administration. Paramount consideration will be given to the student's record in completing independent studies. To be approved, correspondence programs must be accredited. Courses must be proctored by certified staff. Application for approval of other programs may be done through the counselor and principal. Correspondence courses may be used for credit recovery.

College Course Work

This program is designed to give eligible students currently enrolled in the San Carlos School District the opportunity to receive credit for certain courses through accredited institution of higher education. Courses that offer credit in both high school and college are considered dual credit courses. San Carlos Secondary school will incur up to \$780.00 college expenses including but not limited to tuition and books.

Credit by Examination

Credit by examination is an opportunity for the advanced student to progress at his/her own learning rate in courses approved in the San Carlos School District Program of Studies. Credit may be awarded on demonstrated proficiency through an examination process. The test will be developed by a teacher selected by the principal and will be equivalent to a final examination of a given course. A 90% score is required to receive credit.

A student cannot be granted credit by examination for a course in which he/she has previously earned credit nor may he/she receive credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. Laboratory courses are excluded from credit by examination procedure.

Community Service and Field Study Education Waiver

Credit may be earned through a planned community service program that provides learning experiences in the community. Students may also propose field studies in the community, such as a research project using the community or a unique educational opportunity only available in the field. One hundred twenty (120) hours of acceptable service will earn 0.5 unit of credit. Program approval must be preapproved by the district.

Community Service and Field Study waiver include but are not limited to the following:

- San Carlos Youth Court
- Northern Arizona University Institute for the Academic Advancement
- LEAP (Learning Enrichment Adventure Program)
- Forestry

Special Needs Program

Arizona Special Education Law and the Federal Individuals with Disabilities Act (IDEA) require specially designed instruction or related services to all students who are found to be eligible. Students qualify for special education services after exploring three areas. First, a determination of a handicapping condition or disability must be present. Second, the TEAM must determine if there is a lack of effective progress. Lastly, the TEAM must determine if the lack of progress is due to the student's disability.

If determined eligible to receive services, an Individualized Education Program (IEP) is written. This IEP will either call for specially designed instruction or related services such as Occupational Therapy, Physical Therapy or Speech Therapy. State and Federal laws continue to call for the provision of services in the Least Restrictive Environment.

Cooperative Education

Cooperative education offers dual credit for students who have completed a sequence of Career & Technical Education (CTE) program with a clear career objective. The design is to give students the opportunity to learn through supervised work experiences, the courses integrated students' educational activities with on the job learning opportunities and college preparation.

Meeting with the Coordinator are designed to assist students in identifying activities (competencies they will complete on the job, learning job survival can improve skills and develop effective human relations and communications skills).

In addition to work experience, the lessons also information to help students prepare for college, select a college, ease the transition to college, and manage the changes in your life that occur during college.

Independent Study

Senior high school students who have the self-discipline and interest for working independently may design a course of study according to their interest, abilities and plans. The course of study must contain requirements above the expected level of the regular class. Independent study is available but is not intended to duplicate course already in the master schedule. Nor is it a means to resolve a scheduling conflict, but rather it provides an opportunity for students to pursue work that is beyond the scope of the normal course offerings at the high school level. The student who intends to pursue independent study is responsible for securing a sponsor from the faculty and for writing a proposal. Approval must be secured through the principal and teacher no later than two weeks after the beginning of a semester.

- a. The purpose of independent research is to help the student achieve a flexible program of studies best suited to his/her needs.
- b. All proposals for independent study credit must have the approval of the sponsoring teacher and the principal before the project is started.

- c. Projects may be oriented toward scholarly or scientific research, practical and community work, service study or a special interest or talent related to the humanities or creative arts.
- d. One-half credit will be the maximum amount allotted for a semester's work.
- e. Research must be completed within the time limit stated in the proposal (which must be within the period that school is in regular session).
- f. The faculty sponsor of the project will evaluate student progress and a written appraisal will be placed in the student's cumulative record.

Ignite (Peer Tutoring Program)

The ignite Mentorship course is designed to provide students with the resources and skills necessary to become an effective student mentor and leader. This class will add depth and sustainability to our leadership initiative at SCSS. Students enrolled will learn how to provide a support system that will aid the incoming 9th grade class to experience a deepened sense of school community and cohesiveness.

Teacher Assistant

The credit earned for one (1) semester assignment as a Teacher Assistant shall be one-half (1/2) unit. In addition, a student may earn a maximum of one (1) unit of Teacher Assistant credit to fulfill graduation requirements at San Carlos Secondary School.

Summer School

Credit for a course taken in summer school in order to make up for a course that was failed will be given if the course meets the requirement of 60 clock hours of class time. It is a student's responsibility to get a report or transcript to the guidance counselor by August if completing a summer course which will require a schedule change.

It is strongly suggested that questions be resolved with a counselor before a student enrolls in any special summer session.

Early Graduation

Applicants for early graduation (i.e. those who wish to accelerate and complete graduation requirements in less than four year) should make requests in writing to the counselor by October 1 of the junior year. The counselor and the principal will consider the request and forward it to the superintendent.

Students should contact the counseling office for more information.

INTERSCHOLASTIC ATHLETIC ACTIVITIES

The administration and the coaching staff of the San Carlos Unified School District #20 consider interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to the democratic process, which recognizes an equal opportunity for all students, regardless of sex, color, national origin, religion, or economic status.

The districts philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. As members of the San Carlos Unified School District Athletic Staff, we strive to foster positive experiences, and guide our student-athletes toward realizing their full potential.

Through practices, games and examples the staff works toward preparing students to succeed rather than merely win games. "Win or lose, our students should learn lessons of a lasting and positive nature."

Jr. High Athletics

Football
Cross Country
Basketball
Volleyball
Softball
Track and Field

High School Athletics

Football
Cross Country
Basketball
Volleyball
Softball
Track and Field

Student Athletes

Students who are planning to play sports in college should become familiar with the NCAA eligibility standards.

Arizona Interscholastic Association (AIA) eligibility for sports and activities is a privilege. All students are expected to comply with local, state, and Federal laws and the rules and regulations of San Carlos School District. Students will be subject to denial of the ability to participate if they do not meet eligibility requirements, engage in behavior that is detrimental to the wellbeing of the team or school, are in violation of the tobacco rule, are in violation of the drug and alcohol rule, or commit criminal acts. In all cases the Superintendent or his/her designee retains the right to review and revise any disciplinary action. Please refer to <http://www.aiaacademy.org/>

National Collegiate Athletic Association (NCAA) requires students who intend to participate in Division I or Division II athletics as freshman in college must be registered with and be certified as eligible by the NAA Initial-Eligibility Clearinghouse. There are four parts of initial eligibility-graduation from high school, minimum core grade-point average, minimum ACT or SAT test score and completion of core courses.

It is the responsibility of the student and their parent/guardian to work closely with their counselor to ensure that eligibility requirements are met.

There is no deadline to register with the clearing house; however, you must be certified before receiving an athletic scholarship, practicing and competing at a Division I or II institution. The recommendation from the clearinghouse is to apply for certification after your junior year in high school. The clearinghouse will not process a transcript with fewer than six semesters represented. You have two options for registering with the clearinghouse. You may complete your registration online at <http://www.ncaaclerhinghouse.net> or complete and mail the Student Release Form available at the school registrar's office.

Athletic Rules and Guidelines

Athletes are responsible for their own actions on and off campus. It is the athlete's responsibility to choose not to engage in inappropriate and/or illegal behaviors that could result in suspension from competition or dismissal from the team.

1. All eligibility paperwork must be completed and submitted within two weeks of the first day of school for fall sports and within two weeks from the first legal AIA practice date for winter and spring sports. There may be extenuating circumstances (i.e. transfer students, serious medical conditions, etc.) which would allow a student to come out past deadline.
2. Any athlete who is sent to the office on a discipline code violation will be disciplined as specified in the student handbook.
3. Athletes are expected to abide by all team rules.
4. As representatives of SCSS athletes are expected to act responsibly on and off campus. This includes:

Be respectful at all times to teachers, coaches, athletic officials, fellow students, team members, fans, and opponents. **Good citizenship and good sportsmanship are mandatory!** Go to class every day, on time and prepared. Athletes are reminded that they are students' first and are expected to maintain passing grades in all classes. Athletes who appear on the ineligible list for the second time in-season may be dismissed from the team. (**"In-season" begins on the first legal AIA practice date and ends upon completion of the final conference/AIA sanction contest.**) Athletes on the ineligible list may continue to participate in practices at the coach's discretion, but may not compete or occupy the bench or sideline during competition.

Go to practice every day, on time, and prepared. Absences or tardies due to school activities, court, medical or dental reasons are excused. Written verification of excused absences will be required by the coach. Athletes are expected to make effort to notify their head coach, coaching staff member or administration prior to missing practice for any reason. Unauthorized absences or tardies may result in consequences ranging

from extra conditioning to dismissal from the team. Stay away from all illegal activities, on and off campus (i.e. possession/use of alcohol or drugs, vandalism, theft, etc.) Participation in illegal activities on the part of an in-season athlete may result in immediate suspension from the sport in season. A second offense on the part of an in-season athlete may result in suspension from participation in inter-scholastic competition for one calendar year from the date of the second offense.

Locks & Lockers

Locker assignments are available to students upon request. Only school locks are authorized on lockers. Students are advised to keep lockers locked. Students are not to share lockers or lock combinations. Lockers are provided for storage of books and school supplies. Students are advised not to store personal items such as jewelry, electronic devices, money, etc. The school is not responsible for articles lost or stolen from lockers. Lockers are school property and the school reserves the right to inspect/search lockers at anytime.

Lost and Found

Students are responsible for their personal property and all school property personally issued to them for their use. Do not leave books, purses, backpacks and other valuables unattended. Do not carry large sums of money to school. If you should you find a private or school property item take it to the lost and found in the parent/student center. In the event, you have a lost property check in the lost and found to see if your article has been turned in. Personal items unclaimed at the end of the school year will be turned over to a welfare organization at the end of the school year. Students who have lost or damaged or stolen property must file a written report in the administration office. The administration will attempt to retrieve lost or stolen property and/or punish those found guilty of damage to other's property. However, all personal property is the responsibility of the owner. The school assumes no responsibility for any personal property that is brought to school.

Student Drivers

Student drivers should follow all traffic rules. The speed limit in the school zone (15 miles per hour) is strictly enforced. It is dangerous and unlawful to over load cars with students or to permit them to ride on fenders or on the bed of a pick-up and other places on vehicles. All vehicles must be parked within the marking in the student parking lot. **NORTH PARKING LOT ONLY.**

Student Dances

Clubs, organizations, and classes are encouraged to sponsor dances throughout the school year. Regular school dances end at 11:30 p.m. Homecoming, Winter Ball, and Prom may be extended to 11:59 p.m. School dances are for all San Carlos Secondary School students and their guest.

Pursuant to the student handbook and other school guidelines, San Carlos Secondary School may, from time to time, permit SCSS students to bring out-of-school guests to Homecoming, Winter Ball or Prom.

1. The SCSS student must be currently enrolled, in good academic standing, and not currently on suspension or any other restriction.
2. The guest must be a student in good standing at a high school, or a recent graduate of SCSS, and must be under the age of twenty-one.
3. This form, including all signatures required on the reverse, must be filed with the SCSS Vice Principal no later than end-of-school on the Friday one week prior to the event. Signatures may be faxed or emailed, but the SCSS student is solely responsible for submitting the completed request.
4. The application must include a photocopy of the SCSS student's school ID, a photocopy of the proposed guest's school ID, the signature of a principal or school administrator on this form, and the signatures of both students and their parents or guardians. If the proposed guest is a recent graduate of SCSS, his/her name and date of graduation must be included.
5. The Vice Principal will render a decision on each application, and will post a list of approved guests in the front office by end-of-school on the Tuesday of the event week. The Vice Principal may require additional information, and is explicitly authorized to contact the proposed guest's school if that is deemed appropriate.
6. If the request is denied, the SCSS student may appeal to the site principal no later than end-of-school on Wednesday; the site principal's decision will be final.
7. Failure to meet any of these deadlines, or submission of an incomplete request, will result in automatic denial.
8. Approved guests may only enter the event with their SCSS host/hostess, and must remain with their SCSS host/hostess throughout the event.
9. SCSS's primary responsibility is the safety, well-being and education of our students. All decisions will be made with this in mind, and the school reserves the right to refuse approval for any reason related to the particular SCSS student and/or the proposed guest, for reasons generally related to the event or other schoolwide concerns, or for no reason at all.

CLUBS AND ORGANIZATIONS

Career and Technical Student Organizations (CTO'S) are an integral part of the Career and Technical Education (CTE) programs offered in Arizona Schools and CTE Centers.

CTSO's provide students with the opportunity to gain leadership and life skills as part of their career and technical education programs. These skills include decision making, problem solving, critical thinking, and teamwork essential for successful job performance and community service.

Students must have full-time status at San Carlos Secondary School in order to participate in any extra-curricular activity or hold any leadership office of any class, club or organization associated with the school.

All rules and regulations are in effect as if the student were on campus.

Club requests for dances, sales and other student activities must be approved by the Student Council and cleared on the Principal's calendar at least two weeks prior to the event.

Clubs and Organizational Meetings

Clubs schedule their meetings at lunchtime or after school. All meetings are scheduled with the approval of the student council sponsor. All clubs must meet the guidelines of the student council's constitution.

Student Council

The qualification for holding an office position is listed in the Constitution. If you are interested in running for an office see the Student Council advisor.

Fire Drills

Fire drills will be held regularly during the school year. Your teacher will give instructions for fire drills. DO NOT RUN! Everyone should leave the building under the supervision of the teacher. Stay in a group until the "all clear" bell is sounded.

Cafeteria

As part of the National Breakfast and Lunch programs, the school can offer meals free or at a reduced price. Free and reduced-priced meal applications are available in the school office, cafeteria, or the Nutrition Service Department. Only one application is required per Family. Every district family is encouraged to complete and return an application.

Breakfast will be served approximately 30 minutes prior to the start of school. The cafeteria will stop serving breakfast 5 minutes before the final bell rings.

Student meals can be paid for by cash or check.

Health Office

Arizona Immunization Requirements

For admissions in Kindergarten through 12th grade, children must be current with the following immunizations:

Diphtheria, Tetanus, Pertussis (DTa, or DT, or DTP)

Polio (IPV)

Measles, Mumps, Rubella (MMR)

Tetanus and Diphtheria Booster (Td/Tdap)- Required every 5 years beginning with 6th grade students who are 11 years of age. A new grade will be added each year.

Varicella (or documented history of chicken pox)

Menactra/MCV4 (Meningococcal) – Required for students entering seventh grade who are 11 years of age. A new grade will be added each year.

Character Programs

Restorative Practices

Capturing Kids Hearts

Grading Procedures /Progress Report/Report Card

A student successfully completes a course /subject if she/he earns at least a letter grade of “D” in grades 7-12. Under preapproved circumstances student may earn a pass or fail grade for credit. (Note: A Pass or Fail grade is not calculated into the cumulative grade point average.)

San Carlos Secondary Trimester End/ Final Exam Schedule

November 1 & 4

February 18 & 19

May 21 & 22

ATTENDANCE PROCEDURE

Regularly and timely attendance is the determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, the San Carlos Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or religious beliefs.

Further The San Carlos School District #20 values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School Staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-15-802 and 15-803, however, firmly places the responsibility for attendance on a child's parent(s)/guardian(s).

1. A parent/guardian should contact the schools 24hr. absence reporting line prior to the beginning of the school day when the student will be absent.
2. All unreported absences will be reported as "unknown" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (ARS-15-807).
3. Pursuit to ARS 15-803, a child can only be excused when he/she is accompanied by a parent/guardian or a parent authorized by a parent/guardian.
4. A parent/guardian is the only person who can verify an unknown absence. Unknown absence may be verified by the parent/guardian by phone, in person or in writing to the school office within twenty-four hours of a student returning to school from an absence.
5. Any absence that has not been verified by parent/guardian within twenty-four hours will be considered unexcused.
6. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as leaving the campus without **"Authorization/Unauthorized Absence"** on the Discipline Matrix, included in the Parent/Student Handbook.
7. When a student is excessively absent, disciplinary action will occur, based on the Discipline Matrix provided in the Parent/Student Handbook. This is classified as "unexcused absence."
8. If your child is leaving early for an appointment, he/she must check out through the attendance office.
9. If a student is absent from a class in **"Block Schedule"**, they have realistically missed two classes.

Loss of Credit

1. **A student who has been absent ten (10) or more times, either excused or unexcused, per semester may not receive academic credit for that class. (A.R. S. 15-802, 15-803).**
2. An appeal process is in place for those students who have extenuating circumstances.
3. Please note that official documentation, such as doctor's note will be required to file an appeal.
4. Students who are under the age of 18 and have ten or more absences may be cited to court for extensive absences.
5. Parents will be notified by mail when students accumulate 3, 5, 8 and 10 absences.

Tardy Procedure

A student arriving in the classroom after the academic day begins presents a significant distraction to the educational process.

1. A tardy for attendance purposes is defined as any student who is not inside the classroom when the tardy bell stops ringing.
2. Students carrying a pass from a school staff member are classified as tardy excused, and will be sent to class.
3. **Students who are unexcused tardy will be sent to SWEEP.** Students in SWEEP will be provided with academic activities (skills and intervention etc.) until the beginning of the next period.

Chronic Illness Procedure

ARS 15-346 provides for adjunct recommendations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound.

ARS 15-901 provides for at home instruction for students with chronic health problems. This is defined as a "...pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during the school year.

Students with existing chronic illness conditions should obtain chronic illness request forms from the San Carlos District Nurse's Office at the beginning of the school year. When a new chronic illness is diagnosed please notify the San Carlos District Nurse to obtain the chronic illness forms. The Medical Certification Report

must be completed by a licensed MD, DO or podiatrist and is returned to the nurse's office. Once received, a meeting will be scheduled for a chronic illness plan.

In order for the chronic illness status to override the excessive absence rule the parent must report the absences according to regular attendance reporting procedures. This status allows teachers and the student to work out a manageable method of completing work. **A student requesting chronic illness after nine (9) absences will be considered only after completed medical documentation is received.**

If your student is absent from school due to chronic illness it would be expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

Student Dress Code

Any attire that detracts from the learning environment is not acceptable. 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.

Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated by male or females. Clothing must cover the entire buttocks. See through and torn or ripped clothing is not acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn if it presents a safety hazard to self or others.

Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.

Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.

Defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol or jewelry are expressly prohibited.

Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol must be covered.

Students dress must reflect the correct length appropriate coverage and appropriate fit of uniform components. In addition, inappropriate use of colors or styles to promote gang like activities is prohibited.

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STUDENT RIGHTS

A right is a privilege one is justly entitled

Equal Education Opportunity

Schools must provide students an equal opportunity to a quality education.

Each student has the right of access to a professional staff and the facilities necessary for an instructional and co-curricular program. Students who actively participate in these programs will benefit.

The San Carlos Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievance or complaint procedures, contact the Superintendent at 928-475-2315.

Policies expressly prohibit behavior on district property that will damage the dignity, self-esteem, integrity and safety, and/or disrupt the educational process of any individual.

Right To Access Educational Resources

A student has the right to be informed of school board policies, district regulations and the rules of the student's school, classrooms and school buses.

A student is entitled to be informed of academic requirement courses, to be advised of progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Students have the right to use buildings, grounds, equipment and instructional materials necessary to meet their requirements and needs of their curricular and co-curricular programs in accordance with procedures established by the administration.

The student exercising the right to use the resources provided shall accept the responsibility for those preservation and care of the property. Any unauthorized use or deliberate destruction or defacing of the property shall be deemed a violation of the student code of conduct.

Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course bring unto school property any substance, object or material prohibited by law or the school board policy. School Officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence or prohibited or legal materials.

Freedom of Expression

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment or any reflection in academic evaluation. The administration and faculty of the school have an obligation to maintain an environment conducive to the free exchange idea. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

A student are allowed to express themselves as long as that expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene or profane, and otherwise complies with the law, board policy, district regulations and school rules.

Vulgar, obscene and profane expressions of any kind and any expression that advertises or promotes directly or indirectly the use of drugs, alcohol or tobacco products is prohibited.

No form of expression shall interfere with the right of others to express themselves or with the conduct of school, classroom or transportation activities.

Right To Due Process

All students have the right to due process in all matters of discipline. Due process procedures specific to suspensions and expulsions are set forth on page....

Right To Assemble

School sponsored activities and meetings (student government, pep rallies, etc.) are scheduled to take place during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at reasonable times, other than during those hours when classes are being held. Such gatherings must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy or school rule.

Student Exercise of Rights and Privileges

Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teachers, counselor and building administrators).

Each student is responsible for moderating his/her own exercise of rights and privileges so as not to disrupt the educational program, school activities or infringe on the rights of others.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person
- Concern for the students personal safety

Provided that:

- The topic is not the subject of disciplinary or other proceedings under the policies and regulations of the District, and
- The procedure shall not apply to any matter of which the method of review is prescribed by law, or the Governing Board is without authority to act.

The Guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days when the student knew or should have known that there were grounds for complaint and/or grievance.
- The complaint grievance only to the school administrator or professional staff member.
- The person receiving the complaint shall gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall reserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by Jr. High or High school students may be made only by the student on their own behalf.

A complaint/grievance may be withdrawn anytime. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an

investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

STUDENT RESPONSIBILITIES

A responsibility is the one has to ensure the rights of all are protected

All Students have the responsibility to:

- Attend school to receive an education. Schools cannot educate who do not attend school. Schools must attend school daily unless ill or legally excused.
- Be on time for all classes. Students who enter the classroom after the lesson has begun are interfering with the right of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- Come to class with necessary materials. A student should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet all deadlines. The full responsibility of does not solely rest on the teacher. Education cannot be effective unless students participate in class and complete all assignments.
- Obey school rules and school personnel. No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others. Treat people and their property with respect.
- Respect public property. Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence reaches parents.

STAFF RESPONSIBILITIES

When a San Carlos employee observes a student engaged in behavior that violates district policy, the employee is instructed to intervene either by requesting the unacceptable cease or by immediately reporting the incident to the administration. Whenever the school administrator becomes aware of the report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational support services and other professional community agencies may be utilized. Each teacher will

Effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee.

LAW ENFORCEMENT

The district may notify appropriate law enforcement agencies of violations of the law.

STUDENT AND STAFF SELF DEFENSE

Student Use of Physical Force in Self-Defense

Reasonable use of physical force in self-defense of others will be considered as mitigating factor to determining penalties for misconduct. The threat or use of physical force by a student is not responsible:

- (i) When made in response to verbal provocation;
- (ii) When assistance from a school staff member is reasonable alternative;
- (iii) When the student has a reasonable opportunity to remove himself or herself from the situation or otherwise flee; or
- (iv) When the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself and others.

Use of Physical Intervention by Supervisory Personnel

Any administrator, teacher or school personnel entrusted with the care and supervision of a minor may use reasonably appropriate physical intervention

ELECTRONIC DEVICES

If a student and his/her parent decide it is important for the student to bring a cell phone or other electronic devices to school please remember:

1. If they are on and make noise, vibrate or otherwise call attention to themselves, the device is creating a disruption.
2. These items must be in the off position and not displayed for use during the entire school day. Misuse of electronic devices may result in consequences in addition to confiscation of devices.
3. The District is not responsible for loss/and or theft of any of these devices.
4. Disciplinary consequences will be assigned to any student who is in violation in any way related to the devices.

Please Note: See Definition of School Day

SAFETY CONCERNS

Rollerblades, skateboards, scooters, go peds, etc. are prohibited on all San Carlos Unified School District campuses. San Carlos Secondary School will not store them. Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriately safe equipment.

GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. A Gang is an activity or an affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols, or colors, and whose members encourage, either individually or collectively in gang activity. The use of hand signals, graffiti, pictures, drawings, etc. or the presence of any apparel, jewelry, or manner of dress that indicates or implies membership or affiliation with such a group is prohibited because of the disruption of educational activities from such activities or dress. It is the districts position that such activities or dress also present a clear and present danger to other district students and to district staff members.

Any activity involving initiation, hazing, intimidation, assault, or other activities related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to discipline.

Legal Ref.: A.R. S. 13-2308, 12-661 (A)(B), 15-766, 12-2911,15-767,15-341(A)(1),15-803, 15-841, 15-507,15-842,15-521 (A)(2), 15-843, 15-727 A.G.O, 78-218,18-055,84-36,A.A.C., R7-2-401,R7-2-405.

MEDICATION

All prescription and over the counter medication must be stored in the health office. Forms are available in the Health Office if medication is needed during the school day. Each bottle of medication must be in its original container and the medication form filled out and on file in the Health Office. Unless specifically authorized, students are not to be in possession of any medication.

Notice: Medication is not to be shared with other students. Failure to follow these rules could lead to other consequences including suspension or expulsion.

BULLYING /HARASSMENT

Bullying and/or harassment of others are prohibited. Harassment and bullying means physical or psychological abuse of another student by means of verbal threats, intimidation, insults or other aggressive behavior including abuse based on race, ethnicity, gender, sexual orientation, religion or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join or participate or remain in a school organization or affiliation.

If a student believes that he or she has been harassed, bullied, or hazed, the student should report the behavior to a teacher, counselor, and school nurse or school administrator. Students who engage in harassment, bullying or hazing will be subject to disciplinary and criminal sanctions.

Right to Freedom from Harassment/Bullying

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent. In accordance with state's anti-bully laws, students may make confidential reports of harassment, intimidation or bullying to any school employee or via San Carlos Safe

School SRO Officer. Parents are also welcome to submit written reports on incidents to administrators. All school staff is required to report suspected harassment, intimidation or bullying.

The district will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences.

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 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 withdrawal from the 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 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 the educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contest or competitions that are sponsored by an educational institution.
- Any activity of conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided in School policies related to the conduct and discipline of students, staff, and others.

DEFINITIONS

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

Aggravated Assault is an assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity.

Alcohol is any intoxicating element.

Arson is knowingly damaging property by knowingly causing a fire or explosion.

Assault is (!) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person.

At School means in a school building, on school property (school parking area, play area, etc.) or school bus. This includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

Bullying is the verbal, written, physical or psychological abuse of another student by means of threats, intimidation, insults, taunts, challenges or other aggressive behavior while on the school grounds, buses or at school-sponsored events or activities.

Bus Misconduct is any inappropriate at bus stops, while riding buses, or in the process of boarding or disembarking from a bus. Definitions for infractions that might occur at school apply equally to infractions that might occur on school buses.

Cheating or Plagiarism is intentionally using information or property of another, without permission of the school, to obtain unfair advantage.

Computer Tampering/Misuse is altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; and using San Carlos technology for uses outside of legitimate educational purposes.

Dangerous Instruments/Explosive Devices means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, and/or is readily capable of causing physical injury.

Death Threat is the act of stating an intended action whether written, oral or electronic that could cause death.

Defiance is intentionally resisting or disregarding the authority of district personnel. Includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so.

Disorderly Conduct is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

Disrespect is treating district personnel or any others with contempt or rudeness.

Disruption is creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.

District Sponsored Event is any event, which is sponsored or supervised by the district or district personnel either on or off campus.

Drugs are chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the district's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and /or nutritional supplements shall be considered a look-a-like drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs.

Drug Paraphernalia is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug.

Electronic Devices cannot be used from the point students arrive on school grounds until the time they exit the school grounds, Electronic Devices are cell phones, pagers, hand-held computers, media players or other electronic items. Electronic Devices may not interfere with the learning, safety or well-being of others. **The District is not responsible for the loss and/or theft of any of these types of devices.**

Endangerment is recklessly or intentionally creating a risk of injury or imminent injury or death to another or posing a threat to the health, safety and/or welfare of students, staff or others.

NOTE: Consequences depends on the potential severity of harm

Expulsion is the permanent removal of a student from school and district. Expulsion requires action by the Governing Board.

Extortion is the act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.

Fighting is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

Firearm is any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and/or capable of causing bodily harm or property damage.

Forgery/Falsification is the act of falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).

Gambling is to risk money or anything of value on the outcome of anything involving chance.

Gang is an activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang activity.

Harassment is the persistent or repeated annoying or tormenting of another.

Hate Speech is any written, oral or electronic communication that manifests malice towards others based on their race, gender or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech that could be deemed offensive by any individual or audience.

Hazing (See "Bullying/ Harassment/Hazing")

Horseplay/Roughhousing means rough boisterous play or behavior.

Instigation includes provoking or antagonizing a fight or other dangerous, inappropriate situations.

Insubordination is being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a district staff member or an individual placed in authority by the school or the district, i.e. volunteers.

Leaving Campus without Authorization/Unauthorized Absence is when a student who leaves the school campus or school sponsored and supervised activity without express authorization of the teacher, administrator or responsible school employee.

Loitering occurs if a person is intentionally present on school grounds after a reasonable request to leave and does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission.

Long-Term Suspension is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.

Other Firearm (other than handguns, rifles or shotguns) is any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile, the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile.

On-Campus Reassignment (OCR) At the discretion of the building-level administrator, students may be assigned an OC for various infractions. Students assigned to an OCR remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member.

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

Physical Aggression is tussles, minor confrontations, pushing, shoving or other physical provocation.

Profanity/Obscenity is the use of inappropriate or obscene language or a gesture to the extent that is disturbs the educational process or environment.

Public Display of Affection is kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.

Refusal to Identify Self is the refusal of a student to give correct name upon request of school personnel, or the use of another person's name or identity. Students in grades 9-12 are required to carry school issued I.D. cards.

Restitution is providing an equivalent replacement or compensation for damages or loss of personal or district property and/or time.

Robbery is taking, or attempting to take, any property of another from his person or immediate presence and against his will; such person threatens or uses force against any person with intent either to coerce surrender or property, or to prevent resistance to such person taking or retaining property.

Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on district property, at a district-sponsored event, or on school-sponsored transportation.

Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on district property, at a district-sponsored event, or on school-sponsored transportation.

School Day includes activities happening in school buildings, on school grounds, on school buses, and at places that are holding school sponsored events or activities. This definition may include on the way to or from school.

School Grounds/Property includes the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities.

Serious Offense is any offense that results in discipline that removes a student from one or more classes during any given school day.

Sexual Harassment is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)

Sexual Materials is the use or possession of pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.

Sexual Misconduct is the use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.

Short-Term Suspension is the removal from school for one to ten days, but not to exceed ten days. Students may be suspended from school by administrators, the district superintendent, and/or other administrative officials granted this power by the district's Governing Board.

Simulated Weapon is an instrument displayed or represented as a weapon including toys that resemble weapons.

Staff is any employee of the San Carlos School District and those working as contracted employees of the district, including bus drivers, volunteers and coaches.

Tardy is failure to be at a designated location at a specified time.

Technology Misuse is the failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any district facility.

Theft is taking property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.

NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.

Threat Assessment Team (TAT) is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TAT.

Threatening/Intimidating Behavior is to frighten, compel or deter by actual or implied threats. This includes, but is not limited to bullying.

Tobacco refers to smoking tobacco (e.g. cigarettes, cigars) and smokeless tobacco (e.g. dip, chew, snuff or twist).

NOTE: Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.

Tobacco Paraphernalia is any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches and lighters.

Trespass occurs when a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration.

Under the Influence occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.

Vandalism/Destruction of Property is the willful act of defacing or destroying any building, fixture, vegetation or property either intentionally or unintentionally.

Vehicle Violations include improper driving or parking of a vehicle on school district property without permission, parking in prohibited areas, and/or improper driving to or from campus.

Verbal Abuse/Profanity is the use of profanity or any derogatory language stated publicly.

Weapon is (includes but is not limited to a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices.

Arizona Revised Statutes References (A.R.S.):

Abuse, Verbal Abuse	A.R. S. 15-507	School Day	A.R. S. 15-341, 15-901
Bullying-	A.R.S. 13-3620		ADOT R17-9-104
Computer Tampering	A.R.S. 13-2316	Suspension	A.R.S. 15-843
Disorderly Conduct	A.R.S. 13-2904	Tobacco	A.R.S. 36-798
Disruption	A.R.S. 13-2911	Trespass	A.R.S. 15-841
Expel	A.R.S. 15-841	Vandalism	A.R.S. 15-842
Hazing	A.R.S. 15-2301	Weapons	A.R.S. 13-3102(11)
Loitering	A.R.S. 13-2905		

ACTIONS USUALLY INVOLVING THE TEACHER

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

Informal Talk

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

Discipline Conference With Student

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior discuss/develop a plan for changing the student's behavior. Parent may be notified.

Time Out

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In time out, the student is assigned by the teacher to a location isolated from his/her classmates. Time out generally will not exceed 30 minutes.

Conference with Parent

The parent is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

Restriction of Privileges

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria, common areas or specific activities. The parent will be notified. For example, a teacher may assign and monitor his/her own after school detention, lunch or recess detention.

Removal from Classroom (in extreme circumstances)

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom.

ACTIONS USUALLY INVOLVING SCHOOL ADMINISTRATORS

Denial of Bus-Riding Privileges

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

Restitution (Liability)

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their children (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in the incident being submitted to a collection agency per San Carlos Unified School District procedures.

On-Campus Reassignment

Temporary assignment to an on-campus reassignment (OCR) is an alternative to off-campus suspension. OCR may be imposed for part of the day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an OCR. The parent will be notified.

Behavior Contract

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be writ.

Parental/Guardian Escort

School administrators may request a parent escort in lieu of Short-Term suspension. Parent/Guardian escorts must be 25 years of age or older, they must be on the student's contact list and must be approved by a school administrator.

Short- Term Suspension

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short suspension to any person other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on district property or at district functions/events. Classroom assignments will be provided upon parent request during a short-term suspension.

Long-Term Suspension

In addition to a short-term suspension, the school administrator may recommend to district-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing.. The student and parent are informed of the district's due process procedures. During any off-campus suspension, a student is not permitted on district property or at district functions/events.

Alternative School Assignment

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long term suspension.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parent will be notified in writing that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on district property or at district functions/events.

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
*Alcohol (use and/or possession)	<ul style="list-style-type: none"> Five (5) Day OSS. Long Term Suspension. 	<ul style="list-style-type: none"> 10 (10) Day OSS Long Term Suspension. Expulsion 	<ul style="list-style-type: none"> Expulsion
*Alcohol (distribution and/or sale)	<ul style="list-style-type: none"> Five (5) Day OSS Long Term Susp. 	<ul style="list-style-type: none"> Ten (10) Day OSS Long Term Susp 	<ul style="list-style-type: none"> Long Term Sus Expulsion
*Arson (Criminal)	<ul style="list-style-type: none"> Long Term Susp. Expulsion Restitution 	<ul style="list-style-type: none"> Expulsion Restitution 	<ul style="list-style-type: none">
*Assault <ul style="list-style-type: none"> possible TAT 	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent Escort upon return Expulsion 	<ul style="list-style-type: none"> Long Term Susp. Expulsion
*Aggravated Assault <ul style="list-style-type: none"> Mandatory TAT 	<ul style="list-style-type: none"> Ten (10) Day Suspension Mandatory 5 day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Long Term Susp. Expulsion 	
Bullying	<ul style="list-style-type: none"> Five Day Susp. Mandatory 5 day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Mandatory 10 day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Long-Term Suspension Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Suspension days
*Bus Misconduct Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences may apply.	<ul style="list-style-type: none"> Parent Contact Warning One-Three (1-3) day Bus Susp. 	<ul style="list-style-type: none"> Parent Contact Five-Ten (5-10) day Bus Suspension 	<ul style="list-style-type: none"> Parent Contact Up to Nine Weeks Bus Susp. Complete Loss of Bus Riding Privileges

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
<u>Cheating or Plagiarism</u>	<ul style="list-style-type: none"> Loss of credit for assignment Notify Parent 	<ul style="list-style-type: none"> Three (3) Day Susp. Loss of Credit for Assignment/Class 	<ul style="list-style-type: none"> Five (5) Day Susp. Loss of Credit for Assignment/Class
<u>*Dangerous Instruments/Devices</u> <ul style="list-style-type: none"> possible TAT 	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory 5 Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Mandatory 10 Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. days Expulsion
<u>*Death Threat</u> <ul style="list-style-type: none"> Mandatory TAT 	<ul style="list-style-type: none"> Up to Ten (10) Day Susp. Pending TAT Mandatory up to Ten (Ten) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Short or Long Term Susp. Days 	<ul style="list-style-type: none"> Expulsion
<u>*Disorderly Conduct</u>	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days. 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent Escort upon return matching the number of Short or Long Term Susp. Days Expulsion 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent Escort upon return matching the number of Long Term Susp. Days Expulsion
<u>*Disrespect/Defiance/Insubordination</u>	<ul style="list-style-type: none"> Conference ISS One (1) Day Susp. Possible One (1) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort matching the number of Short or Long term Susp. Days
<u>Disruption</u>	<ul style="list-style-type: none"> Conference ISS One (1) Day Susp. Possible One (1) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> One (1) Day Susp. Three (3) Day Susp. Mandatory One to Three (1-3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort matching the number of Short or Long term Susp. Days

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
<u>Dress Code Violation</u>	<ul style="list-style-type: none"> Conference Call to Parent ISS 	<ul style="list-style-type: none"> Change Clothes ISS Conference One (1) Day Suspension 	<ul style="list-style-type: none"> Change Clothes One (1) Day Susp. Three (3) Day Susp.
*Drugs (use and/or possession)	<ul style="list-style-type: none"> Five (5) Day Susp. Long Term Susp. Mandatory Parent Escort upon return matching the number of Long-Term Susp. days 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days Expulsion 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Expulsion
*Drugs (distribution and/or sale)	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent Escort upon return matching the number of Long-Term Susp. days 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days Expulsion 	<ul style="list-style-type: none"> Expulsion
*Drug/Paraphernalia	<ul style="list-style-type: none"> Up to Ten (10) Day Susp. Pending TAT Mandatory up to Ten (Ten) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Short or Long Term Susp. Days 	<ul style="list-style-type: none"> Expulsion
<u>Electronic Devices</u>	<ul style="list-style-type: none"> Confiscation Student Pick Up Notify Parent 	<ul style="list-style-type: none"> Confiscation Parent Pick-Up Detention 	<ul style="list-style-type: none"> Confiscation One (1) Day Susp. Three (3) Day Susp.
*Endangerment <ul style="list-style-type: none"> Possible TAT 	<ul style="list-style-type: none"> Notify Parent ISS Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. Mandatory Three to Five (3-5) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Short or Long Term Susp. Days Expulsion

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
*Extortion	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. Mandatory Three to Five (3-5) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Three (5) Day Susp. Five (10) Day Susp. Mandatory Three to Five (5-10) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Short or Long Term Susp. Days Expulsion
*Fighting	<ul style="list-style-type: none"> Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory 5 Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. days Expulsion
*Forgery/Falsification	<ul style="list-style-type: none"> One (1) Day Susp. Three (3) Day Susp. 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp.
*Gambling	<ul style="list-style-type: none"> Conference Notify Parent ISS One (1) Day Susp. 	<ul style="list-style-type: none"> Three (3) Day Susp. Mandatory 10 Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. days Expulsion
*Gang Activity	<ul style="list-style-type: none"> Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Short or Long Term Susp. Days Expulsion
<u>Harassment</u>	<ul style="list-style-type: none"> Conference ISS One to Three (1-3) Days Susp. Possible One (1-3) Days Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. Mandatory Three to Five (3-5) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Short or Long Term Susp. Days Expulsion

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
<u>*Hate Speech</u>	<ul style="list-style-type: none"> Three Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory Five (5) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion
<u>*Hazing</u>	<ul style="list-style-type: none"> Five Day Susp. Mandatory 5 day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Mandatory Ten 10 day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Long-Term Suspension Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days
<u>Horseplay/Roughhousing</u>	<ul style="list-style-type: none"> Conference ISS One (1) Day Susp.. 	<ul style="list-style-type: none"> Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Parent Contact Up to Nine Weeks Bus Susp. Complete Loss of Bus Riding Privileges
<u>Instigation</u>	<ul style="list-style-type: none"> Three (3) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp./ 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp. Long Term Susp.
<u>Leaving Campus without Authorization/ Unauthorized Absence/Truancy</u>	<ul style="list-style-type: none"> Notify Parent ISS One (1) Day Susp. 	<ul style="list-style-type: none"> Three (3) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp.
<u>*Other Firearm</u>	<ul style="list-style-type: none"> Ten Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion 	<ul style="list-style-type: none"> Long-Term Suspension Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days 	<ul style="list-style-type: none"> Expulsion
<u>Physical Aggression</u>	<ul style="list-style-type: none"> One (1) Day Susp. Mandatory One (1) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Three (3) Day Susp Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
<u>Public Display of Affection</u>	<ul style="list-style-type: none"> Warning ISS Conference Notify Parent One (1) Day Susp. 	<ul style="list-style-type: none"> Parent Conference One (1) Day Susp. Three (3) Day Susp. 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. Ten (10) Day Susp.
*Robbery	<ul style="list-style-type: none"> Five Day Susp. Mandatory 5 day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Ten (10) Day Susp. Mandatory Ten 10 day Parent/Guardian Escort upon return Restitution 	<ul style="list-style-type: none"> Long-Term Suspension Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days Restitution
*Sale or Distribution of Dangerous Instruments <ul style="list-style-type: none"> Possible TAT 	<ul style="list-style-type: none"> Long-Term Suspension Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days 	<ul style="list-style-type: none"> Expulsion 	
*Sale or Distribution of a Weapon <ul style="list-style-type: none"> Mandatory TAT 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days 	<ul style="list-style-type: none"> Expulsion 	
*Sexual Harassment <ul style="list-style-type: none"> Mandatory TAT 	<ul style="list-style-type: none"> Notify Parent Conference Three (3) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp. Mandatory Five (5) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
*Sexual Materials	<ul style="list-style-type: none"> Notify Parent Conference Three (3) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp. 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion
*Simulated Weapon <ul style="list-style-type: none"> Possible TAT 	<ul style="list-style-type: none"> Confiscation Notify Parent Five (5) Day Susp. 	<ul style="list-style-type: none"> Confiscation Three (3) Day Susp. Ten (10) Day Susp. Mandatory Parent/Guardian Escort upon return matching the number of Long-Term Susp. Days 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion
Tardy	<ul style="list-style-type: none"> Notify Parent/ conf. Detention 	<ul style="list-style-type: none"> Notify Parent/conf. Detention 	<ul style="list-style-type: none"> Parent Conference Detention RE-Classify as Defiance
*Technology Misuse/Computer Tampering	<ul style="list-style-type: none"> Conference Loss of Technology Use Privileges Three (3) Day Susp. Restitution 	<ul style="list-style-type: none"> Five (5) Day Susp. Restitution Loss of Technology Use Privileges 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Restitution Loss of Technology Use Privileges
*Theft	<ul style="list-style-type: none"> One (1) Day Susp. Three (3) Day Susp. Restitution 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. Restitution 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp. Restitution
*Threatening/Intimidating Behavior <ul style="list-style-type: none"> Possible TAT 	<ul style="list-style-type: none"> Mediation Three (3) Day Susp. Mandatory Three (3) Day Parent/Guardian Escort upon return 	<ul style="list-style-type: none"> Five Day Susp . Mandatory Five (5) Day Parent/Guardian Escort upon return matching the number of Susp. Days 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion Expulsion
*Tobacco	<ul style="list-style-type: none"> Three (3) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp. 	<ul style="list-style-type: none"> Ten (10) Day Susp.
*Trespassing/Loitering	<ul style="list-style-type: none"> One (1) Day Susp. Three (3) Day Susp. 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp.
*Vandalism/Destruction of Property (i.e. graffiti)	<ul style="list-style-type: none"> Three (3) Day Susp. Restitution 	<ul style="list-style-type: none"> Five (5) Day Susp. Restitution 	<ul style="list-style-type: none"> Ten (10) Day Susp. Long Term Susp. Expulsion Restitution

DISCIPLINE PROCEDURES- GRADES 7-12

Offense	1 st Offense	2 nd Offense	3 rd Offense
*Vehicle Violation	<ul style="list-style-type: none"> 1st Written Warning 	<ul style="list-style-type: none"> Detention 2nd Written Warning 	<ul style="list-style-type: none"> Revocation of Parking Privileges
Verbal Abuse/Profanity/Obscenity	<ul style="list-style-type: none"> One (1) Day Susp. Three (3) Day Susp. 	<ul style="list-style-type: none"> Three (3) Day Susp. Five (5) Day Susp. 	<ul style="list-style-type: none"> Five (5) Day Susp. Ten (10) Day Susp.
<u>*Verbal Abuse/Profanity/Obscenity to an Adult</u> A.R.S. 15-507 <ul style="list-style-type: none"> Possible TAT 	<ul style="list-style-type: none"> Conference Loss of Technology Use Privileges Three (3) Day Susp. Restitution 	<ul style="list-style-type: none"> Ten (10) Day Susp. Mandatory Ten (10) Day Parent/Guardian Escort upon return matching the number of Susp. Days . 	<ul style="list-style-type: none"> Long Term Susp. Restitution Loss of Technology Use Privileges
*Weapon <ul style="list-style-type: none"> Mandatory TAT 	<ul style="list-style-type: none"> Five (5) to Ten (10) Day Susp. Long Term Susp. Mandatory Five (5) to (10) Day Parent/Guardian Escort upon return matching the number of Susp. Days Expulsion 	<ul style="list-style-type: none"> Long Term Susp. Mandatory Parent/Guardian Escort upon return matching the number of Susp. Days . Expulsion 	

Note:

- An underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension.
- An Asterisk (*) indicates that a police report may be filed.
- An administrator may choose any or all of the consequences at any infraction level.**
- TAT= Threat Assessment Team
- The principal is the highest level of appeal for a suspension of 10 days or less.

BUS DISCIPLINE PROCEDURES

Transportation is extended to students in the district as determined by District Policy. It is not a legal requirement except for transportation of special needs students as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school administrator will then verify the request and sign their approval on the note and the note will be given to the bus driver.

STATE LAW FORBIDS THE FOLLOWING ITEMS TO BE BROUGHT ONTO THE BUS:

1. Weapons/Dangerous Items
2. Glass
3. Animals/Insects/Reptiles
4. Tobacco/Alcohol/Drugs

Bus Rules

Students being transported are under the authority of the bus driver just as they are under the authority of the classroom teacher(s) while at school. In addition, the school administration continues to have authority over consequences for misbehavior while on the school bus. Students shall consider the school bus an extension of the classroom and shall observe established and appropriate standards of classroom behavior and dress while riding a bus. Students shall also observe the following specific standards:

1. Follow directions immediately when asked.
2. Remain seated until your scheduled bus stop.
3. Keep all parts of your body inside the bus and to yourself.
4. Talk quietly and use appropriate language.
5. No eating or drinking. A plastic bottle with water is allowed.
6. Keep the aisle clear.
7. Throw all trash into the trash can on the bus.
8. Items brought on the bus must comply with school rules, including electronic devices.
9. Keep all personal property under control at all times.
10. Do not tamper with school bus equipment.

2013-2014 STUDENT DUE PROCESS SUSPENSION/EXPULSION DISCIPLINARY RECORD KEEPING

Discipline- Discipline is administered by the principal/designee, the faculty and the staff.

Referral- Students will be referred to the principal/designee for violations outlined in the Student Rights and Responsibilities Handbook and when their disruptive behavior interrupts the educational process.

Due Process- Students in the district have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

1. Must be informed of accusations against them
2. Must have the opportunity to accept or deny the accusations.
3. Must have explained to them the factual basis for the accusations.
4. Must have a chance to present an alternative factual position if the accusation is denied.

5. All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call accompanied by a written referral form. If attempts to notify parents by telephone are unsuccessful; parents will be notified by written referral form only. Parent involvement is an important part of the discipline at all levels.
6. The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions.

Short-Term Suspension- If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present the principal/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the principal/designee upon the basis of all facts and information learned shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent. There is no level of appeal higher than the principal for a suspension of 10 days or less.

Long -Term Suspension- If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion; the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a Student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.

If a long-term suspension is scheduled, the district will deliver or send by certified mail, notice of the hearing to the student's parent(s) at least five working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of Policy JKD and A.R.S. 15-840 through 15-844
- A statement that the student and his or her parent(s) are entitled to various procedural rights as described in this policy. A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the district is unable to contact the parents or guardians after taking reasonable steps to do so, the district may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student and parent fail to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five working days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student
- Describe the behavior that resulted in the long-term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

Suspension Due to Clear and Present Danger- If it is in the best judgment of the principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational process on campus, the principal or designee may suspend the student from the school pending an investigation, due process and disposition of the case.

Long-Term Suspension Appeal- If the hearing officer recommends a long-term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long-term suspension based on one of the following reasons:

- There was substantial non-compliance with policy JKD.

- The pupil's rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long-term suspension and prior to the Governing Board meeting where the hearing officer's decision will be considered. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The governing Board will review the hearing officer's decision and the parent's/legal guardian's letter of appeal. If the Board feels more information is necessary, they will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the decision in executive session, the Governing Board may uphold modify or rescind the hearing officer's decision.

Expulsion-

The hearing officer may recommend that a student be expelled from the school district. That recommendation will be forwarded to the Governing Board, who will act on it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the decision from the hearing officer and the parent's appeal and will hear evidence from the school and/or district officials and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s), the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session.

If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R. S. 15-843

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent(s)/legal guardian(s) and legal counsel from attending any executive session pertaining to the

proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent's/legal guardian's expense.

Readmission

Once a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

Student Disciplinary Record-Keeping

Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least two years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for pupils subject to disciplinary action shall contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral, i.e. conferences with parent(s)/legal guardian(s), conference with principal, conferences with other school personnel, etc.
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

Principal/Designee Review- In case of a suspension which is for ten days or less, and there has been no recommendation for long term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

STUDENT INTERROGATIONS, SEARCHES & ARRESTS

Interviews

School officials may question students regarding matters related to school without intimidation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or other peace officer.

When child abuse is alleged:

If a child protective service worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exist. Disrobing of a student is overly intrusive for purpose of most student searches and is improper without express concurrence from school district counsel.

Items provided by the District such as lockers, desks, storage areas, etc. or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a district/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student, jackets, etc.
- Any object in the student's possession such as a purse, backpack or briefcase.
- School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned including, not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- Any material or item which presents an imminent danger of physical harm or illness, and/or
- Any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items seized may be:

- Return to the parent or guardian of the student from whom the items were seized
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized
- Turned over to law enforcement officers or
- Destroyed

Search Warrants

If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing office. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student if known, upon contact by the parent.

Police Presence on Campus

Through a partnership with the San Carlos Tribal Police Department employs police officers to provide an added layer of safety on school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

THREAT ASSESSMENT

Threat Assessment Process

Zero tolerance for threatening behavior is a necessity. Every case of a threat must be taken seriously. Every instance of threat behavior will be examined individually. In determining whether a threat situation exists under this process, school administrators and other personnel will be guided substantially by the provisions of A.R.S. 13-1202 and 13-2911 (see below). In general, a threat situation will be deemed to exist when, following an investigation by school administration, a student has been determined by admission or reliable informant(s) to have:

- Communicated a death threat against self or others,
- Communicated a threat of mass violence
- Communicated a threat involving weapons or explosive devices
- Communicated a threat against school property, or
- Engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat.

However, the impulsive communication of a verbal threat must be considered in the context of the environment, developmental stage, and interpersonal situation in which it occurs. In such cases, administrators will be guided by the district processes in place to determine whether or not a threat situation exists or may exist under the provisions of this section.

Ref: A.R.S. 13-1202 Threatening or intimidating; classification.

1. A person commits threatening or intimidating behavior if such person threatens or intimidates by word or conduct:
 - a. To cause physical injury to another person or serious damage to property of another; or
 - b. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly, or transportation facility; or

- c. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause,, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.
2. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

Ref: A.R.S. 13-2911 Interference with or disruption of an educational institution; violation; classification;

1. A person commits interference with or disruption of an educational institution by doing any of the following:

Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:

- Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
- Threatening to cause damage to an educational institution, the property of any educational institution or the property of any employee or student of an educational institution.

b) Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property by others.

c) Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

2. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.

3. The chief administrative officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the educational institution if the officer or employee has reasonable grounds to believe either that:

a) Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.

b) Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.

4. The appropriate governing board of every educational institution shall adopt rules pursuant to title 41, chapter 6 for the maintenance of public order on all property of any educational institution under its jurisdiction that is used for educational purposes and shall provide a program for the enforcement of its rules. The rules shall govern the conduct of students, faculty and other staff and all members of the public while on the property of the educational institution. Penalties for violation of the rules shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property and, in the case of a student, faculty member or other staff violator, the violator's suspension or expulsion or any other appropriate disciplinary action. A governing board shall amend its rules as necessary to ensure the maintenance of public order. Any deadly weapon, dangerous instrument or explosive that is used, displayed or possessed by a person in violation of a rule adopted pursuant to this subsection shall be forfeited and sold, destroyed or otherwise disposed of pursuant to chapter 39 of this title. This subsection does not do either of the following:

5. An educational institution is not eligible to receive any state aid or assistance unless rules are adopted in accordance with this section.

6. This section does not prevent or limit the authority of the governing board of any educational institution to discharge any employee or expel, suspend or otherwise punish any student for any violation of its rules, even though the violation is unlawful under this chapter or is otherwise an offense.

7. This section may be enforced by any peace officer in the state wherever whenever a violation occurs.

8. Restitution under sections 8-341, 8-345, 813-603 applies to any financial loss that is suffered by a person or educational institution as a result of a violation of this section.

9. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 or this section is a class 1 misdemeanor.

10. For the purpose of this section:

a) "Educational Institution" means, except as otherwise provided any university, college, community college, high school or common school in this state.

b) "Governing board" means the body, whether appointed or elected, that has responsibility for the maintenance and government of an educational institution.

d) "Property of an Educational Institution" means all land, buildings and other facilities that are owned operated or controlled by the governing board of an educational institution and that are devoted to educational purposes.

The following description of the San Carlos Unified School District Threat Assessment Process is intended only as an overview of the procedures to be followed in assessing threat situations. SCUSD recognizes that the competent assessment of threat, risk, and potential for dangerous and violent behavior requires ongoing training and education in these procedures.

Referral

When the school administrator or designee identifies a student in graded 7-12 as having caused a threat situation to exist in accordance with the above guidelines, the following procedures will be followed:

- 1) When any school or district employee becomes aware of an alleged threat, (s)he will report the alleged threat to the school administrator. The school administrator must review the information and convene the Threat Assessment Team (TAT) members, who will make an initial determination of the seriousness of the incident. If the information shows clearly that there is no risk, e.g. misunderstandings or false accusations, the principal or designee completes the Resolution Form (checking Level 5: or false accusations, No/Low Risk) and keeps this form at the home school. No further action is required:
 - If no potential for harm exists, the student is given an appropriate discipline outcome and is returned to class in accordance with the Student Rights and Responsibilities Handbook, Discipline Matrix.
- 2) If potential for harm exists, but clear and imminent danger is not obvious, the school administrator or designee initiates the site-based Threat Assessment Process.
 - When determining a discipline response to the threat situation, the school administrator will follow the Discipline procedures that can be found in the Student and Parent Handbook.
 - The school administrator or designee convenes the site-based Threat Assessment Team.
- 3) If obvious clear and imminent danger exists, the school administrator or designee initiates an immediate protective response to secure and stabilize the threat situation and alerts the Director of Student Services and the Director of Special Education and Gifted and local law enforcement. The Crisis Response Team should be assembled.

Site Based Threat Assessment Team

1. A threat assessment inquiry to assess the seriousness of and danger associated with the threat situation will be conducted on all students in grades 7-12 identified by the school administrator or designee as having caused a threat situation with a potential for harm to exist in accordance with this procedure. The Threat Assessment Team will follow the process as outlined in the Threat Assessment Process packet.
 - a. The school administrator or designee convenes the site-based Threat Assessment Team. The inquiry is to be conducted as soon as possible but in no case later than one (1) school day following the determination that a threat situation exists.
 - b. The student's parent//guardian should be notified when and where the threat assessment inquiry will take place. Parental input into the Threat Assessment should be obtained through interview. Parents should be notified of the outcome of the Threat Assessment by the building administrator or designee.
 - c. The administrator delegates tasks and responsibilities to TAT members and oversees all aspects of the Threat Assessment, resolution of the incident, and intervention and protection plans.

2. The TAT makes a determination of risk category and initiates District Level Threat Assessment Review if warranted.
3. Discipline is a separate concern from the TAT. In administering discipline, the Discipline Matrix, found in the Student and Parent Handbook, should be followed.

District Level Threat Assessment Review

1. If the TAT's determination of risk finds a student at a category 1 or 3 (high to imminent risk):
 - a. Law enforcement may be notified.
 - b. Victim notification may be initiated.
2. The building administrator or designee may contact the Director of Special Education and Gifted or the Director of Student Services to request a District Level Threat Assessment Review.
 - a. The District Level Threat Assessment Review is conducted to help the site-based team determine whether further evaluation is necessary and, if so, what kind of evaluation. The determination of risk category, makes recommendations to the district administration for legal and administrative management of the student, makes referrals to outside agencies for needed services, and develops a supervision plan for the student under concern, and if necessary, student protection plan(s) for other involved students.
 - b. If further evaluation is indicated a referral is made to the site-based Student Study Team.
 - c. Based upon the results of the District Level Threat Assessment Review, the school administrator or designee, in consultation with the District Team, will make final determination of the student's status and insure that the supervision plan and student protection plan(s) are adequate to insure the safety of the school environment.
3. Once the supervision plan and student protection plan(s) are developed a Follow-Up Manager will be assigned by the building administrator to assure implementation of all plan(s) are developed as follow-up Manager will be assigned by the building administrator to assure implementation of all plans.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification evaluation and placement into Section 504 programs, please contact the Districts Section 504 Coordinator.

Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year a manifestation determination conference must be held.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) SPECIAL INSTRUCTIONAL PROGRAMS

When a student who is receiving special educational services, is being considered for special education services, or has received special educational services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held.

A recommendation suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent(s) /legal guardian(s) is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent(s)/legal guardian(s) will be provided with a copy of the procedures/ safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent(s) per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent(s)/legal guardians(s) are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP if student is receiving special educational services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessary decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parents/legal guardians per IDEA (individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion cannot occur. However, the

student's educational program will be reviewed and revised and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519-300.526)

If the behavior is not related to the disability, suspension and/or expulsion can occur; however, an education program must be delivered to the student who is on an I.E.P. The IEP team develops this program. The delivery of the educational program can occur through placement on an alternate campus, self-contained public, self-contained private and/or residential setting.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the district's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parents(s)/legal guardian(s) do not agree with the findings of the IEP conference, they can file due process. The district, if it is determined that the student is a threat to the educational environment, may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.15-300.526)

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS [34 C.F.R. 300.561 AND 300.572]

Dear Parent(s)/Guardian(s):

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code; Sections 123g and 1232; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 W.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of the school programs, and for legitimate educational research. The students' records maintained by District may include- but are not limited to- identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the district under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs for copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34C.F.R. 9937 (a) 1]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

STUDENT RECORDS

DESIGNATION OF DIRECTORY INFORMATION

During the school year, district staff members may compile non-confidential student directory information specific below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated director information to persons or organizations who inform students of educational or occupational opportunities, by law the district is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release a student's information without your prior written consent. If you do not opt out of the releasing of any and all of the below-designated information, then the district must provide military recruiters, upon request, directory information containing the students' names, addresses and telephone listings.

If you do not want the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the district through the School Principal in writing of the fact. If the school district does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son's/daughter's designated directory information listed below:

- The student name
- The student's address.
- The Students date and place of birth.
- The student's photograph
- The students grade level.
- The student's participation in extracurricular activities.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.
- The names of Parents/Guardians of the student.

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, applications for scholarships and honors, and responses to military recruiters.

INTERNET AND E-MAIL USER AGREEMENT

Acceptable Use: Each user must:

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives of San Carlos Unified School District.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, radically offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the district's code of conduct.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on SCUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using EIS
- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

Unacceptable Uses:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download and use games, files, documents, music, or software for non-educational purposes i.e., Shockwave games/animations, audio and other visual files.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.

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