

# Kings Ridge Preparatory Academy



## Student Planner 2014-2015

*Talmadge Tanks, Principal  
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**Kings Ridge Preparatory Academy  
Student Handbook  
2014 – 2015**

**Talmadge Tanks  
Principal**

**3650 S. 64th Lane  
Phoenix, Az. 85043**

***This agenda belongs to:***

NAME \_\_\_\_\_

HOMEROOM TEACHER \_\_\_\_\_

Dear Kings Ridge Students and Parents,

Welcome to the **2014-2015** school year at Kings Ridge Preparatory Academy! This is truly an exciting time for all of us, as we continue to establish the traditions, customs and culture of this new school.

We are committed to establishing academic excellence at Kings Ridge by providing an environment in which **ALL** students will be successful by meeting and exceeding Arizona state academic standards and promotion requirements while facilitating access to High School courses.

Moreover, we firmly believe that along with high academic expectations for our students, it is essential that we develop the whole child by instilling strong character, individual support, and a connection to their school by encouraging participation in extra-curricular activities and athletics. Research has proven that students that build a strong relationship with their school, while being challenged with high academic rigor, demonstrate better attendance and behavior, in addition to graduating and attending college at a higher rate than their counterparts.

We look forward to working with you as we build the foundation for student success now and in the future. This academic planner contains important information concerning our school; we ask that you please take the time to read it thoroughly. Make it a great school year!

Warm regards,

Talmadge Tanks, Principal  
Kings Ridge Preparatory Academy

**SIGNATURE FORM**

Welcome to our school! Important school and district policies, programs, and expectations are outlined in the student handbook. It is imperative that students AND parents are informed of this information.

Please take some time to thoroughly examine this information so that you are familiar with expectations. **All students are required to return the signature form to school indicating receipt of these documents.**

**STUDENT/PARENT ACKNOWLEDGEMENT OF HANDBOOK AND SCHOOL RULES**

I, \_\_\_\_\_ and my parent/guardian, \_\_\_\_\_,  
(Student name) (Parent name)

has received and read the agenda, understand and **accept the responsibilities** outlined in the student agenda including:

- Parent and Student School Laptop/Tablet Agreement (Page 3 -8) signed and returned**
- Internet usage agreement (page 9)**
- Attendance Procedures (page 12)**
- Student code of conduct (pages 13-14)**
- Dress Code (pages 15-16)**
- Bullying Policy (page 20)**
- Misconduct & Consequences (pages 23-30)**
- Kings Ridge Safe Student Transportation Program (pages 19-23)**

Please mark below only if:

\_\_\_\_\_Our child **may not** participate in internet activities

\_\_\_\_\_Our child’s photograph may not be used for official school publicity which may include the school newsletter or website, etc. (page 19)

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Date

**RIVERSIDE ELEMENTARY SCHOOL DISTRICT NO. 2**

**Student & Parent School Laptop/Tablet Agreement**

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**PLEASE PRINT ALL INFORMATION**

**Student Name** \_\_\_\_\_  
Last Name First Name Student SAIS ID #

**Parent/Guardian Name** \_\_\_\_\_  
Last Name First Name Driver's License #

**Parent Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home #** \_\_\_\_\_ **Wk. #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

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**Terms and Conditions of Use**

By signing this form and initialing when required, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession use of a **District Assigned Laptop/Tablet Computer** ("the Laptop/Tablet") issued to the student by the Riverside Elementary School District No. 2 ("R2"). The student and the student's parent/guardian also certify that they will comply with these terms at all times while the Laptop/Tablet is in their possession or under their control. Participation in this program is voluntary. If the student or student's parent/guardian do not wish to be issued a Laptop/Tablet or do not agree to the terms and conditions of use, the student will only be allowed the use of the Laptop/Tablet at school and will not be able to take the Laptop/Tablet home. Student will not be penalized in any way for the decision not to participate.

**General Terms & Conditions**

- The Laptop/Tablet is a being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by R2.
- The Laptop/Tablet is and will remain at all times the property of R2. R2 may recall the Laptop/Tablet, or place additional restrictions on the student's use or possession of the Laptop/Tablet, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any R2 teacher or administrator, the student or the student's parent/guardian will immediately surrender the Laptop/Tablet to that teacher or administrator.
- R2 reserves the right to change the terms or conditions of the student's possession or use of the Laptop/Tablet, or to impose new restrictions on use or possession of the Laptop/Tablet, at any time.
- The student's possession and use of the Laptop/Tablet will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by R2.
- The student's possession and use of the Laptop/Tablet will comply at all times, both on and off campus, with all applicable state and federal laws and regulations.

- The student's possession and use of the Laptop/Tablet will be governed at all times, both on and off campus, by all applicable policies of the R2 Governing Board, including but not limited to **Policy 3460 (Student Acceptable Use) and the Student Code of Conduct**. By signing this agreement, the student and the student's parent/guardian certify that they have reviewed and understand **Board Policy 3460 and the Student Code of Conduct**. They further certify that they are aware that all Board policies are available on the school system's website and at each school, and that it is their responsibility to inform themselves as to any Governing Board policies that might apply to the student's use or possession of the Laptop/Tablet and to comply with those policies at all times.
- Under no circumstances will the student use the Laptop/Tablet or permit the Laptop/Tablet be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment; malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful or inappropriate activities of any kind.
- Under no circumstances will the student use the Laptop/Tablet, or permit the Laptop/Tablet to be used, to access any websites or online resources that have not been approved by an R2 teacher or school administrator.
- Under no circumstances will the Laptop/Tablet be used for instant messaging ("IM") or visiting chat rooms or social networking websites such as MySpace, FaceBook, or Xanga.
- Students will use their Laptops/Tablets to access the internet only in public or common family areas. Parents or guardians will supervise and monitor student's internet use whenever possible.
- By signing this document, the student and the student's parent/guardian acknowledge that they are solely responsible for ensuring that the student's use of the Laptop/Tablet to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent/guardian will hold R2 and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities.
- Should the student inadvertently gain access through the Laptop/Tablet to any confidential information about other students or staff members at R2, including but not limited course work or grade information, the student will immediately report the incident to the Technology Facilitator and will not share the information with any other person.
- Because the Laptop/ Tablet is school property and is intended only for approved educational uses, the student's use of the Laptop/Tablet will be governed by this document and the rules, policies, and guidelines described in this document at all times and in all locations, both on and off campus and both during and outside of instructional time.
- The student will not share the Laptop/Tablet with any other person unless expressly authorized to do so by an R2 teacher or administrator. The student will not loan the Laptop/tablet to any other person, including another R2 student, without prior written authorization from the Technology Facilitator.
- Any violation of the terms or conditions set forth or referenced in this document may result in my possession or use of the Laptop/Tablet being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of R2.
- The student's possession and use of the Laptop/Tablet is a privilege, not a right. By signing this document, the student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Laptop/Tablet and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of R2 gives them any ownership or contractual rights of any kind whatsoever in the Laptop/Tablet.

## Orientation Meeting & Technology Fee

- As a condition of being issued a Laptop/Tablet, all participants in the R2 Advanced Student Technology Integration Program (ASTIP) must attend a mandatory orientation meeting.

## Issuance & Return of Laptop/Tablet

- After the student has attended the mandatory orientation meeting, the Laptop/tablet will be issued to the student on or about the first day of school.
- The student's license to use the Laptop/tablet terminates on the last day of the school year, unless terminated earlier by R2. Laptops/Tablets will be collected by the Technology Facilitator on or before the last day of the school year.
- Given the time required for technology staff to inspect, maintain, and upgrade the laptops/tablets over the summer, penalties will be assessed for the late return of laptops/tablets at the end of the school year.
- If the student fails to return the Laptop/Tablet by the last day of the school year, the student and the student's parent/guardian will incur a late fee of \$5 per day for the first 30 days, and \$10 per day for the next 30 days, until the Laptop/Tablet is safely returned. \_\_\_\_ **Initial**
- If the Laptop/Tablet is not returned within 60 days of the last day of the school year, the student and the student's parent/guardian may be assessed the full replacement cost for the Laptop/Tablet, and R2 may institute legal actions against the student and/or the student's parent/guardian. \_\_\_\_ **Initial**
- Late fees may also be assessed if a Laptop/Tablet is not returned immediately after being recalled by R2 before the end of the school year. Late fees of \$5 per day for the first 30 days and \$10 per day for the next 30 days may be assessed following the date of the demand from R2 for the Laptop/Tablet to be returned. If the Laptop/Tablet is not returned within 60 days after the end of the grace period, the student and the student's parent/guardian may be assessed the full replacement cost for the Laptop/Tablet, and R2 may institute legal actions against the student and/or the student's parent/guardian. R2 reserves the right to contract with a retrieval agent for the purpose of returning the Laptop/Tablet back to the school district. \_\_\_\_ **Initial**

## Laptop/Tablet Care and Guidelines

- By signing this document, the student and the student's parent/guardian acknowledge that they have received a copy of R2's Laptop/Tablet Care and Guidelines and that they will comply at all times with the specifications in that document, as well as any additional rules or guidelines regarding care and maintenance of the Laptop/Tablet. \_\_\_\_ **Initial**
- Under no circumstances will the student install or permit to be installed on the Laptop/Tablet any hardware, software, drivers, or other programs or devices without the advance written approval of the Technology Facilitator. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Laptop/Tablet by R2. \_\_\_\_ **Initial**
- The Laptop/Tablet may be inspected at any time by R2 officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the Laptop/Tablet (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document. By signing this document, the student and parent/guardian acknowledge

that they have no reasonable expectation of privacy to any data or information of any kind contained on the Laptop/Tablet, which shall at all times remain R2 property and which is intended to be used only for school purposes. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement. \_\_\_\_ **Initial**

### **Loss, Theft, & Damage**

- The Laptop/Tablet is a valuable piece of property that is being made available to the student by R2 for purposes of advancing the student's education.
- The student is responsible for ensuring that the Laptop/Tablet is kept safe and secure at all times while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the Laptop/Tablet unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.
- Under no circumstances will the student leave the Laptop/Tablet in the care or custody of any person other than the student's parent or guardian or an R2 teacher or administrator.
- If the student believes the Laptop/Tablet has been stolen, the student and the student's parent/guardian will immediately file a report with law enforcement and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after reporting the Laptop/Tablet stolen, the student and parent will provide a copy of the police report to the Technology Facilitator, along with details about the incident and the name and telephone number of the investigating officer. \_\_\_\_ **Initial**
- R2 will investigate all incidents of Laptops/Tablets reported as lost and may refer any such incidents to law enforcement. *Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an R2-owned Laptop/Tablet will be vigorously prosecuted to the fullest extent of the law.* \_\_\_\_ **Initial**
- In recognition of the advantages that come from being issued a Laptop/Tablet and the considerable expense to R2 in funding the Advanced Technology Integration Program, the student and student's parent/guardian acknowledge that they must bear the risk for the possibility that the Laptop/Tablet may be lost, damaged, or stolen, as described in more detail below. \_\_\_\_ **Initial**
- If for any reason the Laptop/Tablet is lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the following fees to help offset the actual replacement costs to R2:
  - For the first occasion, Technology Insurance will cover the cost.
  - For the second occasion, the actual replacement cost of the Laptop/Tablet will be assessed in addition to the Technology Insurance Fee. Student will not receive any additional Laptop/Tablet computers from R2.
- If for any reason the Laptop/Tablet is damaged during the time that it is issued to the student, regardless of whether the student is at fault, the student and student's parent/guardian will be responsible for the following fees to help offset the actual cost to R2 of repair or replacement, to include Hardware, software and technology services. \_\_\_\_ **Initial**
- If the Laptop/Tablet is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost or repair or replacement, whichever is less. \_\_\_\_ **Initial**

- For purposes of this document, the replacement cost is the actual cost to R2 at the time of replacement of a new district assigned Laptop/Tablet purchased directly from the manufacturer. As of April 25, 2013, the actual cost to R2 of each Laptop/Tablet is \$899.
- For purposes of this document, the repair cost is the actual cost to R2 to have the Laptop/Tablet fully repaired by a qualified repair technician of R2's choosing to the condition the Laptop/Tablet was in when it was originally issued to the student. \_\_\_\_\_ **Initial**
- The repair and replacement fees described above may be reduced or waived by R2 for economic hardship. To qualify for a reduction or waiver, students must qualify for free or reduced lunch under the applicable State guidelines and R2 Board Policy as well as meeting any additional criteria prescribed by R2. Requests by eligible students for hardship reductions or waivers will be considered by R2 on a case-by-case basis in light of all the circumstances presented. Requests for fee waivers or reductions for economic hardship should be referred to the Technology Facilitator and will be handled confidentially. The granting of a hardship waiver will not necessarily mean that a student will be issued a replacement Laptop/Tablet.
- Unless the student is granted a fee waiver or reduction for economic hardship, the student will not be issued a replacement Laptop/Tablet until the costs described above have been paid in full.
- R2 reserves the right to decline to issue a replacement Laptop/Tablet if it determines, in its sole discretion, that the risk of loss or damage to the replacement Laptop/Tablet is unacceptable. The decision not to issue a replacement Laptop/Tablet shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued R2 Laptops/Tablets, given that those fees are intended to help offset the actual cost to R2 of repair or replacement of R2's property.
- Eight Graders must pay all fees, including but not limited to any technology fee or replacement or repair costs, before being allowed to participate in Promotion and/or release of transcripts.



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## Request to Participate in Program

- WE WISH TO PARTICIPATE in the R2 Advanced Technology Integration Program. Please register the student below and issue a Laptop/Tablet under the terms and conditions described in this document.
  - WE DO NOT WISH TO PARTICIPATE in the R2 Advanced Technology Integration Program. Please provide educational services that do not require use of a Laptop/Tablet.
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## Signatures

By signing this form and initialing when required, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession use of a **District Assigned Laptop/Tablet** computer ("the Laptop/Tablet") issued to the student by the Riverside Elementary School District No. 2 ("R2"). The student and the student's parent/guardian also certify that they will comply with these terms at all times while the Laptop/Tablet is in their possession or under their control

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Parent/Guardian Signature

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Student Signature

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/ /  
Date

Property Serial/Asset Tag

## **Riverside School District #2 Acceptable Use Agreement for the Internet**

We are pleased to bring to the students of the Riverside School District access to electronic mail and the Internet. Access to electronic mail and Internet offers an abundance of resources such as thousands of libraries, databases, and bulletin boards to both students and teachers. The district goal in providing this service is to promote excellence in our schools by facilitating resource sharing, innovation, and communication. Riverside School District has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials on a global network and industrious users may discover such materials. We believe that the benefits to students to further educational goals and objectives via access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Riverside School District supports and respects each family's right to decide whether or not to participate. All network activities, including Internet and E-mail, will be supervised by appropriate personnel. Checked below (with explanatory examples) are activities in which your child will be a participant:

### **E-mail pen pals**

Research major news sources: (newspapers, magazines, U.S. Congress)  
File Transfer (FTP)-transfer files between computers, in either direction.  
Research (Gopher, Telnet)-research databases, card catalogs, image files, weather maps. (U.S. Weather Service, the Library of Congress, the Smithsonian)  
Conversation: Real-time E-mail-type s (Internet Relay Chat) or video conferencing with distant classrooms, professional experts, technical assistance.

### **District Internet and E-mail Rules (Terms and Conditions)**

1) Individual users of Internet and E-mail are responsible for their behavior and communications over the network. The use of each user account must be in support of education and research and consistent with the educational objectives of the Riverside School District.

Access is a privilege – not a right. Inappropriate use will result in a cancellation of privileges. Each user who receives access (called a "user's account") will be part of a discussion/training/lesson pertaining to the proper use of the network. The network administrators will deem what is appropriate use and their decision is final.

An account may be closed at any time if inappropriate use is determined. The administration, faculty, and staff of Riverside School District may request the network administrators to deny, revoke, or suspend specific user accounts.

### **Network etiquette:**

Be polite, using appropriate language and pictures in your messages to others.

Downloading inappropriate materials is prohibited.

Respect and maintain user privacy. Do not reveal any names, home addresses or phone numbers.

Assume that all communication and information accessible through the network are private property. Copyright infringement is prohibited.

Use the network appropriately in such a way that would not disrupt the use of the network by others.

Damaging computers, computer systems or computer networks is prohibited and will not be tolerated.

**Personal responsibility:**

I will report any misuse of the Electronic information services (EIS) to a parent, teacher, or the system administrator, as is appropriate.

**I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.***

**VIOLATIONS OF THE ABOVE NETWORK ETIQUETTE MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY ACTION.**

**KINGS RIDGE SCHOOL**

**VISION STATEMENT**

Kings Ridge will empower and motivate students to become lifelong learners.

**MISSION STATEMENT**

Kings Ridge will be a superior, student-centered school with strong ties *to our families and diverse community.*

Kings Ridge teachers and staff will dedicate themselves to the creation of a school culture that promotes the academic, emotional, and social development of every student.

**GOALS**

Kings Ridge will create an A+ school through strong, rigorous academic curriculum.

Kings Ridge will encourage excellent behaviors and academic achievements through the use of positive reinforcements.

The Kings Ridge staff, along with members of the community, will collaborate to provide all students with a quality education.

**PARENTS/VISITORS**

Teachers must give prior approval for a parent to enter the classroom. Visiting parents, guardians, and patrons are always welcome on the campus. However, you may **not bring friends, relatives, or younger brothers or sisters to visit.** Adult visitors to the campus must check in at the office and wear a visitor's pass.

**PARENT VUE Web Site**

**Coming to Riverside Elementary School District**

*(Internet Explorer is highly recommended for the best viewing)*

To create a stronger parent-school partnership and to help parents monitor their child's education in all schools, the Riverside Elementary School District will be providing timely student information through a tool called Parent VUE. As a parent or guardian of a Riverside Elementary School student, you will have the ability to view grades, attendance information, and other data that the district has maintained in regards to your student. Your child's academic information will be web-based and can be accessed from your personal computer.

When fully implemented, parents will be able to monitor their child's grades, class assignments, student schedule, attendance and school information. Teachers and Parent may also send messages to each other via Parent VUE.

To maintain the confidentiality of student information, parents will be required to obtain an activation key to access their child's data. Parents can activate their child's account by going to the school office to obtain information about setting up their log-on and password. A photo identification will be required at the time of receiving your activation key.

More information will be sent home as to when Parent VUE will be implemented and parents can sign up. Please check with your school office for additional information. We hope you find this tool to be helpful in supporting your child's education.

## **KINGS RIDGE STUDENT RESPONSIBILITIES**

1. **RESPECT THE RIGHTS OF OTHERS:** Students have a right to an education without interference from others.
2. **SCHOOL ATTENDANCE:** Students have a responsibility to attend school daily and to be on time.
3. **COMPLETE WORK ASSIGNMENTS:** Students are responsible for completing all class work and homework on time. It is the student's responsibility to get homework or make-up work for absences.
4. **PREPARED FOR CLASS:** Students have a responsibility to bring to class any necessary books and materials that may be required to actively participate in class assignments and/or activities.
5. **RESPECT PUBLIC PROPERTY:** Students have a responsibility to respect and to protect all school property, materials and equipment.
6. **SHOW RESPECT:** Students have a responsibility to demonstrate respect for other students, faculty, staff, community members and themselves.
7. **OBEY SCHOOL RULES:** Students have a responsibility to know and obey rules and regulations in order to provide a safe and positive learning environment.
8. **COOPERATE WITH SCHOOL STAFF:** Students have a responsibility to maintain a safe, orderly environment, and have an obligation to cooperate with school staff, authorities and peers.

## **AFTER SCHOOL AND EVENING ACTIVITIES**

While attending school or evening activities you will be expected to follow all school rules and regulations, including the dress code. **A student must be in attendance at school for one-half day (4 periods) to participate in after-school and evening activities.** Suspended students (off campus) may not attend evening or after-school activities. **Students should leave campus immediately after school is out.** Only students under the supervision of a teacher should be on campus (athletics, 9th hour, tutoring, and clubs).

## **AFTER-SCHOOL TUTORING**

KRPA offers on-campus tutoring/homework club Monday through Friday after school. At KRPA, tutoring may be arranged with individual teachers before or after school. Students involved in these programs receive assistance free of charge from certified teachers. They also have access to computers and a quiet learning environment. Participating students are authorized to ride the late activity bus after attending these sessions.

## **ATTENDANCE PROCEDURES**

If you are absent from school, your parents are requested to phone the attendance clerk. If a telephone call is not possible, a note taken to the attendance office immediately upon your return to school will suffice. If you knowingly are to be absent, your parent should contact the attendance clerk ahead of time.

To be excused from school for doctor or dental appointments, bring a note from a parent. It is district policy for you to remain on campus unless given permission by the office to leave. Upon arrival at school, do not leave campus unless picked up by a parent or guardian following normal sign-out procedures. Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration. A medical excuse is required for excessive absences. According to Arizona's compulsory attendance law (ARS 15-803), students must be in school until they reach the age of 16 or successfully complete the 10th grade. Attendance is important! You are tardy when not in your seat as the tardy bell rings unless you have a pass. Repeated tardiness will result in a phone call home and/or assigned detention. Anyone coming to school later than the beginning of 1st period must check in at the office first. If a teacher detains you, a pass is to be issued by the teacher causing the late arrival. The office cannot issue passes for tardiness from one class to another.

### **C.U.T.S DIRECT-CITE PROGRAM**

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Kings Ridge Preparatory Academy has implanted a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called **C.U.T.S. (Court Unified Truancy Suppression) DIRECT-CITE Program**. We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **"habitually truant"** if he/she has **five or more unexcused absences** from school OR is **absent more than ten percent (18 days)** of the required number of school days per year **whether the absence is excused or unexcused**.

When a student has **five** or more unexcused absences or **18** excessive absences (unexcused OR unexcused), the student can be cited to the CUTS DIRECT-CITE Program through the Juvenile Court. The hearing will be held at the Juvenile Court Facility. Both parent(s) and the child will be expected to appear at the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in the prosecution of the child at the Juvenile Court. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Kings Ridge Preparatory Academy is working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact King Ridge at 602-477-8960.

### **AUTOS, BICYCLES, ROLLER BLADES, SKATEBOARDS, AND SCOOTERS**

If you ride a bike to school, you should provide a padlock and **always** lock your bike in the bike compound, the bike compound will be locked at the first bell. Bikes should be registered and licensed for your protection. Bikes should always be walked across campus. Failure to follow this guideline may result in losing the privilege of bringing your bike to school. Be safe! Use all the best safety rules learned in school. Skateboards, roller blades, and scooters may not be on Kings Ridge School campus before, during, or after the school day.

**Kings Ridge Preparatory Academy is not responsible for loss, theft, or damage of personal possessions.**

## BOOKS AND SCHOOL PROPERTY

Furnished textbooks, library books, athletic uniforms and equipment are your responsibility. If school property issued to you is lost or damaged, you will be expected to pay for replacement. Even if the item is stolen -- **you** are responsible for it.

Until payment is received, whether in the current or subsequent year(s), students **may not participate** in any extracurricular activity or attend school events other than regular classes.

Under Arizona law, parents are liable for damage done to school property by their children. A pupil who cuts, defaces, or otherwise damages any school property may be suspended from school. That student's parents will be charged for such damage. Take pride in your school. Help make this school the nicest campus in Riverside.

## CAMPUS DISRUPTIONS

Possession or use of firecrackers, stink bombs, smoke bombs, squirt guns, balloons, or other devices that can disrupt the campus will not be tolerated and will result in disciplinary action.

## CAMPUS PASSES

During the time that classes are in session, no one should be out of a classroom without a pass that has been issued by a staff member. Passing periods are for students to get from one class to another on time.

## CONDUCT AT SCHOOL

Successful students will agree that two very important factors to success are respect for and cooperation with their teachers and other school personnel. In order for the most benefit to be gained from any subject, it is desirable that you give your cooperation to teachers, as well as fellow students. Please follow these rules:

1. Use courteous language at all times.
2. NO public display of affection (hugging, kissing, etc.).
3. **NO gum on campus. Food, candy or drinks other than water, are only allowed in the classroom during parties or school events.**
4. Be in your seat when the bell rings.
5. Do not disturb others or interrupt their learning.
6. Bring all work materials to class and do your own work, cheating is not allowed and will result in disciplinary actions.
7. Comply with Dress and Appearance Code.
8. Stay seated until dismissal by the teacher, not the bell.
9. Follow teacher directions the **FIRST** time.
10. **Electronic devices (cell phones, MP3s, iPods, Tablets, PSPs, etc.) will not be allowed at school before, during, or after the school day. They will be confiscated and kept in the office until parental pickup for the FIRST and SECOND offense. THIRD offense parent/principal conference required, electronic devices will NOT be allowed on campus.**
11. **Picture I.D. are MANDATORY and must be carried with each student at all times while on campus and must show his/her ID when boarding School Bus. ALL grades are required to wear photo ID on a lanyard and visible at all times.** (A \$5.00 fee will be charged for replacement IDs). Temporary IDs can be purchased for \$1.00 which will be valid for 3 days, giving student enough time to locate or purchase a new ID.

## PERSONAL PROPERTY

Radios, cameras, **cell phones**, **MP3's**, **iPod's**, **Tablets**, **PSP's**, and pets are prohibited on campus. We are concerned about damage, storage, and security of these items. **Should a student bring one of these items to school, it will be confiscated and returned only to the student's parents for the first offense.**

**Kings Ridge Preparatory Academy will not be held liable for any lost or stolen electronic devices.**

Balloons are discouraged from being delivered to school. Balloons are disruptive in the classroom and will not be delivered to students until the end of the day. Balloons will not be allowed on the bus. Matches, lighters, felt-tip markers, trading cards, playing cards, dice or other games of chance are not permitted at school. We recommend that students not bring expensive jewelry or large sums of money to school. Kings Ridge School does not carry insurance to cover theft of personal property. Parents may want to check their homeowner's coverage.

## STUDENT LEAD CONFERENCES

Student Lead conferences may be scheduled through the teacher at any point during the year. Student Lead conferences dates TBD. ***“Mandatory for students to attend for Student Lead Conferences”***.

## DANCES

School dances are held during school hours or as specified. **Current** picture I.D. cards are requested at the door. You will not be allowed to loiter on campus during the dance. A parent sign-out is required if you choose to leave the dance early.

Dances are for our students only. **No visitors** are permitted to attend. **The parent/guardian must pick up the student no later than 15 minutes after the dance or the student may be prohibited from attending future dances.**

## DRESS CODE

You will be expected to keep yourself well groomed and neatly dressed at all times. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. NO unnatural coloring or highlighting of hair. Hair styles NOT accepted: Mohawks or any variation of a Mohawk.** Students will be required to remove the hair color or hair style not in compliance. Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of faculty, students, and parents, may provide an interpretation of garments that are questionable. The dress code is in compliance with Arizona Revised Statutes 15-712.

All students who attend District schools are expected to dress in proper school attire. It is the parent's responsibility to ensure compliance with the dress code. All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems, or is disruptive to the educational process.

1. **Tops** - Solid white, navy blue, or red. No logos will be allowed on shirts or sweatshirts. All tops must have a collar, long or short sleeves, and no zippers. All tops must be tucked in. Undershirts worn beneath tops must be **white, navy blue or red** only. Tops must be size appropriate.
2. **Bottoms** - All navy blue or khaki, **no denim**, and no logos. The bottoms may be pants shorts, skirts, jumpers, or skorts. All shorts (for boys and girls), skirts, jumpers or skorts must be no shorter than two inches above the knee. No sweatpants, athletic type pants, jeans, or overalls may be worn. All bottoms must be size appropriate. Pants may not touch the ground or flare wider than a shoe length at the bottom.
3. **Belts** - Belts may be ONE solid color, white, navy blue, red, brown or black. No initials or logos of any kind on belts or belt buckles. Belts may not be more than one size larger than the waist.



4. **Shoes** - For safety reasons closed-toed and closed-heeled or athletic shoes are allowed. No platform shoes, open-toed sandals, or slippers shall be worn. Shoelaces must be correctly laced, securely tied and standard size. White or navy socks or tights may be worn.

5. **Winter Wear/Outer Wear** - Must be size appropriate with no logos other than the school mascot. Solid white, navy blue, red black or grey sweatshirts may be worn over a uniform shirt with the collar showing. White, navy blue, red, grey or black turtle necks may be worn. Flannel or plaid shirts are not allowed. Undershirts worn beneath tops must be white, navy blue or red only. Jackets that are not appropriate school colors may not be worn in the classroom. Acceptable colors for jackets are: white, navy blue, red, grey or black. **The Spirit Wear and Pride classic hooded sweatshirt with school logo is acceptable and order forms can be picked up at the KR front office. Spirit and Pride T-Shirts can be purchased, but will only be allowed to be worn during free dress day announced through-out the school year.**

6. **Other – No facial piercings allowed.** Pierced jewelry is only acceptable in the ear. NO pierced jewelry may be worn by boys. Girls may wear only one earring per ear, with earrings no larger, or longer than the size of a quarter. No long dangling earrings or gauges allowed. No sunglasses, hats, caps, or bandanas (including hair bandanas) may be worn. Any exceptions must have a medical excuse on file. Wallet chains or oversized neck chains are not allowed. Excessive jewelry, tattoos, buttons, or other accessories, which promote the use of alcohol, cigarettes, drugs, and those that make reference to or identify gangs are not allowed.

### **DOLLAR DRESS DAYS/PICTURE DAY DRESS CODE**

You will be expected to keep yourself well groomed and neatly dressed at all times. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.**

Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of faculty, students, and parents, may provide an interpretation of garments that are questionable. **Articles of clothing that are non-negotiable include: sandals, flip flops, slippers, spandex leggings, spaghetti strapped tops, sweatpants, athletic shorts, mid-drift bearing tops or shorts/skirts shorter than your fingertips when your hands are resting by your side.** Students wearing any of these articles will be sent to the office immediately to call their parents for a change of clothing. If a student does not bring a dollar for “Dollar Dress Day” they must call their parents to bring their school uniform for the student to wear for the rest of the day.

The dress code is in compliance with Arizona Revised Statutes 15-712.

Clothing must be modest, clean and appropriate for school wear.

### **EXTRACURRICULAR PARTICIPATION**

To take part in extracurricular activities, each student shall be required to earn a passing grade in each course in which the student is enrolled. The regular grading interval for determining eligibility shall be every 4 ½ weeks. Following each 4 ½-week eligibility-grading interval, students who are ineligible shall be checked weekly for academic progress. Students determined to be academically ineligible at the end of a quarter grading period shall remain ineligible until the requirements of eligibility are met. Once an ineligible student makes up his/her deficiency, following the minimum of one week, the student will be eligible for the remainder of the quarter grading period. Check with your principal or sponsor for more specific information. See page 12 for more athletic information.



## **FIRE DRILLS/LOCKDOWNS**

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and complete two school-wide lockdown drills per year.

The structure of our building is such that few fire hazards are present. Preparedness for an emergency, however, is an excellent precaution. Leave your room quickly in an orderly fashion, closing all doors as you leave. Proceed to the nearest designated evacuation area. **Follow the directions of your teacher.**

Pulling a fire alarm when an emergency does not exist is **against the law**. Students involved will be suspended from school.

## **GANG ACTIVITY OR ASSOCIATION**

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student while on school property or at any school activity shall not be prohibited. If a student's behavior or other attribute is in violation of these provisions, the principal or designee will take appropriate corrective and disciplinary action that may include suspension or expulsion.

## **HEALTH OFFICE**

The school has a full-time health assistant on duty to administer the health program. The health office is an emergency station, but is not equipped to take care of any serious illness. Each medication is to be presented to a school representative by an adult. Parents will assume full responsibility for the supply, appropriate transportation and maintenance of prescription medication. The medication must be in the original container from the pharmacy, and the consent form for giving medication at school must be completed and signed by the parent and physician. Medication must come to the health assistant in a prescription container stating the name of the student, the name of the medication, the dosage, and the time to be given. However, if you become seriously ill or injured at school, report to the health office or other office personnel immediately. **Do not leave school** under any circumstances, without permission of the health assistant or office personnel. You must have a hall pass from your teacher before entering the health office. You must not go to the health office between classes, except in an extreme emergency, as teachers will not be aware of the circumstances and may mark you tardy or absent.

## **POLICY FOR TAKING MEDICINES AT SCHOOL**

When it is essential to a child's health that he or she takes medicine during school hours:

The medicine must be prescribed by the child's licensed health care provider and accompanied by the parent/guardian special medication permit to be given to the school health office. Prescription drugs must be in the original pharmacy container, labeled with the child's name, date, medication, dose, time to be taken at school, and date to be discontinued. (The pharmacist may be requested to prepare a special container for school use.) Whenever possible, the parent is asked to bring the medicine to the health office. Medicine will be administered in the presence of school personnel as designated by the principal when parent/guardian permission has been given certain health problems demand that the child develop an understanding of his or her problem and learn to assume responsibility for self-management of medication. In these cases the child's licensed health care provider must send written notification to the health office so personnel know what medication the child is taking and when it should be taken during the school day. It is the district policy that non-prescription medication is not be given in the school unless deemed necessary by the licensed health care provider who, in writing, so informs the school health office.

## **HONOR ROLL**

To be eligible for the honor roll, you must maintain a 3.0 GPA, with no grade below a "C". A failing grade in any class brings automatic disqualification.

## PRINCIPAL LIST

To be eligible for the Principal list, you must maintain a 4.0 GPA.

## AWARDS ASSEMBLY

**Pride** runs high when honors assemblies are held at the end of each quarter. Each department and self-contained teacher honors its top performers. You are encouraged to take pride in your abilities and start early to work toward these symbols of excellence.

## LIBRARY

The library is open at 7:30 a.m. and will remain open for your use until the end of the school day. With a pass from your teacher you may go to the library during a class period to do reference work. All materials in the media center may be checked out; some on an overnight loan, others for periods up to two weeks. Be sure you do not take any books or materials from the library without checking them out at the desk. **I.D.'s will be needed to check out all library materials.**

## LOST AND FOUND

Clothing and other articles found at school will be placed in an area in the office. We encourage you to label all clothing, musical instruments, and other personal items. Use a permanent black marker or something that will not easily come off. All inventories are donated to charity periodically throughout the year. All notebooks should have the student's name written in ink.

## LUNCH

Lunch accounts may be established in the cafeteria. The accounts may be established by cash or check and then accessed by the students by entering their account number onto the keypad and/or swiping their I.D. Deposits to accounts may be made in the cafeteria before school. Full cafeteria and snack bar services are available during the lunch period. In order for our lunchtime environment to be acceptable, everyone must assume responsibility for its cleanliness and upkeep. This means that every student, regardless of who dropped the food or paper, must obey a request to pick it up. Please assume responsibility for one another's behavior and help in maintaining a clean cafeteria. Abide by the following rules:

1. Be patient in line! **No crowding** for any reason (including students purchasing a lunch for another student).
2. Keep our areas litter-free!
3. Keep food to yourself. **Never** throw food.
4. Remain in the designated area. Never leave without permission.
5. Be cooperative and respectful to adult supervisors.
6. Never sit or mark on lunch tables. Leave them clean!

The consequences for violating any of the above rules will be as follows:

When a student is identified as violating one of the above rules he/she will be assigned to pick-up duty in the lunch area. In the event a student refuses to do the pick-up duty, he/she will be referred to the office and may lose the privilege of using the lunch facilities. Volunteer lunch workers must maintain satisfactory performance in the class from which they leave early and be recommended for work by cafeteria staff.

The cafeteria supervisors are the extended arms of the classroom teacher and carry the same authority. Any defiance of their requests will be defined as "defiance of school authority" as covered in the disciplinary guidelines. Please make the lunch area a nice place to visit and lunch with friends. We need your cooperation. For the safety and protection of our students, the district has ruled that all junior high campuses will be closed. This means that students may not leave the campus before the regular dismissal time without the **parent** coming to the office and signing the student out. This also holds true should a student leave at lunch. His or her **parent** must sign him/her out in the office.

## MAKE-UP WORK

Students who are absent will be required to make up work missed in each class. It is the responsibility of the student to obtain all make-up work. The following guidelines have been established for such work. For each day missed, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit. In cases involving an extended illness of more than three days, parents should arrange with the school to have work picked up for the student. **Work must be requested 24 hours in advance of pick-up.**

## NON-PAYMENT OF FEES

Although required textbooks are provided for students, there may be other charges for materials, lost or damaged books, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed to arrange a payment plan. Until an assessment is paid, whether in the current or subsequent year(s), the student **may not participate** in any extracurricular activity or attend school events other than required classes. If a student withdraws from the Riverside School District still owing money, a listing of the student's classes will be mailed to another school upon request. However, a transcript will not be provided until the charges are paid. The absence of a transcript may prevent a student from graduating.

## PHYSICAL EDUCATION

Shorts, shirts, tennis shoes, and socks are worn during physical education classes. Clothing must be neat and clean, and marked with the owner's name.

If you must be excused for medical reasons, present a signed note from your parents or guardian to the physical education instructor. This note may excuse the student from physical activities for a period of no more than three days. Any excuse for periods longer than three days will require verification by a medical doctor. The student will be expected to dress out during non-participation days unless the parent specifies otherwise.

## PUBLICITY

Occasionally a student's photograph/image is used for official school publicity. Publicity may include the school's website, newsletter or local newspapers. Parents may request that their student not be included in publicity by checking the related box on page 2 of the agenda.

## STUDENT COUNCIL/NJHS

Student Council is considered a very important part of the school. The student council is the governing body of the school and plans many student activities. The student council is an organization through which the students may express their opinions and assist in the functions of the school. The council tries to promote leadership and initiative. A president, vice-president, secretary, and treasurer of the student body are elected to carry on student activities during the school year. Grade level representatives are also elected to the council.

## STUDY SKILLS PROGRAM

At Kings Ridge School, students are required to carry a provided planning agenda to each class and fill in classroom and homework assignments. (A \$5 fee will be charged for lost or damaged agendas.) Students who fail to meet specific expectations and requirements related to the agenda may face sanctions by their grade level team or individual teachers, including mandatory tutoring assignments. Parents and students will be provided a written outline of requirements during the first weeks of school. It is always important that parents and students discuss the importance of good study skills and organization.

## REPORT CARDS

Report cards are issued following each nine-week period. **Five-week progress reports are sent home each quarter, allowing students who are having difficulty to improve before report cards are issued.** Nine-week grades are an indication of progress. Only semester grades become a part of the student's permanent record. Students have the right to question grades, absence records and other school records. If you think an error has been made the first level of appeal is "the point of origin". For example, if you question a math grade, contact the teacher who recorded the grade. The second level of appeal is the principal.

## STUDENT BEHAVIOR

Misbehavior is costly because it takes valuable learning time away from the other students who accept their responsibilities as students. All forms of misbehavior will be dealt with in a swift manner with a minimum classroom disruption. These guidelines are provided for your information so that those who choose to break the rules will know what consequences they are risking for their misbehavior.

## BULLYING

The Governing Board of the Riverside School District believes it's the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promote positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, **Bullying in any form will not be tolerated, included but not limited to: Cyber bullying, Harassment and Intimidation.**

**Law Enforcement authorities shall be notified any time District officials have reason to believe that an incidence of bullying has occurred or taken place. Bullying is a violation of the Law.**

## DISCIPLINE

The vast majority of our students respects the rights of others and is not negatively affected by a discipline plan. Each teacher has his/her own discipline plan that is distributed at the beginning of each new course. The principal has the authority to suspend a student for 10 days or less. If a student is subject to suspension for 11 days or more, a request for a formal hearing can be made to the superintendent. A formal hearing shall be held whenever expulsion is recommended. Only the Governing Board can expel a student.

District policy covers tardiness, unexcused absence or ditching, defiance of school personnel's authority, disorderly conduct including profanity and obscene behavior, lying, dress code, automobiles, bus threats, verbal abuse, forgery, gambling, theft, smoking, destruction or defacement of property, trespassing, fighting, alcohol and drugs, physical assault, arson, weapons, extortion, and explosive devices.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Where conduct falls within the protection of the First Amendment, the administration will reserve the right to preview any material or activity (planned or spontaneous) involving the student population.

Any student engaged in a behavior or action that disrupts the operation of class or school will be immediately removed from school, pending a parent conference. ***Under Arizona revised Statutes §15-507 Any person (student) who verbally abuses a teacher or other school employee on school grounds or while the teacher***

*or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor and will result in disciplinary action under the discrepancy of the Administrator or acting Administrator.*

### **DUE PROCESS**

Students at Kings Ridge School have 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 shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied.

If you fail to fulfill your responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, you are entitled to due process.

This means you:

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

### **OFF-CAMPUS JURISDICTION**

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students going to and from functions could result in disciplinary action, as per Arizona Revised Statutes 13-201.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and release time. School authorities may discipline a student for any misconduct while off campus during the times specified above.

### **SEARCH AND SEIZURE**

The administration has 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(s) exists. This would also include personal property such as backpacks, book bags, clothing, or other items carried by the students.

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

### **SMOKING/ALCOHOLIC BEVERAGES/DRUGS**

If you use or possess any form of tobacco on campus, you will be subject to disciplinary action. **Do not bring it to school!** Do not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs on school property or at school events is prohibited. (See Health Office section for use of prescribed medications.)

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in Kings Ridge who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

All controlled substances prohibited by law;

All alcoholic beverages;  
Any prescription or patent drug, except those for which permission to use in school has been granted;  
Hallucinogenic substances;  
Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion in addition to other civil and criminal prosecution.

Students who might use, possess, or sell substances that might be **represented** as being drugs may also be subject to the above policy.

### **SUSPENSIONS**

**ISS**-student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom teachers.

**OCS**-student is suspended off campus and teachers are not required to provide and accept work, but may opt to do so during the suspension. A parent conference is required before the student returns to school.

**OCS**-if student is suspended off-campus, no work will be provided for credit; however, a parent may request textbooks and guidelines for independent study at home during a suspension. When a student returns from suspension, he/she must actively seek tutoring assistance to re-establish their position in the classroom. A parent conference is required before the student returns to school.

### **DETENTION**

You may be required to remain after school for inappropriate behavior. Parents will be notified and the specifics of the detention will be assigned by the teacher or administrators.

**RIVERSIDE SCHOOL DISTRICT CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES**

<b>Problem Area/Definition</b>	<b>Action to be Taken</b>
<p><b>Assault</b> Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person.</p>	<p><b>Minimum:</b> In-school Intervention <b>Maximum:</b> Expulsion</p>
<p><b>Aggravated Assault/Assault on a Staff Member</b> An assault in which a person causes serious physical injury to another, or an assault on a peace officer, teacher, or other employee of the school district</p>	<p><b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Arson/Reckless Burning</b> Attempting to or intentional burning of a building, structure, or property.</p>	<p><b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Bicycle Misconduct</b> Failure to comply with laws, rules, or guidelines (or bicycle use.</p>	<p><b>Minimum:</b> Personal Conference/Loss of Privileges <b>Maximum:</b> In-school Intervention</p>
<p><b>Bomb Threats</b> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing a device.</p>	<p><b>Minimum:</b> Expulsion <b>Maximum:</b> Expulsion</p>
<p><b>Bullying</b> Repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion</p>

rumors, manipulating social relationships).	
<b>Burglary</b> A person commits burglary if the person or an accomplice possesses a weapon or dangerous item or remains unlawfully on the property in the course of committing any theft or any felony.	<b>Minimum:</b> 1 Long-term Suspension <b>Maximum:</b> Expulsion
<b>Bus Misconduct</b> Failure to comply with all rules of the bus and bus stops.	<b>Minimum:</b> Personal Conference/Loss of Privileges <b>Maximum:</b> Suspension of All Bus Privileges
<b>Cafeteria Misconduct</b> Failure to comply with all rules of the cafeteria.	<b>Minimum:</b> Personal Conference/Loss of Privileges <b>Maximum:</b> In-school Intervention

<b>Problem Area</b>	<b>Action to be Taken</b>
<b>Cell Phone Disturbance</b> Any use of cellular phone during the school day (i.e. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-term Suspension
<b>Cheating</b> Wrongfully securing and/or using information or assisting another to do so.	<b>Minimum:</b> Personal Conference/Parental Involvement <b>Maximum:</b> Short-term Suspension
<b>Chemical or Biological Threat</b> Threatening to cause harm using dangerous chemicals or biological agents.	<b>Minimum:</b> Expulsion <b>Maximum:</b> Expulsion
<b>Classroom Disturbance</b> Any act which disrupts the normal educational process or violates any rules or procedures of a classroom.	<b>Minimum:</b> Personal Conference/Loss of Privileges <b>Maximum:</b> 1 Long-term Suspension
<b>Combustible Items</b> Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e. matches,	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Expulsion



lighters, firecrackers, gasoline, and lighter fluid.	
<b>Contraband/Inappropriate Items</b> Items which may disrupt the learning environment	<b>Minimum:</b> Confiscation of Item <b>Maximum:</b> 1 Long-term Suspension
<b>Criminal Involvement</b> Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion
<b>Dangerous Situation, Failure to Report</b> Failure to report any knowledge or suspicion of a potentially dangerous situation.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-term Suspension
<b>Defiance/Disrespect Towards Authority, and Non-Compliance</b> Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Long-term Suspension
<b>Disorderly Conduct</b> Intent to disturb the peace or quiet. (a person who is disruptive)	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Expulsion
<b>Disruption</b> Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or rough housing; or sustained out-of-seat behavior	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Long-term Suspension
<b>Dress Code Violations</b> Failure to comply with school's dress code.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-term Suspension
<b>Endangerment</b> Recklessly endangering another person with a substantial risk of imminent physical injury	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Long-term Suspension
<b>Ethnic/Racial Slurs</b> Student delivers verbal or written messages that include swearing, name calling, or use of words in an inappropriate way.	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Long-term Suspension
<b>Extortion</b> Knowingly obtaining or seeking to obtain property or services by	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Expulsion

means of a threat.	
<b>Fighting</b> Mutual participation in an incident involving physical violence, where there is no major injury.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Expulsion
<b>Fire Alarm, Dialing 911</b> Pulling of fire alarm or dialing 911 when no indication of emergency	<b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion
<b>Forgery</b> Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person.	<b>Minimum:</b> Parental Involvement/Restitution <b>Maximum:</b> Long term Suspension/Restitution
<b>Gambling</b> To play games of chance for money or to bet a sum of money.	<b>Minimum:</b> In-school Suspension/Confiscation of items <b>Maximum:</b> Long-term Suspension
<b>Gang Activities or Associations</b> Evidence of gang related dress, grooming, language or behavior.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Long-term Suspension
<b>Graffiti or Tagging</b> Writing on walls, drawing or words that are scratched, painted or sprayed on walls or other surfaces.	<b>Minimum:</b> In-school Intervention/Restitution <b>Maximum:</b> Expulsion/Restitution

<b>Problem Area</b>	<b>Action to be Taken</b>
<b>Harassment, Nonsexual</b> Non-sexual harassment includes communication with another person anonymously or by verbal, electronic, mechanical, telegraphic or written means with the intent to harass.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Expulsion
<b>Inappropriate Language</b> Student delivers verbal or written messages that include swearing, name calling, or use of (words in an inappropriate way).	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> Long-term Suspension
<b>Indecent Exposure or Public Sexual Indecency</b> The intentional exposure of one's body's privates in a manner that gives offense against accepted or prescribed behavior.	<b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion
<b>Hazing/Initiation</b> Any activities that can be considered any type of initiation of another student.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Long-term Suspension
<b>Incitement</b> Transmission of information with	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Long-term Suspension

the intent to inflame a situation.	
<p><b>Interference with the Peaceful Conduct of an Educational Institution</b> Disrupting the lawful use of any school property, including uninvited or student presence on and Riverside campus.</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-term Suspension</p>
<p><b>Leaving School Grounds without Permission</b> Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee.</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-term Suspension</p>
<p><b>Lying</b> To make an untrue statement with the intent to deceive, to create a false or misleading impression.</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> In-school Intervention</p>
<p><b>Minor Aggressive Act</b> Non-serious but inappropriate physical contact, i.e. hitting, poking, pulling or pushing, running in the building, hallways or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.</p>	<p><b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-term Suspension</p>
<p><b>Motorized Vehicles</b> Bringing motorized vehicles such as motorcycles, go-peds, etc., on campus at any time.</p>	<p><b>Minimum:</b> In-school Intervention <b>Maximum:</b> Long-term Suspension</p>
<p><b>Negative Group Affiliation</b> Specific attitudes and actions of a student affiliated with a negative group typically include some of the following: -May or may not have a recognized leader</p> <ul style="list-style-type: none"> <li>• Do most things together, especially socially</li> <li>• Stick together on issues</li> <li>• Act bored, disinterested, imposed upon by teacher ideas, suggestions, or requirements</li> <li>• Involve themselves in other’s problems; therefore, perpetuate the problems</li> </ul>	<p><b>Minimum:</b> In-school Suspension <b>Maximum:</b> Short-term Suspension</p>

<ul style="list-style-type: none"> <li>• Claim loyalty and righteousness if reprimanded. Such interference is in the name of friendship</li> <li>• Confront authority as a group when one member has been disciplined</li> <li>• Act in an uncooperative and/or hostile manner</li> <li>• Conduct themselves as though no other individuals exist in the school including other students</li> <li>• Are not objective</li> </ul>	
<b>Plagiarism</b> To steal and pass off the ideas or words of another as one's own.	<b>Minimum:</b> Personal Conference/Parental Involvement <b>Maximum:</b> In-school Intervention
<b>Pornography</b> Possession, distribution, or sale of any pornographic materials.	<b>Minimum:</b> In-school Suspension <b>Maximum:</b> 1 Long-term Suspension
<b>Public Display of Affection</b> Holding hands, kissing, sexual touching, or other displays of affection.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-term Suspension
<b>Recklessness</b> Unintentional, careless behavior that may pose a safety or health risk for others.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-term Suspension
<b>Selling/Trading</b> The selling, buying or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	<b>Minimum:</b> Parental Involvement/Confiscation of Items and Money <b>Maximum:</b> Short-term Suspension/Confiscation of Items

<b>Problem Area</b>	<b>Action to be Taken</b>
<b>Sexual Harassment</b> Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Does	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Expulsion

not include legitimate nonsexual touching or other non-sexual conduct.	
<b>Sexual Harassment with Contact</b> Sexual harassment that includes unwanted physical contact of any non-sexual body parts.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Expulsion
<b>Skateboard/Roller Skates/In-Line Skates Misconduct</b> Use of skateboards, roller skates, and in-line skates on the school campus.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Short-term suspension at any time
<b>Solicitation/Facilitation/Conspiracy</b> Encouraging, requesting, commanding or assisting another person in the violation of a school rule or in the commission of a criminal act.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Expulsion

<b>SUBSTANCE ABUSE</b>	
<b>Alcohol</b> Being under the influence of, and/or the use, possession, manufacture, distribution or sale of an alcoholic substance.	<b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion
<b>Look-a-like/Over-the-counter possession</b> The distribution, sale or use of imitation, look-a-like, prescription or over-the-counter medicine or drugs.	<b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Long-term Suspension
<b>Drug Violation</b> The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored transportation. Category includes over-the-counter medications if abused by the student.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> 1 Long-term Suspension
<b>Tobacco</b> The possession, use, distribution, or sale of tobacco products on school	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Long-term Suspension

grounds, at school-sponsored events and on school-sponsored transportation.	
<b>Tardiness</b> Unexcused lateness to class	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Short-term Suspension
<b>Theft, Petty</b> Thefts under \$100	<b>Minimum:</b> In-school Suspension/Restitution <b>Maximum:</b> Long-term Suspension/Restitution
<b>Theft</b> Taking property, items, or services from another person or from the school without permission, copying of copyrighted material.	<b>Minimum:</b> In-school Intervention/Restitution <b>Maximum:</b> Expulsion/Restitution
<b>Threats/Intimidation and/Verbal Abuse of a Staff Member</b> Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS§15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor)	<b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion
<b>Threats or Intimidation</b> When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> Long-term Suspension
<b>Threatening an Educational Institution</b> To interfere with or disrupt an educational institution through threatening statements 1 Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution. 2 Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution	A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year except that the administration may modify this expulsion recommendation requirement for a student of a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a

3 Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property in any manner as to deny or interfere with the lawful use of the property of others.	student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian participate in the mediation, community service restitution or other programs in which the parent or guardian take their responsibility with the student for the threat.
4 Refusing to obey a lawful order to leave the property of an educational institution.	

<b>Problem Area</b>	<b>Action to be Taken</b>
<b>Trespassing</b> To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized person who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.	<b>Minimum:</b> Parental Involvement <b>Maximum:</b> Short-term Suspension
<b>Truancy/Unexcused Absence</b> Any absence that has not been excused by the parent or legal guardian and approved by the appropriate school official (includes leaving class or the outside agency school grounds without permission.)	<b>Minimum:</b> In-school Intervention <b>Maximum:</b> In-school Intervention Referral to Outside Agency
<b>Unauthorized Areas</b> Being in any area considered off-limits to students, including teachers' lounge, work areas, off-limits campus areas, etc.	<b>Minimum:</b> Personal Conference/In-school Intervention <b>Maximum:</b> Short-term Suspension
<b>Vandalism of Personal Property</b> Willful destruction or defacement of personal property.	<b>Minimum:</b> In-school Intervention/Restitution <b>Maximum:</b> Expulsion/Restitution
<b>Verbal Provocation</b> Use of language or gestures that may incite.	<b>Minimum:</b> Personal Conference <b>Maximum:</b> Long-term Suspension

<b>WEAPONS</b>	
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<p><b>Deadly Weapon</b> The possession, sale, use or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device.</p>	<p><b>Minimum:</b> Long-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Dangerous Instrument</b> Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.</p>	<p><b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Simulated Firearm</b> Possession of “look-alike” items, which have the appearance of or are represented to be a real weapon.</p>	<p><b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Threatening or Intimidating</b> Threatening or intimidating another person with a deadly weapon, dangerous instrument or simulated weapon.</p>	<p><b>Minimum:</b> Long-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Destructive Device</b> The possession, sale, or distribution of any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow.</p>	<p><b>Minimum:</b> Long-term Suspension <b>Maximum:</b> Expulsion</p>
<p><b>Other Weapon</b> The possession, sale, use or distribution of other weapons such as a Billy Club, Brass Knuckles, knife or nun-chucks, etc.</p>	<p><b>Minimum:</b> Short-term Suspension <b>Maximum:</b> Expulsion</p>

**List of School Bus Infractions**

**(Infractions and consequences also apply to behavior at bus stops)**

**Level I Infractions which cause delay, inconvenience or irritation**

- Failure to remain properly seated
- Loud disruptive talking or yelling
- Failure to take assigned seat upon request
- Eating/drinking/chewing gum on bus
- Harassing other passengers or driver or aide
- Littering inside/outside bus
- Horseplay on bus or at bus stop



## **Level II Disrespectful, illegal, damaging or demeaning**

Refusal to show ID card, or give student name upon driver's request. (Secondary students only)  
Profanity, obscene language or gestures  
Extending hands or head out of bus window  
Verbal abuse of driver or other passenger  
Defiant behavior or profanity toward driver or aide  
Spitting  
Throwing objects on bus  
Throwing objects at bus  
Tobacco, alcohol or drug possession on bus  
Defacing school district property  
Rough and rowdy behavior  
Unsafe behavior of any sort  
Possession of lighters or matches on bus

## **Level III Extremely dangerous or damaging**

Fighting  
Lighting matches or lighters on bus  
Setting fire on bus  
Destroying school district property  
Physical assault  
Profanity or verbal abuse directed towards demeaning a person's character  
Fireworks possession or use on bus  
Tobacco, alcohol or drug use on bus  
Activation or tampering with emergency or safety equipment on bus  
Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision  
Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop  
Shoving student(s) in path of any on-coming vehicle  
Throwing objects out of bus  
Unauthorized exit from emergency door  
Physically impeding movement of school bus  
Verbal threat of harm or violence  
Any action causing harm to others

## **Minimum Consequences for School Bus Infractions**

### **Level I Infractions:**

#### **First offense**

Conference with school administrator and student  
Parent to sign and return bus incident report

#### **Second offense**

1-3 day bus suspension (Elementary)  
3 day bus suspension (Secondary)

Conference with, school administrator, student and parent. Driver to be involved.  
Parent to sign and return bus incident report

**Third offense**

3-10 day bus suspension (Elementary)  
10 – 30 day bus suspension (Secondary)  
Conference with school administrator, student and parent. Driver to be involved.  
Parent to sign and return bus incident report

**Fourth offense**

Bus privileges to be suspended from 60 school days to the remainder of school year.  
Parent to sign and return bus incident report

**Level II Infractions:**

**First offense**

1-3 day bus suspension (Elementary)  
3-10 day suspension (Secondary)  
Conference with school administrator, student and parent. Driver to be involved.  
Parent to sign and return bus incident report

**Second offense**

3-10 day bus suspension (Elementary)  
10 – 30 day bus suspension (Secondary)  
Conference with school administrator, student and parent. Driver to be involved.  
Parent to sign and return bus ticket

**Third offense**

Bus privileges to be suspended from 60 school days to remainder of school year.  
Parent to sign and return bus incident report

**Level III Infractions:**

**First offense**

Bus privileges to be suspended from 60 school days to the remainder of school year,  
whichever is longer.  
Remaining suspension to carry-over to next school year. Parent to sign and return bus ticket  
Other district/legal action as deemed necessary.

**Because Level III infractions endanger all students and district employees on the bus, there will be no warnings given and no lesser consequences will be imposed for these violations.**

**Safe Student Transportation Expected Student Behavior**

Obey the bus driver at all times.

Be at bus stop 10 minutes prior to scheduled pick-up time in the morning. Be on time to the bus in the afternoon.

Stand a safe distance from the curb or highway.

Be courteous to the driver and other bus passengers.

When crossing street by school bus, always cross ***in front*** of bus.

Always use the steps and handrail when boarding and leaving the bus.

Sit quickly and quietly in *assigned* seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.

Always identify yourself when asked by the driver.

No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.

Keep hands, head, arms and all objects inside the bus at all times.

Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.

Keep the bus clean and free of damage.

State law prohibits the following items on school buses:

**Alcoholic beverages Weapons Explosives**

**Dangerous or narcotic drugs Glass items Fireworks**

**Legally prohibited substances Smoke or stink bombs Tobacco**

**Animals, insects or reptiles other dangerous objects**

All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment or in the step well.

Skateboards, scooters and roller blades are not allowed on the school bus.

Electronic equipment of any kind is not allowed on the bus.

Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.

Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.

Remain seated while bus is in motion ***and until it comes to a stop.***

Secondary students are required to show student ID card to bus driver upon request.

These expectations are taken from various regulatory sources including, federal regulations and laws, Arizona state laws and regulations, DPS regulations, and Riverside School District policies.

\*The school site Administrator has the ultimate decision in revoking bus riding privileges.