

RIO RICO HIGH SCHOOL STUDENT HANDBOOK 2014-2015

**590 Camino Lito Galindo
Rio Rico, AZ 85648**

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Name: _____



School Mascot:
Red-Tailed Hawk

School Colors:
Red and Gold

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TABLE OF CONTENTS

RRHS Calendar	ii
Bell Schedules	iii
Responsible Social Involvement (RSI) Information	iv
 SECTION I: School Procedures	 1-9
 SECTION II: Discipline Procedures	 1-11
 SECTION III: Education Law	
Special Education/Section 504	1
REQUIREMENTS AND GRIEVANCE PROCEDURES	
Parent Involvement Policy	2
Family Education Rights and Privacy Act (FERPA)/	3-4
Individuals with Disabilities Education Act (IDEA)	

2014 – 2015 RRHS CALENDAR

Late start dates: 8/6, 8/13, 9/10, 9/24, 10/28,
10/29, 10/30, 11/5, 12/3, 1/14, 1/28, 2/23, 2/24,
2/25, 3/18, 4/15, 5/6

Rio Rico High School **Bell Schedule**

Regular Bell Schedule

First Lunch		
1 st Period	8:40 - 9:35	(55 min)
2 nd Period	9:40 - 10:35	(55 min)
3 rd Period	10:40 - 11:35	(55 min)
Lunch	11:35 - 12:05	(30 min)
5 th Period	12:10 - 1:05	(55 min)
6 th Period	1:10 - 2:05	(55 min)
7 th Period	2:10 - 3:05	(55 min)
Advisory	3:10 - 3:30	(20 min)

Assembly Schedule

First Lunch		
1 st Period	8:40 - 9:30	(50 min)
2 nd Period	9:35 - 10:25	(50 min)
3 rd Period	10:30 - 11:20	(50 min)
Lunch	11:20 - 11:50	(30 min)
5 th Period	11:55 - 12:45	(50 min)
6 th Period	12:50 - 1:40	(50 min)
7 th Period	1:45 - 2:35	(50 min)
Assembly	2:35 - 3:30	(55 min)

Early Release Schedule

First Lunch		
1 st Period	8:40 - 9:20	(40 min)
2 nd Period	9:25 - 10:00	(35 min)
3 rd Period	10:05 - 10:40	(35 min)
Lunch	10:45 - 11:15	(30 min)
5 th Period	11:20 - 11:55	(35 min)
6 th Period	12:00 - 12:35	(35 min)
7 th Period	12:40 - 1:15	(35 min)

July 31	All Teachers Report to School
August 4	First Day of School For Students
September 1	Labor Day - (No School)
October 3	End of First Quarter - (Early Release)
October 9	Parent Teacher Conferences - (Early Release)
October 13	Parent Teacher Conferences - (No School)
October 13	Columbus Day - No School
October 14-17	Fall Break
October 28, 29	Test for grades 11 and 12
November 11	Veterans' Day - (No School)
November 27-28	Thanksgiving Vacation - (No School)
December 19	End of 2nd Quarter - (Early Release)
December 22	Winter Vacation - (No School)
January 5	First Day of School For Students After Winter Break
January 19	Martin Luther King Jr. Observance - (No School)
February 12	Parent Teacher Conferences - (Early Release)
February 13	Parent Teacher Conferences - (Early Release)
February 16	President's Day - (No School)
February 23	AIMS Writing for grade 10; retest grades 11 and 12
February 24	AIMS Reading for grade 10; retest grades 11 and 12
March 6	End of 3 rd Quarter - (Early Release)
March 16 - 20	Spring Break - (No School)
March 23	First Day Back After Spring Break
February 25	AIMS Math for grade 10; retest grades 11 and 12
April 3	Good Friday - (No Classes)
April 6	Easter Monday - (No Classes)
April 7-24	State Testing Dates
May 21	High School Graduation
May 21	Last Day of School for students - (Early Release)

Second Lunch		
1 st Period	8:40 - 9:20	(40 min)
2 nd Period	9:25 - 10:00	(35 min)
3 rd Period	10:05 - 10:40	(35 min)
4 th Period	10:45 - 11:20	(35 min)
Lunch	11:25 - 11:55	(30 min)
6 th Period	12:00 - 12:35	(35 min)
7 th Period	12:40 - 1:15	(35 min)

RSI

RRHS students have a graduation requirement of 20 hours of "Responsible Social Involvement" (RSI) per year of attendance. RSI units can be obtained through participation in the school community as well as the greater Santa Cruz Valley community. Students entering RRHS in the middle of an academic year will have a prorated RSI requirement of one hour/per week of attendance. Students who do not complete the required hours on an annual basis will be expected to make up the hours prior to graduation.

Students must ask in advance for approval of activities not on the Pre-Approved list.

RSI Pre-Approved List

Animal Control	
Border Environmental Fair	
Border Patrol	
Boys and Girls Club	
Boys / Girls Scouts	
Child and Family Agency	
Church Activities (<u>not</u> attending services but rather those activities, which demonstrate service-type project)	leadership and / or assistance with an individual,
Club Hours during Advisory	
Daycare (as provided at another function. EX: watching toddlers during Parent / Teacher conferences, a church function, etc.)	
District school site assistance: game setup, clerical work, cleanup, etc.	
Explorers (all groups)	
Fire Department (Tubac, Rio Rico)	
Food Bank (McDaniel's Borderland Food Distribution)	
Hilltop Gallery	
Holy Cross Hospital	
Humane Society	
IEP meeting (attending and <u>participating in</u>)	
Libraries	
Local athletic leagues (Participate in the organization / production of... <u>not</u> as a player)	
Youth Hoops	
Little League	
Pop Warner, etc.	
Mariposa Clinic	
Neighborhood clean-up / landscaping	
Nogales Parks and Recreation	
Operation Bootstraps	
Pasta Kitchen	
Pimeria Alta Historical Society	
River Cleanup	
Rotary-related activities	
RRHS Athletics (See Athletic Director for specifics)	
Santa Cruz County Board of Realtors	
Santa Cruz County Exchange Club	
Senior Citizen Homes	
Sheriff's Department	
Teacher Assistance for school-related matters	
Tubac Festival of the Arts	
Tumacacori Mission	
Tutoring (with faculty supervision)	
United Way	
Windows on the Universe	
Work at Charitable/Nonprofit Agencies or Organizations	
Young Audiences	

ALL RSI HOURS MUST BE TURNED IN NO LATER THAN MAY 2, 2015.

SECTION I

School Procedures

ACTIVITIES

All policies and procedures are in effect while students attend school-sponsored activities whether on campus or at any other location. This policy includes students who are participants, spectators and others.

ADVISORY

Students have a daily advisory period in their schedule. This time can be flexible, allowing students to pre-sign with a teacher for tutoring. Club meetings are also scheduled during this time to encourage as many students as possible to participate. Three or more instances of failing to follow the basic procedures for advisory may result in a loss of advisory privileges and or additional discipline.

ASSEMBLIES / AUDIENCE BEHAVIOR

Assemblies and awards presentations will be held at various times throughout the year. Appropriate attire (see dress code) and behavior are required. All students must abide by all codes of conduct as listed in Section II; in addition, audience members are expected to give every courtesy to the speaker and the program. This includes being quiet and applauding politely at appropriate times.

ATTENDANCE

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that carry over into adult life. State law requires 90% class attendance by school-aged children. This means that once a student accumulates 10 absences in a given semester, he/she will forfeit credit for the course (See "Ten is Ten Rule"). Absences shall only be excused for necessary and important reasons. Whenever possible, appointments should be scheduled after school hours. In the event of a necessary absence, parents are expected to inform the school by telephone on or before the day of the absence. Any absence not verified by parental or administrative authorization will be classified as unexcused. Parents must notify the school for each day of an absence.

When arriving at school while classes are underway, students must report to the attendance clerk in the administration building to obtain an admit slip. Students are not allowed on campus after school when they are absent from school for more than half of the day; this includes all student activities. Absences will be classified according to the following guidelines:

- **EXCUSED ABSENCES:** An absence due to illness, medical or dental appointments, bereavement, family emergencies (with written administrative approval), observance of major religious holidays of the family's faith, and family trips **ONLY WITH PRIOR WRITTEN PERMISSION FROM ADMINISTRATION**. When an excused absence is in question, parents and students may be required to provide additional proof (i.e. a doctor's note).
- **UNEXCUSED ABSENCES:** An absence for a reason other than those defined as excused absences. A student will have five days to verify an absence. After that time it will be recorded as unexcused.
- **TRUANT ABSENCES:** Any absence without prior permission of the parents including an absence without explanation by the parents, coming to school but not attending all scheduled classes and leaving school during school hours without properly signing out in the office.

CONSEQUENCES: For each unexcused absence, the student will receive a grade of zero for work missed. Students with an unexcused absence rate of 10% or greater may be considered for failure under the provisions of A.R.S. 15-843 and 15-803. For truancy, further consequences could be imposed.

MAKE-UP WORK: Students are expected to make up all work missed. Students will be given the number of school days equal to the number of days absent to make up work, not to exceed a total of five school days. For example, a student who is absent two days will have until the beginning of the class period on the third school day after returning to have all make-up work completed and turned in to the teacher. Any work not turned in at that time will receive a grade of zero. Any tests that were announced prior to the absence will be taken on the day the student returns to school. Unannounced or unscheduled test or quizzes will be made up following the same procedure as for other make-up work. Students absent for an extended period of time (ex: hospitalization) will have make-up work assigned on a case-by-case basis.

TARDY POLICY: Students will be considered tardy to class if they arrive in their scheduled classroom after the tardy bell sounds. Students who are repeatedly tardy will receive disciplinary consequences. Consequences will be progressive. There will also be random tardy sweeps during the school day. Upon the second time a student is found outside the classroom during such a sweep, they will be suspended from school for one day.

TEN IS TEN RULE: Students that accumulate ten or more absences in a class during the semester will not receive credit for the course. A procedure is in place for students to appeal absences according to their situation. More information about the appeal process may be obtained through the administrative secretary in the front office.

BOARD MEETINGS

The Governing Board of Santa Cruz Valley Unified School District #35 meets on the second and fourth Tuesday of each month at 5:00 PM in the district office.

BOOKSTORE

The bookstore sells school spirit-wear and checks out textbooks to students. Students **must** present their current identification card and have a completed Good Faith Agreement on file in order to check textbooks out. Students are responsible for returning all items on time and in good condition and will be financially responsible for lost, stolen, or damaged textbooks. Unpaid fines for damaged, lost, or stolen books may result in the loss of extracurricular privileges, the withholding of yearbooks, and/or the withholding of grades and transcripts.

BUS TRANSPORTATION

Bus transportation is provided by the district as a convenience and privilege to students. Bus schedules are available in the office. **Students cannot change bus routes without prior approval from District Transportation.** All regulations of the school apply while students are being transported in school vehicles per board policy EEAC. In addition, passengers must remain seated at all times while the bus is in motion. The bus driver has the authority to take whatever steps are necessary to insure the safety and well-being of all passengers. The consequences for poor bus behavior listed below may be applied in addition to school consequences.

CONSEQUENCES:

- 1st Offense** - The driver will document a conference with the student to attempt to correct the behavior.
- 2nd Offense** - An administrator will document a conference explaining to the student and parent that the next offense will result in a bus suspension.
- 3rd Offense** - Written notice will be sent to the parents indicating that the student will be suspended from riding the bus for a specific amount of time, up to the remainder of the semester, depending upon the infraction.

The Transportation Director may be reached at 375-8888 to answer any questions that may arise.

CHILD CUSTODY

The natural parent(s) of the student is considered the legal guardian under the Family Educational Rights and Privacy Act (FERPA). In the event of a divorce, the parent who has obtained sole custody of the child has the responsibility to provide the district with evidence of the court injunction, in writing, to show legal guardianship. Students and/or school records will not be released to any other person, unless an officer of the law or a representative from Child Protective Services has provided the school with a signed form according to Board Policy JGE(1).

CLOSED CAMPUS

RRHS has a closed campus. Students may not leave campus until their last class, including advisory hour, has ended. For more information, see "Leaving Campus."

COLLEGE CLASSES

Graduation requirements established by the Governing Board may be met by a student who passes coursework in the required or elective subjects at a community college or university, if the course is at a higher level than the same course taught at Rio Rico High School. If the course is not taught at the high school, the level of the course is equal to or higher than the level of a high school course.

One-half credit will be awarded for every three semester hours of credit awarded by the community college or university. All costs associated with college classes shall be the responsibility of the student.

COUNSELING SERVICES

Counseling is available as a resource to assist students in a variety of ways. This includes standardized testing, career counseling, selection of post-secondary educational opportunities, financial assistance to college bound students, substance abuse intervention and counseling on personal matters affecting school performance. Students and parents are encouraged to utilize these services to maximize their personal, academic, and career decisions.

DANCES/PARTIES

The school will sponsor various dances/parties throughout the school year. These activities will be scheduled only through the authorization of the principal. The following guidelines shall apply:

1. All events must be sponsored by at least one certified staff member.
2. Events will start and end at a predetermined time, but in no case end later than midnight.
3. No dances/parties will be scheduled on the evening preceding a school day.
4. All regulations of the school apply to these events.
5. Students must present a current ID card for admission. No student will be allowed into the event without such identification.
6. Students will be allowed to enter the event up to one hour after the start of the event.
7. Once a student enters the event, he/she may not leave and reenter.
8. Each student may bring one guest to the event. The guest must be registered with the event sponsor by noon on the school day before the event. A student identification card and parent permission slip is required of all guests. **Guests must be high school students.** No more than 20% of students in attendance can be guests.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

To be eligible for participation in extra-curricular activities as sanctioned by the AIA, students must be in good standing with all aspects of school (i.e. no outstanding fines, lost or damaged materials/equipment, etc.) and be passing all subjects. Students who are suspended out-of-school or have been expelled from school are not eligible to participate in any activities, including practices, until the suspension or expulsion has been served. **Students who drop a class while failing will become ineligible for the remainder of the current semester.**

- Official grade checks will occur every 3 weeks, if a student is eligible at the 3 week check, they will remain eligible until the next official grade check. Re-checks will occur every week and are designed to allow those student-athletes who are ineligible at the 3 week official grade check the opportunity to re-establish eligibility within that week. The weekly re-checks will also serve as a tool in order to monitor our student-athletes academic status throughout the year.
- All athletes must maintain a 2.0 grade point average (GPA) and pass all of their classes.
- Grades will be downloaded from Synergy every Monday by noon and will take effect the following day. If grades cannot be downloaded on Monday due to school closure for any reason, they will be downloaded the next school day by noon. Eligibility will be in effect immediately the day after grades have been downloaded.
- If there are problems with Synergy, grades will be pulled as soon as possible and those grades will be in effect immediately that day.
- Teachers assign grades. They are the only ones that can override Synergy by written documentation.
- If there are technical issues with a teacher entering grades (ex: computer issues, Synergy offline) a teacher can approve/override a grade check in their class. However, this must be done 24 hours prior to event in question in order to make the student/athlete eligible.
- It is our responsibility to maintain an updated and accurate grade book to prevent accidental cases of student-athletes being ineligible. If grades are not updated into Synergy on a weekly basis our student-athletes will be deemed ineligible.

Please remember, the policy above is not limited to athletics. It covers every extracurricular activity that Rio Rico High School sponsors. All other school activities and events, such as dances, pep rallies, field trips, etc., may have additional or separate restrictions, as needed.

EMERGENCY SCHOOL ANNOUNCEMENTS

In the event that it becomes necessary to reach students or parents for emergency information, the following radio and television stations will broadcast school/district announcements as a special bulletin:

Radio Stations:	Maxima FM 99.1	KRQ FM 93.7	KNOG FM 91.7
Television Stations:	KVOA 4	KGUN 9	KOLD 13

EMERGENCY DRILLS

To insure the safety of students and staff, emergency drills will be conducted on a monthly basis. Students must respond quickly and quietly and remain with their teacher until given further instructions as to how to proceed. Emergency evacuation plans may be found in each room on campus. If necessary, parents will be notified as to when and where their child can be picked up.

FEES

Students are required to pay a fee for certain classes and for participation in clubs/athletics. Please refer to the course description guide for class fees, and contact your individual club advisors for annual club dues. Other school fees include, but are not limited to, the items below:

E20/20 Credit Recovery	\$30.00 per .5 credit
ID Replacement	\$5.00
Replacement Handbook	\$5.00
Transcripts	\$2.00

FIELD TRIPS

Field trips will be scheduled by the school staff at various times during the school year. In order to attend, students must be in good academic standing, obtain written permission from parents/guardians, and have a medical treatment authorization waiver from parents/guardians on file. All policies and regulations of the school are in effect during the entire duration of the trip, including transportation, and while off campus. In addition, students attending a school-sponsored field trip are responsible for making PRIOR arrangements WITH EACH of their individual teachers to turn in assignments on time. All assignments are due on the original day unless an extension has been granted at the teacher's discretion. Failure to make PRIOR arrangements for an extension could result in a loss of credit for the assignment.

FOOD AND DRINK

All food and drinks must remain in the cafeteria and courtyard areas. No food or drinks are permitted in the buildings or classrooms unless authorized by the administration. No food or drinks are permitted in the gymnasium.

FOOD SERVICE

Students will have time each day in which to eat breakfast and lunch. Students may NOT leave campus for lunch. Breakfasts and lunches are prepared by Sodexo Food Services Corporation, which provides students with the option of eating the daily hot lunch free of charge or purchasing a la carte items through the snack bar. Although all students may eat free of charge, students who qualify for free or reduced-price lunches must reapply each year. Applications may be obtained from the school secretary. Contact the Food Service Director if you have questions or concerns about lunch policies.

FUNDRAISING

Fundraising activities on campus may only be conducted by students with the prior authorization of the administration. Community-wide or off-campus fundraising activities require the authorization of the Governing Board. Door-to-door sales/order-taking is not permitted.

GPA/WEIGHTED GRADES

For the purpose of determining the grade point average of students attending Rio Rico High School, the following scale will be issued: A=4, B=3, C=2, D=1, and F=0.

Rio Rico High School recognizes that some courses are designed to be more challenging. As a result, some courses may receive weighted grades. The weighted grade scale is: A=5, B=4, C=3, D=2, and F=0. Courses that are weighted are Cambridge, Honors, and Advanced Placement (AP) courses.

GRADE LEVEL PLACEMENT

Grade placement shall be the responsibility of the principal, and shall be based on general achievement with consideration being given to the mental, physical, emotional and social maturity of the student. The following guidelines shall apply:

Freshman	0 - 5.75 credits	Junior	12 – 18 credits
Sophomore	6 - 11.75 credits	Senior	18+ credits

GRADING POLICY

Student grades will be based upon the following percentages, using standard rules of rounding:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59
P	60 or higher (not included in grade point average)
WP	Withdraw while passing
WF	Withdraw while failing
I	*Incomplete work
NM	No Mark (enrolled 10 or more days after semester began)

*A grade of “Incomplete” will be issued to students who have not completed all required work by the end of the grading period due to excused absences. Students will have ten school days after the end of the grading period to complete all required work and turn it in to the teacher. After the tenth school day, the teacher will assign a grade of zero for all work not turned in and will average those grades with the other grades in that class for the grading period to calculate the final grade. Students who receive unexcused or truant absences will not be allowed to turn in missed assignments for credit.

GRADING PERIODS

See “Calendar.” Students and parents have one month after the close of a grading period to contest a final grade / percentage.

GRADUATION REQUIREMENTS

To be eligible to walk in graduation ceremonies, a student must be enrolled at RRHS for his/her entire last semester of school, pass the Arizona state assessment, complete 80 “Responsible Social Involvement” hours (20 hours per year), and have completed the following graduation requirements:

Subject Area	RRHS Graduation Requirements	Minimum Admission Requirements for the Universities in Arizona
English/Language Arts	4 credits	4 credits
Mathematics	4 credits	4 credits
Science	3 credits	3 credits
Social Studies	3 credits	2 credits
Physical Education	1 credit	No requirement
Career and Technical Education	1 credit	No requirement
Fine Arts	No Requirement	1 credit
Foreign Language	1 credit	2 credits*
Electives	5 credits	No requirement
Totals	22 credits	16 core credits

*The same language must be taken for two consecutive years.

IMPORTANT EXCEPTIONS: Agriscience I and Agriscience II are each counted as only one-half credit by the state universities. Therefore, university-bound students who want to use one of these classes as their science credit must pass both classes in addition to two other science credits.

GRIEVANCE PROCEDURES

Students and parents are encouraged to follow these procedures to resolve concerns that arise:

1. Contact the student's teacher to discuss the concern.
2. If the conference with the teacher does not resolve the concern, contact the site administration.
3. If the concern cannot be resolved at the building level, contact the superintendent.
4. If the concern is still not resolved, the parent may request permission through the superintendent to address the Governing Board at its next regularly-scheduled meeting.

HEALTH SERVICES

The school provides for the health concerns of its students through nursing services located in the school's administration building. Students should contact the nurse's office as needed and are expected to follow district policies regarding medications and treatment for illness. Students are not allowed to carry medications on campus except for EpiPens and/or inhalers with parent permission on file in the health office. If a student requires prescription or non-prescription medication during school hours, the health office will administer the necessary medication with parent and physician signature and the appropriate paperwork completed per Board Policy JCLD and ARS 15-341 and 15-344 (see the health office or district website for the permission form).

Students with, or recovering from, a communicable disease (including lice) will not be allowed in school until the period of contagion is passed or until a physician recommends a return (Board Policy JLCC). If a staff member suspects a student to be under the influence of drugs and/or alcohol, they will refer the student immediately to the nurse for assessment. Please call 375-8708 with questions and/or concerns.

HONORS / CAMBRIDGE / ADVANCED PLACEMENT PROGRAM

The philosophy of the Honors/Cambridge/Advanced Placement Program at Rio Rico High School is to provide students with academic opportunities which stimulate learning and challenge them to expand their skill development and knowledge to the greatest extent possible, preparing them for college and beyond. Honors classes present a more rigorous curriculum and require more independent work than a regular class. The AP program provides an opportunity for students to receive simultaneous credit in both high school and college. In May, a comprehensive test is offered in each subject through which students, if they score well, may earn college credit. Upon achieving an AP exam score of 3, 4, or 5, a student may be awarded credit by the college or university where they enroll. Each college or university determines the type and amount of credit earned by various scores.

AP course students must also take the corresponding AP Exam.

RRHS seeks to pay the test fee(s) for any student who requests assistance. AP tests currently are free for any student on free or reduced-price lunch. A mandatory \$10 class fee for each AP class will be used to offset the costs of the test.

Entrance Standards (includes re-enrollment):

- ❖ Entry into the AP/Cambridge/Honors program may be determined by pre-requisites listed in the Course Description Catalog. Those may include:
- ❖ Placement test scores
- ❖ Teacher recommendation
- ❖ Success in previous courses

Continuing Eligibility Standards:

- ❖ Recommendation from the most recent teacher in the subject
- ❖ Must maintain a grade of at least a “C” at the end of each semester in order to continue or re-enroll in AP/Honors/Cambridge classes.
- ❖ Extenuating circumstances will be dealt with on an individual basis. Teachers have the right to grant exceptions.

HONOR ROLL

At the end of each semester, the principal will announce the names of those students who have excelled academically. Three honor rolls will be announced according to the following guidelines:

PRINCIPAL'S LIST	Students whose grade point average is 4.5 - 5.0
GOLD HONOR ROLL	Students whose grade point average is 4.0 – 4.49
RED HONOR ROLL	Students whose grade point average is 3.5 – 3.99

IDENTIFICATION CARDS

Students will be issued ID cards at the beginning of the school year and must carry them at all times on campus. **An ID card is required for lunch and for admission to all school activities including athletic events, dances, parties and other school-sponsored events.** There is a \$5.00 charge to purchase or replace the ID card. ID cards are the property of Rio Rico High School and on request must be surrendered to school officials.

IMMUNIZATION POLICY

State law requires that all students have the required immunizations. A.R.S. 15-803 states that any student who has not provided an immunization history or has not received the necessary immunizations shall not be allowed to attend school. SCVUSD #35 policy does not allow students to attend classes until proof of immunization is provided. For

students with religious, personal, or medication exemptions to immunization, forms located in the health office and on the district website must be completed by the parent before the student may be on campus (ARS 15-871-874).

INSURANCE

The district does not provide insurance for students. Injuries and illnesses that occur while the student is at school will be the responsibility of the parent(s) or legal guardian(s). For students who wish to participate in athletics or other extra-curricular activities, insurance is available. Applications may be obtained at the bookstore.

LEAVING CAMPUS

Students are to remain on campus until their last class, including advisory hour, has ended. If it becomes necessary to leave during the day, students must sign out at the office. Students 18 years or older will only be allowed to leave campus if they have evidence of an excused absence (see "Attendance") AND the permission of a school administrator. **All students, regardless of age, must have written consent from parents/legal guardian to sign out of school.** Any student found to be leaving campus without following procedure will be subject to disciplinary consequences (refer to Section II of this handbook: Truancy).

No student will be removed from school grounds or from any school function during school hours, except by a person authorized to do so by the student's parent or by a person who has legal custody of the student. Before releasing a student during the school day, the building administration shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student. If any police or court official requests the release of a student during school hours, parents will be notified as soon as possible. (District policy JLIB and JLIB-R)

If a student is **NOT** involved in an after-school activity, they must leave campus within a half-hour of the conclusion of their last class. This includes the parking lots and all exterior premises of the school. (Board Policy JLIE)

LIBRARY/MEDIA CENTER

As the learning focal point of the school, the library is open Monday-Thursday from 7:00 am until 4:00 pm and Friday from 7:00 am until 3:30 pm. The library provides resources for students and staff to create successful learning experiences. With a current school ID, students may check out two books. Students are responsible for returning all items on time and in good condition. The library imposes a late fee of 5 cents per day for overdue materials (\$5 maximum). Unpaid fines for damaged or lost books may result in the following consequences: loss of extracurricular privileges, withholding of yearbooks, withholding of grades and transcripts, and/or inability to participate in graduation ceremonies.

Library Rules:

1. Students must have a pass to visit to the library/media center during school hours.
2. No food or drinks are permitted in the Library/Media Center.
3. Student conduct should be quiet and appropriate.
4. All school rules also apply in the library/media center.

LOSS OF ARTICLES

Items that are found on campus will be kept in the administration building. Students may check with office personnel for lost items. Any items not claimed by the end of the school year will be donated to charitable organizations. The cost for any lost or stolen articles will be the responsibility of the student. Students are encouraged to leave valuables at home and to use a high-quality lock in the locker rooms to limit theft.

MAKE-UP WORK

See "Attendance" Section

MEDIA RELEASE

Media coverage includes but is not limited to district newsletters, videos, local and state newspapers, school and community publications, school websites, radio and television. If you do NOT wish to be involved in any or all of the above-mentioned media coverage, you must obtain and return to the principal a completed "Media Release" form.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The society's goals of scholarship, leadership, service and character are the basis for selection. No student is inducted because of a high academic average alone. The National Honor Society strives to recognize the total student. Students who are eligible scholastically (a GPA of 3.0 or better) will be notified in the fall. For further consideration, a student must submit an information sheet which lists the details of their community service, character and leadership skills. Character is determined by submitting two letters of reference: one from a teacher and one from a community member. Community service hours and leadership roles need to be documented.

PARENT INVOLVEMENT

Parents are encouraged to become involved in all aspects of the school including, but not limited to signing a parent contract; cooperating in homework, attendance, dress code, discipline issues (Board Policy KB); and participating in parent groups such as Site Council, All-Sports Booster, Drama Boosters, and Band Boosters.

PASSES

Students are expected to remain in their classrooms during class time. If it becomes necessary to leave a classroom during class time, students must have with them a pass signed by a staff member. Failure to comply with this regulation is considered truancy and may result in further disciplinary action. Students must go to the designated location without any detours.

15 Minute Rule: Students may not leave their classroom in the first and last fifteen minutes of class as well as during direct instruction. Teachers will not write passes for students to go anywhere on campus during these times except in emergency situations.

PHYSICAL EDUCATION

Physical education classes are planned to teach students about physical fitness and athletic activities. For an exemption from taking PE, a doctor's medical prescription must be on file.

PROGRESS REPORTS

Progress reports will be issued for each class in which students are enrolled at the end of the 4th week of the grading period. These reports will be sent to parents to inform them of their child's progress. Progress reports may also be issued at other times during the grading period should the teacher deem it necessary. Questions regarding the progress reports should be directed to the teacher issuing the grade. Parents should feel free to call the school at any time to schedule an appointment with a teacher(s) regarding the progress of their child.

REPORT CARDS

Report cards will be issued following the end of each nine week grading period. Students will receive a grade for each class in which they are enrolled.

SAFE SCHOOLS HOTLINE

In order to maintain a safe environment for students throughout the district, our school district allows students and parents to anonymously and confidentially report inappropriate or illegal activity through the Safe Schools Hotline. The Safe Schools Hotline is intended to be a way to report behavior that, if unchecked, may become dangerous. If you witness

a threatening, inappropriate, or illegal situation on school grounds, we want you to call the hotline as quickly as possible. Leave an anonymous message describing what you've witnessed, and we will investigate the situation.

The hotline is available 24 hours a day, 365 days a year. The information received from the hotline is strictly confidential and will only be shared with the appropriate school or law enforcement personnel. To report inappropriate, suspicious, or illegal activity please dial **520-375-8293**.

SCHEDULE CHANGES

Schedule changes will only be permitted within the first ten days of the semester upon availability of courses and class size limitations.

SEARCH AND SEIZURE

The administration has the right to search and seize all property brought to school or school-sponsored events, including vehicles and school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of any person(s) exists. Such searches may also be performed randomly and without specific suspicion. Illegal and/or inappropriate items discovered may be seized. If the item seized is unlawful, the administrator shall contact appropriate law enforcement officials for directions regarding disposition of the item.

Items owned and provided by the district for storage (i.e. lockers, desks) of 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 expectancy of privacy in lockers, desks, storage areas, etcetera. School personnel may inspect stored belongings at any time with or without reason or notice and without permission of the student or his/her parent or guardian.

In conducting a search of a student or a student's personal property, the administrator must consider the intrusiveness of the proposed search in light of the age and sex of the student and the nature of the suspected infraction. Strip searches and body cavity searches by school administrators are absolutely prohibited.

SECURITY

To ensure the safety and well being of students and staff, the school has provided security services through district security guards. Security guards will be on campus daily to assist the administration as needed. Students are expected to respond to security guards as they would other staff members.

SPECIAL DELIVERIES

Students will be notified by the office for personal messages and items. It is the responsibility of the student to remember his/her books, lunches, assignments, etcetera and not to be dependent upon parents or others. No announcement will be made over the PA system due to unnecessary interruption of classes. **No floral, balloon, or any type of special delivery will be accepted for students or be allowed on campus.**

SPECIAL SERVICES

Comprehensive services are provided for students who are disabled, English-language learners, and/or gifted. Students and parents are encouraged to utilize these services to insure the best possible educational benefit.

SITE COUNCIL

Each school site in the district shall establish a site council pursuant to Arizona HB 2335. It should reflect the ethnic composition of the local community and consist of parents, teachers, classified personnel, community members and students. The council is an advisory group, and the Governing Board of the district determines its duties. Site Council meets every first Wednesday of every month (September-May).

STUDENT PUBLICATIONS

The administration recognizes the value of official school publications in teaching journalism, writing, English and other skills. It is the intent of the administration to support and encourage such publications, including, but not limited to, the school newspaper and the yearbook. Students/sponsors shall be required to submit publications to the principal for review.

STUDENT RECORDS

District policies and state and federal laws limit the information contained in student records that can be made available to persons or agencies outside the district without the express written permission of parents or emancipated students. The Governing Board has approved policies that insure compliance with the Family Educational Rights and Privacy Act of 1974 and the Arizona Parents' Rights Law of 1974. Procedures for reviewing student records are available in the school's administration building and in Board Policy JR.

TELEPHONES

Office phones may only be used during non-class hours with authorization from a staff member.

TRANSFER STUDENTS

Transfer credits will be accepted to meet graduation requirements at Rio Rico High School, upon prior approval of the administration. The burden of proof rests with the student and the school from which the student is transferring, and credits must be received by April 15th in order for the student to be eligible for graduation. Please see the registrar for more details.

USE OF SCHOOL FACILITIES/GROUNDS

The use of school facilities/grounds is prohibited unless authorized by school officials or the district office.

VEHICLE REGISTRATION

Students who wish to drive their personal vehicles to school must obtain a parking permit from the bookstore. To obtain a student parking permit, students must be juniors or seniors at RRHS; must present a valid Arizona "Class D" driver's license, proof of insurance, and vehicle registration; and must pay a **\$20.00 fee** (subject to change with Governing Board approval). The parking permit must be displayed on a visible surface of the vehicle. Each vehicle is required to have its own distinct permit. Permits may not be transferred from one person to another. If a permit is lost or stolen a \$20.00 replacement fee will be charged.

Vehicles which do not display the required parking permit are subject to towing and/or booting at the owner's expense. Similarly, if a student parks anywhere on campus other than the designated student parking area, the vehicle is subject to a report and towing/booting. **The booting charge is \$15.00.** SCVUSD #35 is not responsible for damage to vehicles or property stolen from vehicles while parked on campus or as a result from towing/booting. (Board Policy JLIE)

When students arrive to school, they must park their vehicles and leave the parking lot. Loitering in the student parking lot is not permitted. Students are **not** permitted access to vehicles during the school day without prior administrative approval. Violation of these basic and reasonable regulations will result in the loss of parking privileges. Also, students who drive recklessly, use their vehicles for inappropriate behavior or displays, loan their parking permit to other students, accumulate three or more cumulative referrals, or accumulate three or more tardies to first period will lose their parking privileges.

VISITORS

Students are not permitted to bring student visitors to school at any time without prior approval from the principal. Adult visitors must sign in at the school's administration building before proceeding on campus. Anyone who is not a student or staff member of the district and is in violation of this policy shall be reported to the office by staff

members. The visitor may then be asked to comply with this procedure and may be asked to leave the property of the district. Failure to obey such instructions may subject the person to criminal proceedings applicable under law. (Board Policy KI-R)

WITHDRAWAL FROM SCHOOL

When it becomes necessary for a student to withdraw from school, all books, equipment and other property of the school must be returned. The registrar will be responsible for seeing that the student receives a grade for each subject and that all matters pertaining to the school are cleared prior to the school issuing a formal withdrawal report. Student records will not be mailed until all financial obligations have been settled.

SECTION II Discipline

1. GENERAL BEHAVIORAL EXPECTATIONS

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Santa Cruz Valley Unified School District. Accordingly, students are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the District, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of the District, District employees, students, or others. In addition, students who have committed or are believed to have committed a crime may be subject to school discipline. A.R.S. §15-843(B)(4). Students who fail to abide by this general behavioral expectation will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of Article B, and may be cause for revocation of open enrollment admission status. In addition, SCVUSD #35 applies **ZERO TOLERANCE** to selected, serious infractions, including conduct categories “Alcohol, Drugs, Drug Paraphernalia,” “Initiation and Hazing,” “Threats,” “Fighting,” and “Weapons.” This means that violations in these areas mandate a referral to the Superintendent’s Office for consideration of disciplinary action.

In addition to any specifically enumerated consequences, any violation of the General Behavioral Expectation or of any Specifically Prohibited Behaviors listed below may result in the following consequences:

- A. The student may be isolated from other students.
- B. The student’s parents will be informed of inappropriate behavior and reminded of school policy and disciplinary procedures.
- C. The student may be required to make use of counseling/intervention services.
- D. The student may be removed from the aggrieved teacher’s class with loss of credit.
- E. The student will make restitution for damages, if appropriate.
- F. The student may be assigned detention, work detail, and/or in-school suspension.
- G. The student may be suspended from school premises and activities.
- H. For repeated or serious violations, the student may be removed from the regular school program or recommended for expulsion.
- I. Administration may involve police. Legal action may be taken.

Consistent with the general behavioral expectations, the following specified behaviors are prohibited on school property (including school buses and bus stops), in the vicinity of the school, at school-sponsored activities, and on the way to and from school unless otherwise required by the Code of Conduct or Board Policy. Disciplinary decisions are at the discretion of the administrator and are expected to be connected to the misconduct in a logical and timely manner.

CONSEQUENCES FOR DISCIPLINARY INFRACTIONS:

The following shows the types of disciplinary actions that MAY be taken for infractions of the stated rules. In each instance several actions are possible and consequences are imposed on a case-by-case basis. If a student has demonstrated excellent behavior and then becomes involved in a discipline problem, school officials shall consider the record of that student's good behavior before any action is taken. If a student continually has been involved in misconduct, then the disciplinary action could be the maximum action listed. Such factors as the length of time since the student's last problem and his attitude may be taken into account. Reprimand can include verbal and/or written documentation. Suspension can include in-school or out-of-school dependent upon the infraction. Any long-term suspension or expulsion requires a hearing before the Governing Board. Parents will be notified by phone, letter and/or conference of any disciplinary consequence imposed.

CATEGORIES OF CONDUCT:

- 1 **ALCOHOL, DRUGS, DRUG PARAPHERNALIA:** A student shall not possess, sell, offer or attempt to sell, use, transfer, distribute, attempt to purchase or be under the influence of alcohol, drugs or medication, (use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies). For the purpose of this policy, drugs include any narcotic or dangerous drug, vapor-releasing toxic substance, marijuana; materials designed to look like, represent or simulate drugs, or other substance enumerated in A.R.S. 13--3451 and any other controlled substance, or over the counter drug, or prescription-only drug as defined in Schedules I through V of #202 of the Controlled Substance Abuse Act (21 U.S.C. #812) and as further defined by regulation in 21 CFR 1300.11-1300.15. "Drug" also means anabolic steroid. The term medication means patent or proprietary medicines as defined in A.R.S. 32-1901 (39). Medication also means substances that are available legally by prescription only. A student shall not possess, sell, or offer to sell, transfer, and attempt to purchase, or use drug paraphernalia per A.R.S.13-3415 and Board Policy JICH. (13-3403 / 13-3411)
- 2 **ARSON:** A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved activities, i.e. a supervised experiment in class (A.R.S. 13-1702/03/04 and Board Policy JIC).
- 3 **ASSAULTS, FIGHTING, BATTERY:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in a way which could reasonably cause physical injury to any person. Assault, fighting, or battery will be defined as a verbal or physical altercation causing a disruption of the educational process. Fights are cumulative throughout the student's high school years. Fighting may constitute a crime, legal authorities may be notified, and legal consequences may occur in addition to school consequences. (A.R.S. 13-1201/02/03/04, 15-507, 15-841, and Board Policy JIC)
- 4 **CIGARETTES, TOBACCO, LIGHTERS AND MATCHES:** A student is not permitted to possess or use cigarettes, or other tobacco-related products, including but not limited to: lighters, matches, cigarette papers, nicotine patches or tablets unless prescribed by a physician, and all smokeless tobacco products (ARS.36-3622,36-601.01, 36-798 and Board Policy JICG).
- 5 **COMPUTER AND/OR INTERNET MISCONDUCT:** A student shall not access information on any computer program, including those on the Internet, which violates the general policies of the district. In addition, school computers shall not be used to engage in any illegal act. All students are expected to abide by the Acceptable Use Agreement as posted and reviewed in every classroom. (Board Policy IJNDB)
- 6 **DEFAMATION:** A student shall not use defamatory words/phrases or distribute defamatory materials. Defamatory, racial and/or prejudicial slurs, words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction; and have a tendency to attack a person's occupation, business or office (ARS.12-651 and Board Policy JIC).
- 7 **DEFIANCE OF AUTHORITY:** A student shall obey the reasonable requests of teachers, administrators and other District employees and shall respond to requests for information from these persons in a truthful manner. NO lying will be tolerated. Insubordination will not be tolerated. In addition, a student shall not speak to or refer to teachers, administrators or other District employees in a vulgar or profane manner (A.R.S. 13-2402, 15-841, 15-507, 13-2704 and Board Policy JIC).
- 8 **DISRESPECT:** Students shall not show disrespect toward others. This includes a defiant, combative, surly or insubordinate attitude. (ARS.13-2704 and Board Policy JIC)
- 9 **DISRUPTIVE OR INAPPROPRIATE CONDUCT:** A student shall not engage, attempt to engage or encourage any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity. This includes but is not limited to: obstructing operations, unlawful assembly, riot, or the interference with the peaceful conduct of the school. Disruptive behavior during science labs will be considered "endangerment" (A.R.S. 13-2402, 13-2902, 13-2903, 13-2911, 15-841 and Board Policy JIC and JICF).
- 10 **DRESS AND APPEARANCE:** The Dress Code is based on the following principles:
 - A) SCVUSD #35 seeks to educate its students that individuality is best expressed by the quality of one's character; character is best illustrated through one's attitude, behavior and performance.
 - B) Student attire has a profound and demonstrable impact on student attitude and behavior, as well as campus climate. SCVUSD #35 seeks to instill in students a respect for the campus environment while being allowed to be "individuals" within reason.
 - C) SCVUSD #35 seeks to create a climate where students are appreciated and respected for their character, not their apparent social, economic, or peer-group status.
 - D) Supreme Court decisions have established the following criteria in regards to freedom of expression and free speech:
 - Students must show intent to convey a particular message and that message must be clearly understood as speech in order for claims to free speech protection to apply.
 - In order to qualify as protected free speech in a school, a student's right of expression is confined by the absence of "material and substantial disruption".
 - Not every defiant act by a student is constitutionally protected speech
 - Lewd and indecent expression is not protected speech
 - School authorities have the right of editorial control when dealing with written student expression.
 - E) Clothing should be affordable to the entire student population.

Based on the aforementioned principles, a student's dress and appearance shall appear neat and hygienic and be appropriate for a school setting, not present health or safety problems or cause disruption of educational activities or the message shall not be in contravention of a district curriculum goal. Unacceptable items include, but are not limited to, the following:

- Items of attire with obscene words, slogans, or graphics
- Dog collars
- Chains longer than 8" in length
- Cult apparel
- Items which display, advertise or promote alcohol, drugs, controlled substances, inappropriate slogans or language; or representation thereof
- Immodest or indecent attire which includes exposed belly buttons, midriffs, undergarments, shoulders, cleavage or abdomens
- Halter tops or spaghetti straps
- Shorts or skirts shorter than 3" above the knee
- Sleeveless shirts and / or untucked shirts
- Apparel which denotes membership in a gang
- Excessively loose, baggy, or tight clothing
- Hats, caps or other headgear

- Wearing sunglasses inside a campus building
 - Attempts to manipulate clothing as a method of posturing or otherwise displaying a negative or inappropriate attitude. (Board Policy JICA).
- F) Consequences for inappropriate dress/appearance shall include:
- Send to office for change of clothes (if none available, call home for parent/guardian to bring to school)
 - Parent contact
 - Suspension for defiance
- 11 **EMERGENCY ALARMS/FIRE CONTROL DEVICES/911 CALLS:** A student shall not call in, activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists warranting use of the device; nor shall a student falsely report a fire, presence of an explosive device or emergency to district officials or other agencies charged with responding to this type of emergency (A.R.S. 1702/03/04, 13-2907, and Board Policy JIC).
- 12 **ENDANGERING THE HEALTH AND SAFETY OF OTHERS:** A student shall not engage in, or assist or encourage another student to engage in, conduct that endangers or reasonably appears to endanger, or increases the likelihood of creating hazardous conditions for, the health or safety of other students, school employees or other persons. This includes but is not limited to disruptive or defiant behavior during science labs. (A.R.S. 13-1201 and Board Policy JIC).
- 13 **FORGERY/CHEATING/PLAGIARISM:** A student shall not use, or attempt to use the identity, signature, academic work or research of another person and represent it as his/her own. A student shall not share his/her knowledge or work with another student during an examination, unless approved by the teacher. A student shall not bring into an examination any materials or notes unless approved by the teacher. A student shall not use information from any unauthorized source in completing an examination or assignment, nor inappropriately reproduce a work that is protected by copyright, or any other work that is not theirs, without the owner's permission to do so. In addition, a student shall not tamper with any district record, including but not limited to attendance records, grades and transcripts. Forgery or falsification of written or oral statements is also prohibited. (ARS.13-2002,13-2005and 13-2407 and Board Policy JIC).
- 14 **GAMBLING:** A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property, favor or service will be exchanged based on the outcome of the game or activity (ARS.13-3301and Board Policy JIC).
- 15 **GANG-ACTIVITY:** The behaviors that have been associated with gang activity or membership, especially violence, threats, intimidation, bullying, fighting, and disrespect will not be tolerated on or near school property or in activities associated with school. In accordance with this zero tolerance policy, any students engaging in gang activities will be disciplined and prosecuted, if applicable, to the fullest extent of District policies, local ordinances, and state and federal laws. Gang behavior is described as, but not limited to, bandannas, shoelaces of specific colors, jewelry, tattoos, jargon, pictures, representations, hand gestures and graffiti. (Board Policy JICF)
- 16 **HARASSMENT/INTIMIDATION:** A student shall not verbally or physically harass any student, school employee or other person. This includes making statements of a sexual nature when the maker of the statement knows, or has reason to know, that the statement is unwelcome or unappreciated and where it may reasonably be perceived to be insulting, demeaning, intimidating and/or threatening to the recipient of the statement. (A.R.S. 13-2931 and Board Policy ACA)
- 17 **INTERFERENCE WITH PEACEFUL CONDUCT OF EDUCATIONAL INSTITUTIONS:**A person commits interference with the peaceful conduct of educational institutions by knowingly going upon or remaining upon school property in violation of any rule of such institution or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property by others; or by refusing to obey a lawful order given to them by the governing board, administration, authorized staff, or officer of the law (A.R.S. 13-2911 and Board Policy JIC).
- 18 **INITIATION AND HAZING:** A student shall not participate in any initiation or hazing that involves actual or threatened verbal, physical or sexual abuse. Initiations related to any school club, athletic team or other groups are prohibited regardless of where they occur. (Board policy JFCF and A.R.S. 13-1202)
- 19 **LOITERING:** A student, or any unauthorized person, shall not remain in or about school buildings, parking lots or restricted areas, or within one city block of school grounds, at unauthorized times. (A.R.S. 13-2905 and Board Policy JIC)
- 20 **MISREPRESENTATION, EXTORTION, THEFT:** A student shall not take, use or borrow any property, or be involved in any activity by misrepresentation or deception or by expressed or implied threat. A student shall not take, use or borrow property belonging to another person without the owner's permission to use or take the property (A.R.S. 13-1802, 13-1804, 13-1902and Board Policy JIC).
- 21 **OBSCENITY:** A student shall not use obscene words or phrases, distribute obscene materials, or possess obscene materials on campus. Obscene materials are those that an average person, applying standards of the school community, would find, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school (A.R.S. 13-3506, 13-3501, 13-2917.B and Board Policy JIC).
- 22 **PERSONAL ENTERTAINMENT/COMMUNICATION DEVICES:** During school hours students shall not use, or attempt to use, any personal entertainment or communication device; including, but not limited to, CD players, tape players, headsets, cameras, beepers and cell phones. If seen, such devices will be confiscated by RRHS personnel. Exceptions may be granted by a supervising adult in an emergency situation. (Board Policy JIC)
- 23 **POSSESSION OF DANGEROUS OR HARMFUL SUBSTANCES:** A student shall not possess, use, transfer, distribute or sell any dangerous or harmful substances; including, but not limited to, mercury or acid, in accordance with governing board policy. (Board Policy JIC-R)
- 24 **PROFANITY:** A student shall not use profane words/phrases, distribute profane materials, or possess profane materials on campus. Profanity is defined as treating someone or something with abuse, irreverence or contempt (A.R.S. 13-2921/3501 and Board Policy JIC).
- 25 **PUBLIC DISPLAY OF AFFECTION:** A student shall not engage in any public display of affection or physical sexual conduct. (Board Policy JIC)
- 26 **SEXUAL MISCONDUCT:** Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and pertinent Arizona Education Code Sections. Therefore, the district strongly condemns, opposes and prohibits sexual harassment and/or misconduct towards students whether verbal, physical, or environmental, by anyone in or from the district. Sexual harassment in this policy and regulation means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by anyone in or from the district. For complaint procedures, refer to Board Policy ACA. (A.R.S. 13-2921)
- 27 **SKATEBOARDS, ROLLER BLADES:** A student shall not possess, use, or attempt to possess or use any skateboard, roller blades or other similar devices. (Board Policy JIC).
- 28 **TARDINESS:** A student shall not be tardy to class or to any required school activity. Tardiness is defined as arriving late to class as a required school function. Students shall be in their assigned place at the required time. (Board Policy JE)

- 29 **TRUANCY:** Truancy is defined as unauthorized absences, or unauthorized departure, as determined by the administration, from any class, study hall or activity during the school day in which the student is scheduled (i.e. individual and group student ditching). It also includes any after-school special help session or detention that the student has been directed to attend. (ARS.15-802,15-841 and Board Policy JIC).
- 30 **THREATS:** A student shall not verbally, physically or in writing threaten, abuse or engage in any confrontation with any student, school employee or any other person, or district property. This includes, but is not limited to: comments, jokes, horseplay, teasing, taunting, encouragement or provocation. (A.R.S. 13-1201/02/03/04, 15-507, 15-841, and Board Policy JIC)
- 31 **UNAUTHORIZED ENTRY:** A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings, grounds or places. This includes areas where confidential materials are kept or stored; and unauthorized manufacture, duplication, use or possession of keys to any public building. This also includes but is not limited to burglary and unauthorized access by electronic means. (A.R.S. 13-3715, 13-1502, 13-1503, 13-1506 and Board Policy JIC).
- 32 **VANDALISM, LITTERING, DESTRUCTION OF PROPERTY:** A student shall not damage, destroy or deface any school property including electronic devices belonging to any other person, and shall not litter on school property or at a school event (A.R.S. 13-1602, 13-1603 13-1604, 15-842 and Board Policy JICB).
- 33 **VIOLATION OF FEDERAL, STATE OR LOCAL LAW:** A student shall not violate, or attempt to violate, any federal, state or local law. (Board Policy JIC)
- 34 **VIOLATION OF SCHOOL POLICIES AND RULES:** A student shall not violate, or attempt to violate, any Governing Board policy, administrative regulation or school rule. This includes but is not limited to all behaviors deemed inappropriate to the school climate or academic environment. (Board Policy JIC)
- 35 **WEAPONS, DANGEROUS ITEMS:** A student shall not possess, transfer, display or use firearms, weapons, explosives, fireworks, laser pointers, or any other instrument capable of harming any person or property, or creating the perception of threat of harm. This also includes misconduct involving simulations of all items. (A.R.S. 13-3101, 13-3102, 13-3110, 13-3111, 15-841 and Board Policy JICI)

DISCIPLINARY ACTIONS:

ALTERNATIVE SUSPENSION: An administrator may elect to set up a program which provides student(s) and parent(s) or legal guardian(s) with an alternative to suspension.

COMMUNITY SERVICE WORK: An administrator may elect to have the student perform community service activities as an alternative to suspension.

CONFISCATION: An administrator may elect to confiscate items or contraband and not return them to the student.

COUNSELING: An administrator may elect to refer a student to counseling in lieu of, or in addition to, other disciplinary actions. Such counseling will initiate at the site counselor level; the site counselor may then refer the student to an outside counseling resource.

DETENTION: An administrator or teacher may elect to offer detention as an alternative or in addition to other disciplinary action. Detention may include restriction from regular lunch time activity. After school detention may be implemented with prior parental notification.

DOCUMENTED PARENTAL CONFERENCE/ NOTIFICATION: A teacher should contact a parent or guardian by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent, appropriate school personnel and any other individuals concerned. A formal disciplinary referral will be placed in the student's discipline file.

DOCUMENTED ADMINISTRATIVE CONFERENCE: An administrator may hold a conference with the student in which a formal disciplinary referral will be placed in the student's discipline file. The student's parents will also be contacted.

EMERGENCY SUSPENSION: An administrator may elect to immediately remove a student from school who poses a threat to himself or others. Refer to Due Process Procedures.

EXPULSION: An administrator may elect to recommend to the Governing Board the student's permanent removal from school. Refer to Due Process Procedures.

IN-SCHOOL SUSPENSION/ALTERNATIVE PROGRAMS: An administrator may elect to place a student in an alternative program in which the student will be removed from the regular classroom session(s). All instructional programming will take place in the alternative setting for a period no less than four instructional hours. Students must leave campus immediately following their release from ISS and the District will not provide transportation. Makeup assignments will be provided as soon as can reasonably be expected. Students who know in advance that they will be serving an in-school suspension are encouraged to contact their teachers ahead of time to gather assignments. Students placed in these programs will also be on social probation. Those students being specifically placed in the Alternative Program on a long-term basis will be the result of teacher documentation, Discipline Committee recommendation, and administrative approval.

LAW ENFORCEMENT NOTIFICATION: An administrator may need or be required to refer the offense to appropriate law enforcement authorities.

LONG-TERM SUSPENSION: An administrator may elect to recommend to the Governing Board that a student be removed from school for a period of 11 days or more for a specific period of time. Refer to Due Process Procedures.

LOSS OF GRADUATION CEREMONY PRIVILEGES: The Administration, in accordance with policy IKE and policy IKFB may as a disciplinary consequence for a series of discipline violations of student conduct revoke permission to participate in transition or graduation ceremonies or activities related to such.

REDUCED-SCHOOL DAY: An administrator may alter the beginning and dismissal time for the student due to behavior and/or attendance concerns. When this occurs, students will be required to provide their own transportation to and/or from school.

RESTITUTION: An administrator may elect to have the student and/or his parents pay for the cost of repair or replacement of damaged, vandalized, stolen or borrowed property.

SCHOOL SERVICE: An administrator may elect to assign a student an appropriate number of school service hours to be served cleaning or otherwise assisting on reasonable and safe school projects.

SHORT-TERM SUSPENSION (OUT-OF-SCHOOL): An administrator may elect to remove a student from school for a period of 10 days or less. During the time of the suspension, teachers are not required to provide makeup work or additional time to complete assignments upon return. Students who are suspended or expelled are prohibited from being on campus without administrative approval (A.R.S. 13-1201). Refer to Due Process Procedures.

SOCIAL DISCIPLINARY PROBATION: Any student involved in a violation of the Student Discipline Policy may be placed on social probation in addition to or in place of suspension from school. The student on social probation may be denied attendance and/or participation in extra curricular activities, including, but not limited to dances, sports activities, assemblies and other events which are on school campus. Students who are on social probation are subject to arrest for trespassing if found in violation of set guidelines.

TEEN COURT: Teen Court is a unique and effective alternative for dealing with students who have violated school rules/policies or have committed certain misdemeanor offenses on campus. Unlike traditional Disciplinary Action, this approach allows students to avoid a suspension or expulsion from school, provided the student successfully completes the contract agreement.

The purpose of Teen Court is to provide alternate method of dealing with certain prohibited conduct on a case-by- case basis. Although the program is run by the Juvenile Court, it does not result in a juvenile court record. It is critical to this program that the student offender is held accountable for his/her own actions. It is the student's responsibility to appear in court, explain his/her actions, complete the consequences, and serve jury duty.

TEMPORARY EXCLUSION FROM CLASS: If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day. In such cases, the teacher shall direct the student to report immediately to the administrator. The teacher shall inform the student of the reason(s) for the exclusion from class and, if practicable and if requested by the student, the teacher shall allow the student to explain his/her version of the events to the teacher.

VERBAL WARNING OR REPRIMAND: A school official may elect to talk to the student and try to reach an agreement regarding how the student should behave.

SCOPE AND AUTHORITY:

School rules may be enforced for conduct occurring off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the education and orderly mission and function of the District. The Board may expel a student for the continued open defiance of authority, continual disruptive or disorderly behavior, violent behavior which includes use or display of a dangerous instrument or a deadly weapon.

The disciplinary consequence for misconduct is suggested on the basis of a first occurrence. This is done only as a convenience for the student and parent to understand the potential severity of consequences for the usual type of misconduct that occurs in this category. Occasionally a student commits an unusually grievous act that should be categorized in an area where the maximum penalty for the first occurrence is insufficient punishment. In those cases the student will be subject to the maximum for repeated occurrences. This is likely to be the situation where there has been an injury or near injury to a member of the school community. In addition, students who attempt to engage or assist/encourage others to engage in misconduct are subject to disciplinary action.

This can also occur where there has been substantial damage or loss or destruction to property and the student likewise should have had an appreciation of the consequences of his misconduct.

Students who are referred to the administration for misbehavior in the presence of a substitute will be assigned time in In-School Suspension. This includes, but is not limited to: excessive talking, failure to be in your assigned seat, restlessness and annoying behavior toward classmates, failing to cooperate with the substitute or rude and discourteous behavior. Profanity will not be tolerated. All infractions will be considered on a case by case basis.

The student's disciplinary record is cumulative and shall remain in the student's permanent file, passing from one school to another, for as long as the student attends schools in SCVUSD #35. The rules of conduct apply to students who engage, attempt to engage, assist or encourage others to engage in misconduct.

CONSEQUENCES FOR DISCIPLINARY INFRACTIONS:

The following shows the types of disciplinary actions that MAY be taken for infractions of the stated rules. In each instance several actions are possible and consequences are imposed on a case-by-case basis. If a student has demonstrated excellent behavior and then becomes involved in a discipline problem, school officials shall consider the record of that student's good behavior before any action is taken. If a student continually has been involved in misconduct, then the disciplinary action could be the maximum action listed. Such factors as the length of time since the student's last problem and his attitude may be taken into account. Reprimand can include verbal and/or written documentation. Suspension can include in-school or out-of-school dependent upon the infraction. Any long-term suspension or expulsion requires a hearing before the Governing Board. Parents will be notified by phone, letter and/or conference of any disciplinary consequence imposed.

CONDUCT CODE	RANGE	1ST OCCURRENCE	REPEATED OCCURRENCE
1	MIN MAX	Confiscation/Suspension Confiscation/Expulsion	Confiscation/Suspension Confiscation/Expulsion
2	ALL	Restitution/Suspension and Notify Sheriff	Restitution/Expulsion and Notify Sheriff
3	MIN MAX	Suspension Suspension/Expulsion / Notify Sheriff	Suspension Expulsion/Notify Sheriff
4	ALL	Confiscation/Suspension	Confiscation/Suspension
5	ALL	Refer to Acceptable Use Agreement (IJNDB)	
6	MIN MAX	Reprimand Suspension/Notify Sheriff	Suspension Expulsion
7	MIN MAX	Reprimand Suspension/Expulsion	Suspension Expulsion
8	MIN MAX	Reprimand Suspension	Suspension Expulsion
9	MIN MAX	Reprimand Suspension/Expulsion	Suspension Expulsion
10	MIN MAX	Change clothes Send home	Send home Suspension
11	MIN MAX	Suspension Expulsion	Notify Sheriff / Suspension Expulsion
12	MIN MAX	Reprimand Suspension	Suspension Expulsion
13	MIN MAX	Reprimand/Zero grade Suspension/Loss of credit	Suspension / Loss of credit Suspension / Loss of credit
14	MIN MAX	Reprimand Suspension	Suspension Suspension /Notify Sheriff
15	MIN MAX	Reprimand Suspension/Expulsion	Suspension / Notify Sheriff Expulsion
16	MIN MAX	Reprimand / Policy explanation Formal investigation	Informal investigation /Suspension Expulsion / Suspension
17	MIN MAX	Reprimand Suspension/Expulsion	Suspension Expulsion
18	MIN MAX	Reprimand Suspension/Expulsion	Suspension Expulsion
19	MIN MAX	Reprimand Notify Sheriff	Notify Sheriff Suspension
20	MIN MAX	Reprimand Restitution/ Notify Sheriff	Suspension Restitution/Suspension /Expulsion / Notify Sheriff
21	MIN MAX	Reprimand Suspension	Suspension Suspension
22	MIN MAX	Confiscation / Parent pick-up Confiscation /Suspension	Confiscation / Parent pick-up Confiscation / Suspension

23	MIN MAX	Reprimand Suspension	Suspension Expulsion
24	MIN MAX	Reprimand Suspension	Suspension Suspension
25	MIN MAX	Reprimand Social Probation	Social Probation Suspension
26	MIN MAX	Reprimand / Policy explanation Formal Investigation / Suspension	Informal investigation / Suspension Notify Sheriff / Expulsion
27	MIN MAX	Reprimand Confiscation	Confiscation Suspension / Parent pick-up
28	MIN MAX	Reprimand Suspension	Suspension Suspension
29	MIN MAX	Suspension Alternative Program	Alternative Program Expulsion
30	MIN MAX	Suspension Suspension/Expulsion	Suspension Expulsion
31	MIN MAX	Reprimand Suspension /Notify Sheriff	Suspension / Notify Sheriff Expulsion
32	MIN MAX	Reprimand / Restitution Restitution / Expulsion	Restitution / Suspension /Notify Sheriff Restitution / Expulsion
33	MIN MAX	Notify Sheriff / Suspension Notify Sheriff / Expulsion	Notify Sheriff /Suspension Notify Sheriff / Expulsion
34	MIN MAX	Reprimand Suspension/Expulsion	Suspension Expulsion
35	MIN MAX	Confiscation/Notify Sheriff/ Suspension Notify Sheriff / Expulsion	Confiscation/Notify Sheriff/ Expulsion Notify Sheriff / Expulsion

DUE PROCESS PROCEDURES

AUTHORITY TO SUSPEND/NOTIFYING GOVERNING BOARD OF SUSPENSIONS: The authority to suspend a student from school is vested in the Superintendent and each Principal. Every suspension shall be reported to the Governing Board within five days by either the person imposing the suspension or the Superintendent. (A.R.S. 15-843K)

SHORT-TERM SUSPENSION (9 DAYS OR LESS):

SHORT-TERM SUSPENSION: A short-term suspension is a suspension for a period of time less than or equal to 10 school days. Before a short-term suspension is imposed, a school administrator authorized to suspend a student from school shall inform the student of the alleged misconduct and describe generally the evidence known at the time to support the allegations of misconduct. This notice may be given to the student orally or in writing. The administrator shall invite the student to discuss the student's version of the situation with the administrator. This is so the student has an opportunity to dispute the allegations of misconduct. The administrator shall then determine if a short-term suspension should be imposed and shall inform the student of his/her decision. If the student is suspended, the student's parent(s) or legal guardian(s) shall be notified of the suspension by mail, telephone or personal contact.

APPEAL PROCEDURE OF SHORT-TERM SUSPENSION: The appeal procedure is informal and may occur immediately after the decision is made to impose the short-term suspension if all parties are available for the appeal at the time. At the appeal, the Principal or Superintendent's designee, as the case may be, shall hear evidence supporting the suspension from the administrator who imposed the suspension and shall allow the student to discuss his/her version of the situation, and why the student or his/her parent(s) or legal guardian(s) believe the short-term suspension should not be imposed. The Principal or Superintendent's designee then shall determine if the short-term suspension shall be upheld, reversed or modified, and shall notify the student, the student's parent(s) or legal guardian(s) and the administrator who imposed the suspension and the superintendent of his/her decision by mail, telephone or personal contact. This decision shall be final and is not appealable.

EMERGENCY SUSPENSION: An emergency suspension occurs when a student is removed from school without prior use of due process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension must be provided to the student as soon as practicable following the student's removal from school pursuant to an emergency suspension. The student's parent(s) or legal guardian(s) should be notified of the suspension as soon as reasonably possible.

LONG-TERM SUSPENSION: A long-term suspension is a suspension that exceeds ten school days in duration for a specific period of time (JIA). If a long-term suspension is imposed in the second semester of the school year, the long-term suspension may extend through the end of the following school year. If a student in his/her final semester before graduation receives a long-term suspension, that student will not be allowed to graduate until an additional semester of course work is completed.

DECISION TO HOLD LONG-TERM SUSPENSION HEARING: If the school administrator believes that a long-term suspension may be warranted as the result of alleged misconduct of a student, the administrator or his designee.

Equal Educational and Employment Opportunity

It is the policy of the SCVUSD#35 to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any District program or activity on the basis of race, color, ethnicity, national origin, gender, religion or disability.

1. The District affirms its intent to comply with all federal and state law relating to the prevention of discrimination.
2. Lack of English language skills shall not be a barrier to admission and participation in District programs.
3. With respect to Title IX issues (gender-based discrimination), the Special Education Director is the District's Title IX officer. If you have questions that cannot be answered at your school, please contact the Special Education Director at 520-375-8289
4. With respect to Title VI issues (race, color, ethnicity or national-origin based discrimination), please contact the Special Education Director at 520-375-8289
5. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide protections against discrimination on the basis of a disability. If you have questions, please contact the Special Education Director at 520-375-8289 located 1374 W. Frontage Road Rio Rico, AZ 85648 (520) 375-8283
6. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record(s) which they believe to be inaccurate or misleading. If the school decides not to amend the record(s), the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record(s) setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School Officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school (see Students Rights).

SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT SPECIAL EDUCATION DEPARTMENT

Information for Parents

Arizona law requires that school districts inform all parents of the district's written policies and procedures for identifying and serving students with disabilities and their families. For information regarding any of the following topics, or any other questions or concerns regarding special education programs, please contact:

Melisa Lunderville
Special Education Programs
(520)375-8289
Mlunderville@santacruz.k12.az.us

COPIES OF WRITTEN POLICIES ARE AVAILABLE FOR:

- CHILD IDENTIFICATION – referral process for children birth through 21years, including those enrolled in private schools and home school within the district residence boundaries. Requirements for completion of screening procedures within 45 days of enrollment or notification of parent or staff concern
- EVALUATION AND RE-EVALUATION procedures for students suspected of or identified with a disability
- Procedures for DEVELOPMENT, REVIEW AND REVISION OF INDIVIDUAL EDUCATION PLANS for students identified with disabilities
- Policies to ensure that services are delivered in the LEAST RESTRICTIVE ENVIRONMENT
- Procedures to ensure that parents of/and students with disabilities are provided with information regarding their PROCEDURAL SAFEGUARDS required by federal law and state statute, including dispute resolution procedures
- The operation of PRESCHOOL PROGRAMS FOR STUDENTS WITH DISABILITIES, including the smooth and effective transition from early intervention (birth to 3 years) programs to public school programs for students identified with disabilities
- Procedures for PUBLIC PARTICIPATION IN THE ADOPTION OF SPECIAL EDUCATION POLICIES
- Procedures for SUSPENSION/EXPULSION of students with disabilities
- Procedures for access to special education services for students in PRIVATE SCHOOLS OR HOME SCHOOL within district boundaries

INFORMATION REGARDING SECTION 504 OF THE

REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (i.e., caring for one's self, walking, performing manual tasks, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT #35 recognizes its responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against any person with a disability will not be permitted in any of the programs and practices in the school system.

The SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT #35 has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any items in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issues if the school refuses to make the requested amendment.

For information regarding screening requirements and criteria, for referral procedures and/or policies, please contact Melisa Lunderville, the Manager of Special Education Programs and 504 Coordinator at the Welcome Center, 520-375-8289. Information is available from the Special Education Office located in the Welcome Center (520-375-8289).

Rio Rico High School Parent Involvement Policy

The Parent Involvement Policy at Rio Rico High School follows the National PTA set of standards for Parent/Family Involvement Programs to facilitate shared responsibilities with parents. The standards include:

Standard I:	Communicating – communicating between home and school is regular, two-way and meaningful.
Standard II:	Parenting – parenting skills are promoted and supported.
Standard III:	Student Learning – parents play an integral role in assisting student learning.
Standard IV:	Volunteering – parents are welcome in the school and their support and assistance are sought.
Standard V:	School decision-making and advocacy – parents are full partners in the decisions that affect children and families.
Standard VI:	Collaborating with community – community resources are used to strengthen schools, families, and student learning.

1. At school-wide parent meetings, the Title I Program will be explained including services, continuous improvement plans and parent involvement rights.
2. Parents will be given the opportunity to participate in parent organizations that support the schools and Site Council meetings throughout the school year to plan, review, and improve the Title I Program and the schools' continuous improvement plans. Parents will be given the opportunity to complete a School-Parent Compact.
3. Parents will participate in a survey at Open House and during parent conferences to identify interests and availability for volunteers. Notices of volunteer opportunities will be posted in the monthly newsletter and on volunteer sign up lists. A welcoming environment will be provided for volunteers along with recognition for their help. *The survey will also address the barriers to parent participation. Parents will be asked to help identify the barriers and ways to overcome them.*
4. Copies of the School Report Card will be available at the schools' front offices and school assessment results will be shared at school board meetings, in the District Newsletter and in the local papers.
5. Parents will receive test results, report cards and progress reports for their children. Conferences will be held and timely staff responses will be given to suggestions and concerns.
6. Parents will be provided opportunities to improve student academic achievement through:
 - a. Written communication to increase the understanding of the Arizona State Standards and assessments.
 - b. Parent workshops on parenting skills and adult education classes.
 - c. District newsletter and school newsletters that highlight programs and opportunities to be involved.
 - d. Flexible meetings that accommodate family schedules.
7. Programs and activities shall be available on a nondiscriminatory basis. Information will be sent home in English and Spanish.

Escuela Preparatoria Rio Rico Póliza de Participación Paternal

La Póliza de Participación Paternal de la escuela preparatoria Rio Rico sigue los estándares del PTA Nacional (National PTA) para los programas de participación paternal y familiar para facilitar responsabilidades compartidas con los padres.

Los estándares incluyen:

Estándar I:	Comunicación – comunicación entre la casa y la escuela es regular, consistente y significativa.
Estándar II:	Crianza de Niños – habilidades de crianza de niños son promovidas y apoyadas.
Estándar III:	Aprendizaje del Estudiante – padres juegan un papel integral con la asistencia del aprendizaje del estudiante.
Estándar IV:	Voluntarios – el apoyo y la asistencia de padres son bienvenidos y buscado en la escuela.
Estándar V:	Toma de decisiones y defensa de la escuela – los padres son compañeros de la escuela en las decisiones que afectan a nuestros niños y familias.
Estándar VI:	Colaborando con la Comunidad – recursos de comunidad son utilizados para reforzar escuelas, familias, y aprendizaje de estudiantes.

1. En juntas de padres por toda la escuela, el Programa de Título I será explicado, incluyendo servicios, proyectos de mejoración continuos y derechos de participación paternal.
2. Se les dará la oportunidad a padres para participar en organizaciones de padres que apoyan la escuela y Juntas del Consejo Escolar para planear, revisar y mejorar el Programa de Título I y el plan continuo de la escuela. Se les dará la oportunidad a los padres para completar un Compacto de Padre-Escuela.
3. Los padres participarán en un cuestionario en Noche de Exhibición y durante las Conferencias de Padres para identificar intereses y disponibilidad para voluntarios. Avisos de oportunidades para ser voluntario se mandarán en el boletín de la escuela y en listas para apuntarse. Se les demostrará un ambiente de bienvenida a todos los voluntarios junto con el reconocimiento por su ayuda. *El cuestionario también tratará sobre los obstáculos hacia la participación de los padres. Se les solicitará a los padres ayuda para identificar los obstáculos y manera de superarlos.*
4. Copias de la Boleta de la Escuela estarán disponibles en las oficinas de la escuela y los resultados de evaluaciones escolares serán compartidos en las Juntas de Meza Directiva, Boletín del Distrito y periódicos locales.
5. Padres recibirán resultados de pruebas, Boletas, e informes de progreso para sus hijos. Habrá conferencias y respuestas oportunas sobre sugerencias y preocupaciones de parte del personal de la escuela.
6. Se les proveerá la oportunidad a los padres para mejorar el logro académico de estudiantes por:
 - a. Comunicación escrita para mejorar el entendimiento de los Estándares y pruebas del Estado de Arizona.
 - b. Talleres paternos sobre habilidades de padres y clases de educación para adultos.
 - c. Boletín del distrito y la escuela que avisen de los programas y oportunidades para participar.
 - d. Juntas flexibles que complacen los horarios de familias.

Los programas y las actividades deberían estar disponibles en una base no discriminatoria. La información será enviada a casa en inglés y español.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - O School officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - O Other schools to which a student is seeking to enroll;
 - O Specified officials for audit or evaluation purposes;
 - O Appropriate parties in connection with financial aid to a student;
 - O Organizations conducting certain studies for or on behalf of the school;
 - O Accrediting organizations;
 - O To comply with a judicial order or lawfully issued subpoena;
 - O Appropriate officials in cases of health and safety emergencies; and
 - O State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

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

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

- ☐ Autoridades escolares con interés educacional legítimo
 - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
 - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
- ☐ Otras escuelas en las que el estudiante está solicitando inscripción;
- ☐ Autoridades especificadas para propósitos de auditoria o evaluación;
- ☐ Partes competentes en relación a asistencia de financiamiento para un estudiante;
- ☐ Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- ☐ Organizaciones de acreditación;
- ☐ Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- ☐ Oficiales competentes en casos de emergencias de salud y seguridad; y
- ☐ Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson , BIN 24 Phoenix, AZ 85007
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Este aviso está disponible en inglés y en español en la website del ADE en www.ade.az.gov/ess/resources bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

Student Name: _____ 2014-2015 School year

Student ID #: _____

**SANTA CRUZ VALLEY UNIFIED SCHOOL DISTRICT (“SCVUSD”)
STUDENT RELEASE FORM**

(This release section is necessary to meet the requirements of state statute 15-142.)

IMPORTANT NOTICE:

THE PURPOSE OF THIS FORM IS TWOFOLD: (1) TO GIVE THE PARENT OR GUARDIAN AN OPPORTUNITY TO OPT OUT OF ANY OF THE ITEMS LISTED BELOW AND (2) TO AFFIRM ACKNOWLEDGEMENT OF THE CODE OF CONDUCT. IF SCVUSD DOES NOT RECEIVE THIS FORM WITHIN FOURTEEN (14) CALENDAR DAYS FROM YOUR RECEIPT OF THIS FORM, SCVUSD WILL ASSUME CONSENT TO THE RELEASE OF THE CATEGORIES OF INFORMATION CONTAINED IN THIS FORM

STUDENT DIRECTORY INFORMATION RELEASE

This gives consent for the release of student directory information as it applies to school related activities such as: Yearbook, athletics, musical programs, honors and awards, drama productions, commencement, etc. This release shall not apply to confidential student records such as test scores, transcripts, and evaluations. It will remain in effect unless or until the permission is revoked by the parents requesting in writing such a revocation. Details of Governing Board policy as to the release of directory information may be secured by contacting the school office or visiting the District’s website www.santacruz.k12.az.us

☐ I DO NOT Give Consent _____Initial

STUDENT PHOTO/VIDEO RELEASE

This gives consent for my student’s photo/video to be used in school-related activities by representatives of the media (which could include television) and for use of the school district in various media, such as newspapers, broadcasts, news releases, school/district newsletters, District website, and social media sites, ie. Nixel, Facebook, etc.

☐ I DO NOT Give Consent _____Initial

YEARBOOK RELEASE

This gives consent for my student to be photographed and identified by his or her last name to be used in school-related activities which include the yearbook.

☐ I DO NOT Give Consent _____Initial

PERMISSION TO RELEASE STUDENT DIRECTORY INFORMATION

This gives consent for the release of student information to Parent Teacher Organization and Booster Clubs. This release shall not apply to confidential student records such as test scores, transcripts, evaluations, etc.

☐ I DO NOT Give Consent _____Initial

**(HIGH SCHOOL STUDENT USE ONLY)
INFORMATION TO MILITARY RECRUITERS**

Under the Elementary and Secondary Education Act and No Child Left Behind Act of 2001, as amended, school districts are required to comply with a request from a military recruiter for names, addresses, and telephone listings for each student who is 17 years of age or older or in the eleventh grade (or its equivalent) or higher, even if a school district has a policy of not disclosing such directory information. A parent may choose to “opt out” to not have information released to military recruiters. Be advised that military recruiters are on high school campuses intermittently throughout the year. Please contact your high school for more information.

**** Note: IF YOU DO NOT CHECK THE BOX BELOW, SCVUSD WILL BE REQUIRED TO RELEASE THIS INFORMATION TO MILITARY RECRUITERS.**

☐ I DO NOT Give Consent _____Initial

PLEASE CONTINUE TO NEXT PAGE ►

**GRADUATION/OTHER
INFORMATION**

(Please read carefully, as your selections can prevent your child from receiving important scholarship opportunities from colleges and/ or universities and from receiving notifications of offerings by vendors).

The School District will release a high school student’ s name, address and telephone number to entities pertaining to graduation unless parents direct otherwise. Please check “**RESTRICT INFORMATION**” to specifically denote your desire to restrict the release of your child’s information; otherwise SCVUSD will assume consent to the release of the information to the corresponding source for the following:

- Release of GPA and Class Rank to military ☐ Restrict Inform
- Release of GPA & Class Rank to universities/colleges ☐ Restrict Inform
- Juniors for upcoming Senior Year)

SIGNATURE REQUIRED BELOW

The information I have provided on this form is accurate and true. I hereby certify that I am the parent or legal guardian* (with legal custody, if separated or divorced) of the above named student. ***Copy of Court paperwork mandatory. I hereby acknowledge that I have read the SVUSD Code of Conduct and agree to abide by the rules and expectations contained therein.**

Parent/Guardian Signature Date

Print Parent/Guardian Name

Student Signature Date

Please include your e-mail address so that we can include you in electronic newsletter mailings, messages from teachers, and other important school notices.

E-mail address _____