

Santa Cruz Valley Unified School District #35
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SAN CAYETANO ELEMENTARY SCHOOL
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Mrs. Berenice Rodriguez, Principal
<http://sc.santacruz.k12.az.us/>
(520) 375-8300

STUDENT HANDBOOK
2015-2016

This Student Handbook belongs to:

Name _____

Teacher _____ Grade _____

Santa Cruz Valley Unified School District #35

MISSION STATEMENT

“We believe that everyone will experience successful learning every day.”

VISION STATEMENT

Educate Everyone Every Day!

Significant Dates/Holidays

First Day of Classes	Aug. 10	First Day Back for Students	Jan. 4
Labor Day - No Classes	Sept. 7	Martin Luther King Jr. Observed	Jan. 18
End of 1st Quarter K-12-Early Release	Oct. 9 (44 days)	K-12 Parent Conference - Early release	Feb. 11
Columbus Day	Oct. 12	Early release	Feb. 12
Fall Break - No Classes	Oct. 13-16	President's Day - No Classes	Feb. 15
First Day Back for Students	Oct. 19	End of 3rd Quarter-Early Release	Mar. 4 (43 days)
K-12 Parent Conference - Early release	Oct. 22	Spring Break - No Classes	Mar. 7-11
K-12 Parent Conference – No Classes	Oct. 23	First Day Back for Students	Mar. 14
Veteran's Day - No Classes	Nov. 11	No Classes	Mar. 25
Thanksgiving - No Classes	Nov. 26, 27	Spring Holiday - No Classes	Mar. 28
End of 2nd Quarter-K-12-Early Release	Dec. 18 (41 days)	High School Graduation	May 26
Winter Vacation - Start	Dec. 21	Middle School Transitions-Early Release	May 26
Winter Vacation - End	Jan. 1	Last day of classes -K-12-Early Release	May 26 (52 days)

AIMS (Proposed) Test Dates

AIMS-HS Writing - Oct. 27	AIMS-HS Writing - Feb. 22
AIM-HS Reading - Oct. 28	AIM-HS Reading - Feb. 22/23
AIMS-HS Math - Oct. 29	AIMS Science- Apr. 11-29
	Testing Window - TBD

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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.

ATTENDANCE

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that will carry over into adult life. State law also requires regular attendance by children of school age. Absences shall only be excused for necessary and important reasons. In the event of a necessary absence, parents are expected to inform the school by telephone on or before the day of the absence. Students who are absent from school may not attend or participate in after-school programs or activities without having made prior arrangements with the principal.

Any absence not verified by parental or administrative authorization will be classified as unexcused. For absences greater than one day in length, parents should notify the school for each day of the absence. Absences will be classified according to the following guidelines:

EXCUSED ABSENCES: An absence due to illness (after three consecutive days of absence, a doctor's note is required), medical or dental appointments, bereavement, family emergencies, observance of major religious holidays of the family's faith and family trips **ONLY WITH THE PRIOR WRITTEN PERMISSION OF THE PRINCIPAL.**

UNEXCUSED ABSENCES: An absence with the prior approval by the parent but for a reason other than those defined as Excused Absences.

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 Truant Absence, the student will receive a grade of zero for any work missed. Any student with an Unexcused/Truant absence rate of 10% or greater may be considered for retention under the provisions of A.R.S. 15-843.

PERFECT ATTENDANCE: Students with one full day of absence for any reason (excused or unexcused) will not be considered for Perfect Attendance recognition. Tardies will not impact a student's perfect attendance record unless the tardies accumulate to one full day or more of absence.

MAKE-UP WORK: Students are expected to make up all work missed for any classification of absence. 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. Teachers will be given 24 hours notice to prepare makeup assignments.

BEHAVIOR

Personal development and study habits grades earned by students in classes will be based upon the following rubric:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

BOARD MEETINGS

The Governing Board of Santa Cruz County School District #35 meets on the second and fourth Tuesdays of each month at 5:00 p.m in the Dan Fontes Governing Board Meeting Room.

BUS TRANSPORTATION

Bus transportation is provided by the district as a convenience and privilege to students. 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 listed below are in addition to the general rules of conduct.

Students are not permitted to ride a bus other than their assigned bus. Requests for exceptions must be submitted in writing to the Transportation Department. Exceptions are granted only by the Transportation Director.

Students in kindergarten will not be allowed to get off the bus unless there is someone there to meet the child at the bus stop or if accompanied by a sibling. If a child is afraid or hesitant to get off the bus, the child will not be released. Dispatch will be contacted and the student will be returned to school.

CONSEQUENCES:

1st Offense - The driver will hold a conference with the student to attempt to correct the behavior.

2nd Offense - A written notice will be sent to the parents and a conference will be held with the principal. (3 days possible, off the bus.)

3rd Offense - A written notice will be sent to the parents indicating that the student will be suspended

from using the bus for a specific amount of time, up to the remainder of the semester, depending upon the infraction. The students will also conference with the principal.

The District Transportation Director may be reached at 520-375-8885, to answer any questions that may arise.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

Please notify the office **immediately** of any change of address or telephone number. If there is an emergency the school needs to be able to contact parents/guardian of the child.

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

Students are to remain on campus until their last class has ended. If it becomes necessary to leave during the day, students must sign out at the office. Leaving the campus without signing out or without permission will be considered truancy.

DISMISSAL/DROP-OFF/PICK UP

Parents picking up their child early or changing bus arrangements for the day **must inform** the office **no later than** 1:30 p.m. This enables the teachers to adequately prepare the child for departure. There is no supervision on the school grounds until 30 minutes before the scheduled start of classes. For this reason the school will not be responsible for any students at school before that time. After the students have reported to school, they may not leave the school grounds without permission from the office. In order to leave during the school day, the office must have a written note from the parents and they **MUST** be signed out at the office. Individuals other than parents may sign the child out only if they have a note from the parents **and** their names appear on our designated list. Parents picking up K-2 students should report to the designated pickup area at their school by the time the dismissal bell rings. Students **NOT** involved in an after-school activity must leave the campus immediately. Any student left after 3:30 p.m. could result in a report to CPS or the Sheriff's Department. School hours are as follows:

	<u>REGULAR DAY</u>	<u>EARLY RELEASE DAY</u>
Mountain View	7:30am – 2:00pm	7:30am – 11:30am
Calabasas	7:30am – 2:00pm	7:30am – 11:30am
San Cayetano	8:15am – 2:55pm	8:15am – 12:25am

EARLY RELEASE SCHEDULE

All elementary students will have early release Wednesdays, except for the following dates: 9/4, 10/7, 1/20, 2/10, 2/17, 3/23, 3/30, 4/20. Regular bus routes will run when school is dismissed (see Dismissal for times at each school site.)

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: KT KT Radio-AM 990 KFBR Radio-AM 1340 KAYN Radio-FM 980 XENY Radio-FM 105.1 Channel 13-Television Channel 4-Television Channel 9-Television

EMERGENCY DRILLS

To insure the safety of students and staff, emergency drills will be conducted on a monthly basis. Students must proceed quickly and quietly to the designated exits and remain with their teacher until instructed to return to the building. Emergency evacuation plans may be found in each room on campus.

FEES

\$5 fees are charged for student activities and/or athletics. Contact your school office for more specific information.

FIELD TRIPS

Field trips will be scheduled by the school staff at various times during the school year. Students must obtain written permission from their parents before they may participate in the field trip. All policies and regulations of the school are in effect while students are being transported and while attending the field trip activity off campus. Also, students must attend school on the day of the trip, ride the bus with their class, and stay with their class throughout the field trip. Parents wishing to transport their own child **home** from the trip must provide a written notice to their child's teacher **BEFORE** the day of the trip **AND ALSO** sign their child out from the teacher at the conclusion of the trip. The written notice should confirm that they will assume all responsibilities for the child from the moment they sign him/her out. Siblings are not permitted to attend field trips. **NOTE:** Occasionally, students at San Cayetano or Mountain View walk with supervision to Rio Rico High School to participate in certain school-sponsored activities. These "field trips" do **not** require specific written permission from parents since the students never leave District property.

FOOD AND DRINK

All food and drinks must remain in the cafeteria. No food, drinks or **gum** are permitted in the buildings or classrooms unless authorized by the principal on special occasions.

FUND RAISING

Fund raising activities on campus may only be conducted by students through the prior authorization of the principal. Community-wide or off-campus fund raising activities require the authorization of the Governing Board. **Door-to-door sales are not permitted.** Selling any item(s) for personal profit is not allowed.

GRADE 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. In most instances, students transferring into the system will be placed at the same grade level as in the school from which they transferred however, students may be placed at a different grade level depending upon the circumstances. The principal shall be guided by the recommendation of teachers and shall consult with the parents of the student before a placement is made.

GRADING PERIODS

Grading periods will coincide with the following dates:

End of the 1st Quarter	Oct. 9 th	End of the 3rd Quarter	March 4 th
End of the 2nd Quarter	Dec. 18 th	End of the 4th Quarter	May 26 th

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 building 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. If your child requires prescription or non-prescription medication during school hours, the health office staff will administer the necessary medication only with parental and physician signature. The medication must be supplied by the parent / guardian in its original container. Students are **not allowed** to carry medication with them during the day or on the bus. Medication forms are available at each school site.

HOMEWORK PROCEDURE

- * To aid students in the review, mastery and application of the concepts, skills and information being taught in class.
- * To expand and enrich the subject matter being taught by the teacher.
- * To help the student develop the ability to work independently.
- * To develop responsibility for completing of assignments and returning to teacher in time frame for credit.

NOTE: Students may be asked to stay after school to complete missing homework assignments. Parents will be expected to provide transportation in these instances.

TEACHER RESPONSIBILITY:

- * Give clear homework instructions which state a specific purpose for the assignment.
- * Design assignments, which are within the ability level of the child to complete with minimal assistance.
- * Limit make-up work, due to illness, to essential concepts covered. Allow sufficient time to complete assignments.
- * Ensure that students in special classes are not required to do "double assignments."
- * Monitor homework assignments.

STUDENT RESPONSIBILITY:

- * Listen to direction for homework.
- * Take home and return the materials needed to complete the homework.
- * Do your own work and do your best! Always ask for help if needed.
- * Ask your teacher for help the next day if you did not understand the homework.

PARENT RESPONSIBILITY:

- * Schedule a time for homework and provide an environment conducive to studying (no distractions and well lit).
- * Be available for some assistance if necessary but refrain from completing the homework yourself.
- * Communicate to the teacher if there is a valid reason for student not completing homework.
- * Positively reinforce child's effort (suggestions: verbal praise, display work).
- * Read for pleasure with your child.

HONOR ROLL

Students receiving letter grades (A – F) may be eligible for Honor Roll recognition. Having at least a 3.5 GPA for that designated time period and nothing lower than a "B" or "S" qualifies students for the Honor Roll. NOTE: This calculation includes any course that receives a letter grade (i.e. Band.) Straight A's qualifies students for the Principal's Honor Roll. See your site principal for more information about which specific grade levels will produce an honor roll at your school.

IMMUNIZATION POLICY

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

INCOMPLETE WORK

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 five school days after the end of the grading period to complete all required work and turn it in to the teacher. After the fifth 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.

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 in the office.

LIBRARY/MEDIA CENTER

A variety of books and reference materials are provided in the library. Students are encouraged to use these materials as frequently as possible. Current prices for books have become very expensive, ranging in cost from \$16 to \$50. Students are expected to take responsibility for these materials when they are checked out. See your site librarian for information about fines for lost or damaged books. Report cards will be held until library fines are paid. No food, drinks or gum are permitted in the Library/Media Center.

LOSS OF ARTICLES

Items which are found on campus should be turned in to the school's administration. Students may check with office personnel for lost items. Periodically, the Administration will donate unclaimed items to charitable organizations. The administration discourages the wearing of expensive jewelry at school or the carrying of other expensive items. The cost for any lost or stolen articles will be the responsibility of the student; the school will not be responsible for lost or stolen items.

LUNCH and BREAKFAST

Lunch is available FREE OF CHARGE TO ALL STUDENTS. All families must submit a meal application regardless of qualifications. Students may NOT leave campus for lunch. Lunches are prepared by the Sodexo Food Services Corporation, which provides students with options of daily hot lunch or sandwich and salad bar. Breakfast is available FREE OF CHARGE TO ALL STUDENTS every day 20 minutes before the start of school. We encourage every student to eat breakfast every day. Contact the Food Service Director if you have questions or concerns at (520) 375-8276.

NON-DISCRIMINATION POLICY

District #35 schools are committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin or handicap. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the school does business. If you have a concern, please refer to the Grievance Procedure in this handbook.

PASSES

Students are expected to remain in their classrooms during class time. If it becomes necessary to be on campus during class time, students must have a Pass/Transfer Slip issued by a staff member.

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. Dates on which report cards will be issued are as follows:

1 st and 3 rd Quarters	During Parent Teacher Conferences
2 nd and 4 th Quarters	Immediately following the close of each quarter

SCHOOL HOLIDAYS

The following holidays have been approved by the Governing Board:

September 7, 2015	Labor Day	January 18, 2016	Martin Luther King Jr.
October 12, 2015	Columbus Day	February 11, 2016	Parent - Teacher Conferences
October. 12-16, 2015	Fall Break	February 15, 2016	President's Day
October 22, 2015	Parent - Teacher Conferences	March 7 - 11, 2016	Spring Break
November 26-27, 2015	Thanksgiving Break	March 25, 2016	No Classes
Dec. 21, 2015 - Jan. 4, 2016	Winter Break	April 28, 2016	Spring Holiday

SEARCH AND SEIZURE

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student exists. A school principal/designee district administrator may search a student, items in the student's possession on school premises under the following conditions: (1) the administrator must have a reasonable belief that the person or property searched possesses or contains an item or possession of which violates federal, state or local law, or Governing Board policy or an item that constitutes a threat to the health or safety of the student or others, or a danger to property; (2) 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; and (3) strip searches and body cavity searches by the school administrators are absolutely prohibited.

Items discovered, the possession of which violates law or Governing Board policy, or items that constitute a threat to the health or safety of the student or others or a danger to property, may be seized. If the item seized by the administrator 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 (e.g., PE lockers, desks) of personal items are provided as a convenience to the student remain the property of the school and are subject to its control and supervision. Student lockers may be searched by an administrator without reasonable suspicion that the locker may contain an illegal item, or an item that may constitute a threat to the health or safety of the student or others or a danger to property. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, etc., may be inspected at

any time with or without reason, or with or without notice and without permission of the student or his/her parent(s) or legal guardian(s) by the administration.

Students who are at school-sponsored events, or who are traveling to and from school or school sponsored events, or when the student's conduct affects the operation of the school shall be subject to this search and seizure policy. These rules may be enforced without regard to the time of the day where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district.

SECURITY SERVICES/SCHOOL RESOURCE OFFICER

To insure the safety and well being of the students and staff. The district has allowed the Santa Cruz County Sheriff Department to be visible on campus when needed. Students are expected to respond to the officers as they would any staff member.

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, non-certified personnel, and community members. Student representation is to be included at the high school. The council is an advisory group, and its duties are determined by the Governing Board of the district.

SPECIAL DELIVERIES / CIRCUMSTANCES

It is the responsibility of the student to remember his/her books, lunches, assignments, etc. and/or to make prior arrangements with parents or others for after school activities. Phone calls home will not be granted, nor will announcement be made over the PA system for these purposes due to the unnecessary interruption of classes. Emergency messages and changes from parents need to be given to the office as soon as possible. **ABSOLUTELY NO FLORAL, BALLOON OR ANY TYPE OF SPECIAL DELIVERY WILL BE ACCEPTED FOR STUDENTS.**

SPECIAL SERVICES

Comprehensive services are provided for students that are disabled, English-language learners, and/or gifted. Students and parents are encouraged to utilize these services to insure the best possible educational benefit. A Student Study Team will meet prior to a referral for any special program.

STUDENT DISMISSAL PRECAUTIONS

No student will be removed from school grounds, or from any 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 JL1B and JL1B-R)

STUDENT PUBLICATIONS / STUDENT WORK

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 yearbook. Students/sponsors shall be required to submit publications to the principal for approval prior to distribution. Also, creative work (art, music, etc.) produced by students within the context of school assignments remains the property of the school district and may be reproduced at the school's discretion without compensation to the student until such time as the assignment is returned to the student as a completed project.

STUDENT RECORDS

District policies and State and Federal laws limit the information contained in students records which 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, which 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.

STUDENT VISITORS

Students are **not** permitted to bring student-visitors to school at any time.

TARDY TO CLASS

Students are considered tardy to class if they are not in their scheduled classroom when the tardy bell sounds. Parents are required to sign in tardy students at the attendance office. The first few minutes of class are very important as it sets the tone for your child's day. Whereas being tardy disrupts the class and the teacher, being on time establishes positive life skills for your child. Tardies will be marked on the report card and tardies may disallow a student from perfect attendance recognition unless they are excused according to the same guidelines for "excused" absences. If a student is more than 90 minutes tardy, s/he is considered "half-day absent." If a student is more than 180 minutes tardy, s/he is considered full-day absent.

TELEPHONES

Telephones are provided for emergency calls by students **ONLY**. Students may **not** use the phone to ask for permission to go on another bus or home with someone else or ask to bring forgotten homework to school. Office phones **CANNOT** be used without authorization from the staff.

UNIFORMS

The Governing Board has mandated the use of uniforms by elementary students. The uniform will consist of: tops that are red or navy, long or short-sleeved polo shirts (with no emblems) or school "spirit" shirts; khaki or navy bottoms to include shorts or pants for boys and pants, capris, skorts, jumpers and skirts for girls. Denim attire is disallowed. Belts and tucked shirts are recommended for all. Shoes and socks of any color are acceptable. Students may also wear sweatshirts, sweatpants, vests, sweaters, or turtlenecks that are red or navy blue solid single colors. Jackets of any kind or color may be worn per student handbook guidelines. All apparel must always adhere to the SCVUSD #35 Dress Code as explained in Section II: Discipline, Dress and Appearance.

VISITORS/VOLUNTEERS

Visitors must sign in at the school's administration building before proceeding on campus. No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the building administration. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the building administration. Students are not permitted to bring their friends to school. Anyone who is not a student or staff member of the District schools, 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 person to criminal proceedings applicable under law (Refer to District Policy KI-R).

WELLNESS POLICY

SCVUSD #35 elementary schools understand the research which confirms that healthy students are absent less often and are more attentive when present, therefore performing better academically. In addition to promoting daily physical activity within each school day, District elementary schools work closely with the District food service provider to insure all served meals meet federal nutrition guidelines. Site Councils at each site also support the prohibition of "junk food" snacks and drinks from being brought to the classroom for celebrations. This includes birthday cakes, cookies, sodas, and other traditional party foods. Please see your classroom teacher in advance for ideas on how to celebrate accomplishments with activities instead of food or for a list of acceptable food items.

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 counselor 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 EXPECTATION

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.36-3622,36-60101, 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. (A.R.S. 13-2002, 13-2005 and 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 (A.R.S. 13-3301 and 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, 13-1902 and 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. (A.R.S. 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	CONDUCT CODE	RANGE	1ST OCCURRENCE	REPEATED OCCURRENCE
1	MIN	Confiscation / Suspension	Confiscation / Suspension	20	MIN	Reprimand	Suspension
	MAX	Confiscation / Expulsion	Confiscation / Expulsion		MAX	Restitution / Suspension / Notify Sheriff	Restitution / Expulsion / Notify Sheriff
2	ALL	Restitution / Suspension and Notify Sheriff	Restitution / Expulsion and Notify Sheriff	21	MIN	Reprimand	Suspension
3	MIN	Suspension	Suspension	22	MIN	Confiscation / Parent pick-up	Confiscation / Parent pick-up
	MAX	Suspension / Expulsion / Notify Sheriff	Expulsion / Notify Sheriff		MAX	Confiscation / Suspension	Confiscation / Suspension
4	ALL	Confiscation / Suspension	Confiscation / Suspension	23	MIN	Reprimand	Suspension
5	ALL	Refer to Acceptable Use Agreement (JNDB)		24	MAX	Suspension	Expulsion
6	MIN	Reprimand	Suspension	24	MIN	Reprimand	Suspension
	MAX	Suspension / Notify Sheriff	Expulsion		MAX	Suspension	Suspension
7	MIN	Reprimand	Suspension	25	MIN	Reprimand	Social Probation
	MAX	Suspension / Expulsion	Expulsion		MAX	Social Probation	Suspension
8	MIN	Reprimand	Suspension	26	MIN	Reprimand / Policy explanation	Informal Investigation / Suspension
	MAX	Suspension	Expulsion		MAX	Formal Investigation / Suspension	Notify Sheriff / Expulsion
9	MIN	Reprimand	Suspension	27	MIN	Reprimand	Confiscation
	MAX	Suspension / Expulsion	Expulsion		MAX	Confiscation	Suspension / Parent pick-up
10	MIN	Change clothes	Send home	28	MIN	Reprimand	Suspension
	MAX	Send home	Suspension		MAX	Suspension	Suspension
11	MIN	Suspension	Notify Sheriff / Suspension	29	MIN	Suspension	Alternative Program
	MAX	Expulsion	Expulsion		MAX	Alternative Program	Expulsion
12	MIN	Reprimand	Suspension	30	MIN	Suspension	Suspension
	MAX	Suspension	Expulsion		MAX	Suspension/Expulsion	Expulsion
13	MIN	Reprimand / Zero grade	Suspension / Loss of credit	31	MIN	Reprimand	Suspension / Notify Sheriff
	MAX	Suspension / Loss of credit	Suspension / Loss of credit		MAX	Suspension / Notify Sheriff	Expulsion
14	MIN	Reprimand	Suspension	32	MIN	Reprimand / Restitution	Restitution / Suspension / Notify Sheriff
	MAX	Suspension	Suspension / Notify Sheriff		MAX	Restitution / Expulsion	Restitution / Expulsion
15	MIN	Reprimand	Suspension / Notify Sheriff	33	MIN	Notify Sheriff / Suspension	Notify Sheriff / Suspension
	MAX	Suspension / Expulsion	Expulsion		MAX	Notify Sheriff / Expulsion	Notify Sheriff / Expulsion
16	MIN	Reprimand / Policy explanation	Informal investigation / Suspension	34	MIN	Reprimand	Suspension
	MAX	Formal investigation	Expulsion / Suspension		MAX	Suspension / Expulsion	Expulsion
17	MIN	Reprimand	Suspension	35	MIN	Confiscation / Notify Sheriff / Suspension	Confiscation / Notify Sheriff / Expulsion
	MAX	Suspension / Expulsion	Expulsion		MAX	Notify Sheriff / Expulsion	Notify Sheriff / Expulsion
18	MIN	Reprimand	Suspension	19	MIN	Reprimand	Suspension
	MAX	Suspension / Expulsion	Expulsion		MAX	Notify Sheriff	Suspension

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 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 Records: page 7).

StudentName: _____ 2015-2016 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 Give Consent 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 Give Consent 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 Give Consent 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 Give Consent I DO NOT Give Consent _____ Initial

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 SCVUSD 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 _____

**** COPY TO BE PLACED IN STUDENTS DISCIPLINE FILE****

**UNDERSTANDING THE STUDENT HANDBOOK
2015/2016**

I have received a copy of the Student Handbook, which explains the rules and procedures of the school. I fully understand the obligation to comply with these rules and regulations. If I do not comply, I understand that I will accept the consequences given.

I further understand that the Santa Cruz Valley Unified School District #35 has strict policies governing the use of any computer or technology resources on campus (Board Policy IJNDB-E/R). I have reviewed these policies and I understand that these policies are posted in all classrooms, the library, and the Administration Building. I understand that I bear the final responsibility for how the electronics information systems (EIS) are used. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the policies and conditions may result in disciplinary action, including, but not limited to, the revocation of my access to EIS, suspension from school, or removal from a class.

I further understand that all discipline matters are cumulative throughout my academic career and that past disciplinary actions will be considered when determining consequences for future infractions.

I further understand that SCVUSD #35 applies zero tolerance to selected serious infractions including conduct categories "Alcohol, Drugs, Drug paraphernalia", "Initiation and Hazing", "Threats", "Fighting", and "Weapons", and that in some cases, violation of these policies may result in arrest.

I also understand that it is my responsibility to review these policies with my parent/guardian.

Student Name _____ Grade _____

Student Signature _____ Date _____

As a parent/guardian of a student at SCVUSD #35, I hereby accept the responsibility to see that my son/daughter adheres to the rules and policies as explained in this handbook. I have specifically reviewed the dress code and I understand that an environment of respect cannot occur without my support.

Print Parent Name _____ Parent Signature _____

San Cayetano Elementary School Compact 2015-2016

A compact is a binding agreement. It is a written promise between two or more parties for the performance of some action. It is a declaration of intent by all parties who sign, to help each other achieve mutual objectives. These promises are voluntary commitments made by individuals to themselves and to others.

As a staff person...(teacher, support staff, administrator)

- I promise to.....
- *show that I care about all students
 - *have high expectations for myself, students & staff
 - *work with families to support student-learning
 - *respect the cultural differences of students and their families
 - *provide a safe learning environment for all students
 - *provide a standards based strong academic curriculum

- I need.....
- *students who are ready and willing to learn
 - *respect and support from students, families, staff & administration
 - *assistance from staff and administration in removing barriers which prevent me from doing my best for students
 - *respect and support from the community
 - *supplies & material to teach the curriculum

Teacher Signature _____

As a parent/caring adult.....

- I promise to.....
- *have high expectations for my child
 - *help my child attend school & be on time
 - *see that my child attends school regularly (at least 95% of the year)
 - *make sure homework is done in a quiet place
 - *communicate & work with teachers & the school to support and Challenge my child
 - *respect school staff and cultural differences of others
 - *help my child resolve conflicts in positive ways

- I need to.....
- *teachers & staff who respect my role as a parent/caring adult
 - *clear and frequent communication with the school
 - *be involved in the amount and content of my child's TV viewing and music /listening choices
 - *respect for my culture, me & my children as individuals

Parent Signature _____

As a student.....

- I promise to.....
- *attend school everyday prepared
 - *work hard to do my best in and out of class
 - *help to keep my school safe & follow all rules
 - *respect and cooperate with other students and adults
 - * attend school at least 95% of the year

- I need to.....
- *teachers and school staff who care about me
 - *people who believe I can learn
 - *schools that are safe
 - *teachers & staff members to respect me as an individual & my culture

Student Signature _____

**** COPY TO BE PLACED IN STUDENTS DISCIPLINE FILE****