

Principal's Message

Welcome to Calabasas Middle School, an Arizona Educational Foundation A+ School!

On behalf of the staff, I would like to welcome new and returning students to a new school year at Calabasas Middle School. Our goal is to have every student succeed, and we encourage you to stay committed and take pride in your own education. Come prepared, attend all classes regularly and promptly, and keep a positive attitude.

The teachers and staff at Calabasas set high academic and behavior expectations for all of our students. We celebrate our successes as we challenge and enrich each student. When we all work together, our students have the best opportunity to reach their full potentials. We know our students are our future and we strive to "Educate Everyone Every Day"!

Together we can make a difference in the lives of our students at CMS!

Calabasas M.S.

Christopher Jackson
Principal
375-8602

Dean of Students
375-8603

Alma De La Riva
Admin. Secretary
375-8601

Alejandra Padilla
Office Secretary
375-8600

Chris Felix
Attendance Clerk
375-8670

Counselor
375-8611

In order to maintain a safe school environment, we encourage you to contact Calabasas Middle School whenever you have a concern or safety issue which you want to bring to the attention of the administration. You do not have to leave your name. For district concerns call extension 8260.

This handbook will help you organize and become acquainted with policies and procedures at Calabasas Middle School. We urge you to read the handbook with your parents. Within the first few days of school, students will be asked to sign a form stating that they understand the student handbook.

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.

**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](mailto:MLunderville@santacruz.k12.az.us)

COPIES OF WRITTEN POLICIES ARE AVAILABLE FOR:

- CHILD IDENTIFICATION – referral process for children birth through 21 years, 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

2014-2015
CMS / DISTRICT CALENDAR

1 st Quarter Days	44	
2 nd Quarter Days	46	
		Total: 180
3 rd Quarter Days	43	
4th Quarter Days	47	

Jul 31	All Teachers Report to School
Aug. 4	First Day of School For Students
Sept. 1	Labor Day - (No School)
Oct. 3	End of First Quarter - (Early Release)
Oct. 9	Parent Teacher Conferences - (Early Release)
Oct. 10	Parent Teacher Conferences - (No School)
Oct. 13	Columbus Day – No School
Oct. 14-17	Fall Break - (No School)
Nov. 11	Veteran’s Day - (No School)
Nov. 27-28	Thanksgiving Vacation - (No School)
Dec. 19	End of 2nd Quarter - (Early Release)
Dec.22- Jan. 2	Winter Vacation - (No School)
Jan. 5	First Day of School For Students After Winter Break
Jan. 19	Martin Luther King Jr. Observance - (No School)
Feb. 12	Parent Teacher Conferences - (Early Release)
Feb. 13	Parent Teacher Conferences –(Early Release)
Feb. 16	President's Day - (No School)
Mar. 6	End of 3 rd Quarter - (Early Release)
Mar. 16-20	Spring Break - (No School)
Apr. 3	Good Friday (No School)
Apr. 6	Easter Monday (No School)
May 21	Last Day of School for students - (Early Release)

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SECTION I

SCHOOL PROCEDURES

GENERAL INFORMATION

ABSENCE PROCEDURES

Regular attendance is essential to school success. Arizona State Law states that 18 or more absences during the school year may result in the child being retained. **Parents/guardians must report their child's absence before 10:00 a.m. by calling 375-8670.** If they fail to do so, our attendance clerk will contact them. This is district procedure for the protection and safety of the students. All long-term absences must be **pre-approved** by the school principal in order for it to be an excused absence. The administration strongly discourages parents from taking vacations during school time. If it is absolutely necessary, please call the principal or send in a written notice ahead of time for approval of excused long-term absences.

If a student is absent for 10 or more consecutive days without an excuse, the student will be dropped from our school records. In order to re-enter the student, his/her parents must meet with the principal to determine re-entry status. The parents of students exhibiting excessive absences (10 or more cumulative days) will be contacted by CMS administration. If there is no change in the attendance of that student, he/she will be referred to the County Attorney's office.

Make-up work- Students are responsible for asking teachers for make-up work for excused absences that are less than three days. If a student has been absent three days or more, a request for homework can be phoned into the office. Teachers will turn in the make-up work at the end of the school day for parents to pick up. **PLEASE DO NOT CALL IN FOR MAKE-UP WORK FOR ONE OR TWO DAY ABSENCES.** After an excused absence or absence due to a school sponsored event, it is the **student's responsibility** to obtain the missed or make-up work from his/her teachers. Students may have as many days to make up the work as the number of days he/she was absent **PLUS 1 DAY.**

ACADEMIC ELIGIBILITY

To be eligible for participation in extra-curricular activities students must be in good standing with all other aspects of school (i.e. No outstanding fines, lost or damaged equipment, etc.) and also be academically eligible. Students with Fs in a class or classes are to attend the 21st Century After-School Program instead of attending practice. Students with Ds in a class or classes are to attend the first half of the 21st Century After-School Program. They may then join practice or be allowed to play in game(s) at their coach's discretion. The grade for each subject will be calculated on Friday of each week, based upon grades through the end of the day on Thursday, by averaging all grades in that class from the beginning of each nine-week period. This period of ineligibility will begin on the following Sunday for a period of seven days. If a student is ineligible three times during a season that student will be removed from the team.

ADVANCED CLASSES

Our Advanced Class program is planned to meet the diverse Math and/or Language Arts needs of our 7th and 8th grade students. Placement in the Advanced Classes is done in the late spring through an application and testing process. These advanced classes are not on a weighted grading scale system. This program is designed for students who are highly motivated and who take responsibility for their personal goals and learning. Students registering after the beginning of the school year may request placement via testing.

AFTER SCHOOL ACTIVITIES

Only students that are involved in after school activities such as sports, tutoring, clubs, band, or after school detention, are allowed to stay on campus after school hours. Unsupervised students are not to be on school grounds.

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. Specific school bus rules are posted in each school bus that apply to all riders. The bus driver has the authority to take whatever steps necessary to insure the safety and well being of all passengers. The following consequences will be taken if a student misbehaves on the bus:

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 school site and a conference will be held with a school administrator. The student may be suspended from riding the bus. The parents will receive notification by phone, in person, or by mail.

3rd offense: A written notice will be sent to the school site and a conference will be held with a school administrator. The student will be suspended from riding the bus for a specific amount of time up to the remainder of the semester, depending on the infraction. The parents will receive notification by phone, in person, or by mail.

Serious safety issues may result in an automatic jump to 3rd offense status.

Students will not be allowed to ride busses other than their normal morning and afternoon bus. If you have any problems or concerns please contact Transportation Department at 761-2164.

CAFETERIA

Students will have 30 minutes each day to eat lunch. Students will have the option of purchasing items through the snack bar. All student breakfasts and lunches will be free of charge during the 2013-14 school year. Contact the Food Service Director if you have questions or concerns about lunch policies.

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 school 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).

CONDUCT

Students are responsible for their own successes or failures, making choices day-by-day and hour-by-hour. A student develops positive self-esteem by making appropriate choices and accepting responsibility for poor ones. A violation of the code of conduct (see Section II) is handled through regular classroom procedures, and/or use of a referral form, which is sent to the Dean of Students' office. Consequences for major offenses are outlined in Section II - Discipline Procedures of the student handbook. The Santa Cruz Valley Unified School District #35 Governing Board approved the use of trained dogs to perform canine searches for contraband on campus (JIH, JIH-R). Such searches may be performed randomly and without any specific suspicion. For the purposes of these policies, contraband includes but is not limited to: drugs, medication, alcohol, vapor-releasing substances, weapons, explosives, and ammunition.

General Guidelines at Calabasas Middle School include:

- **BE ON TIME TO CLASS**
- **BE PREPARED WITH APPROPRIATE MATERIALS AND ASSIGNMENTS**
- **RESPECT THE RIGHTS AND PROPERTY OF SELF AND OTHERS**
- **TAKE RESPONSIBILITY FOR WHAT YOU DO AND SAY**
- **REMEMBER SAFETY FIRST-NO RUNNING AND HANDS OFF OTHERS**
- **USE HEALTHY HABITS - GOOD HYGIENE, NO GUM, NO EATING IN THE CLASSROOMS, NO INAPPROPRIATE LANGUAGE, AND NO PUT-DOWNS.**

Committing a major offense will generate a referral to the Dean of Students or principal, which may result in detention, suspension, or referral to Success Academy, short or long term out of school suspension, shortened day of instruction, or expulsion.

Calabasas Middle School promotes and implements the “**Character Counts!**” philosophy. **Character Counts!** Is based on the Six Pillars of Character. These include **Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.**

Students and their families will have the opportunity to participate in various assemblies throughout the year. Appropriate conduct is an essential part of a successful assembly. An audience member does his or her part to make a performance a success by:

- being present and quiet during the performance to create a positive atmosphere for the performers who can be easily distracted.
- staying seated before and during the performance, except during the intermission.
- turning off all electronic equipment. (cell phones, beepers, etc.)
- being a good listener and showing appreciation for the performers by clapping, not by whistling or yelling.
- being attentive to children and not allowing them to run around during the performance.
- not eating or drinking during the performance.

Thank you for being a good audience member!

COUNSELING SERVICES

Counseling services are available for our students on a limited basis. Referrals are also available to community mental health agencies. Students may be referred for counseling by staff, parents or through self-referral. Confidentiality is maintained and parental permission may be required for some services.

DRESS CODE

The following dress code guidelines will be followed by all students at CMS:

- **Boys & Girls: Bottoms – Khaki or Navy - Tops – Navy, Yellow or White - Tops must have collars.**
- All shirts must be tucked in. Undershirts, Sweatshirts, and Jackets must be: Yellow, Navy, White, or Khaki
- All pants and shorts must have a belt or an elastic waist band, PANTS MUST BE WORN AT THE WAIST.
- Clothes may not be more than 2 sizes larger than your body.
- Frayed clothing is not allowed.
- No hats, baseball -type caps, or other head covering is to be worn while inside school buildings or on school grounds.
- All clothing must not pose a distraction to the educational process.

No student shall wear articles of clothing, jewelry (including wallet chains) or accessories, which, in the opinion of the administration, could pose a threat to the physical well being, and safety of the students or others, or disrupt the educational process.

Dress for the 8th grade Transition Assembly: Female students may not wear formal/floor length dresses, mini dresses or skirts, spaghetti straps, tube dresses, skirt sets with short tops (exposing midriff area) or jeans. Males may not wear excessively baggy pants, jeans, tuxedos, or suits. All shirts must be tucked in.

If students come dressed inappropriately to school, parents will be contacted to bring the correct attire. If the parents cannot be contacted, the students will spend the day in ISS. Repeated dress violations will result in disciplinary action with the administration.

EMERGENCY ANNOUNCEMENTS

In case it is necessary to reach students or parents for emergency information in an unexpected situation, the following local television stations will broadcast the announcements as a special bulletin:

CHANNELS 4 – 9 - 11 - 13

FIELD TRIPS

In order for your child to participate, parent/guardians must sign a permission slip which includes an emergency medical authorization waiver. **Parent Permission over the telephone will no longer be accepted. Academic and social eligibility will apply for participation in these school activities.**

FORMS THAT WILL BE SENT HOME

The following list of forms will be sent home with the students during the first week of school. These forms must be signed by the parent/ guardian and returned to the school office or designated teacher.

- Understanding the Student Handbook Form
- Student Demographic Information Form
- Permission for Pick-up Updated Form
- Annual Notification to Parents

HEALTH SERVICES

A registered nurse and/or a health aide are available to students during school hours. If a student should become sick or injured during school hours or have any health concerns, it is important to visit the Health Office or Wellness Center located on our campus. All medications (prescription and non-prescription) that a student needs during school hours must be brought to the Health Office. **All medications administered to students require the proper form be filled out completely by the prescribing doctor and signed by the parent or legal guardian.** These forms may be obtained in the school's health office. We appreciate the cooperation of doctors and parents in the implementation of this procedure. Please address any concerns with this matter with the school nurse or the health aide. As required by law, an updated and complete immunization record must be kept on file for each student.

HOMEBASE / SSR

Homebase consists of a 30-minute period where "Silent Sustained Reading" is implemented and mandatory for all of our students. This has been researched and proven to be very productive for all students.

HONOR ROLL

Special recognition of students who distinguish themselves academically will be given based on their grade point average each quarter. The GPA is figured by awarding points for each grade received. Students get four points for an "A", three points for a "B", two points for a "C", and one point for a "D". Students who earn all A's (GPA of 4.0) will be recognized as receiving "The Principal's Gold Honor Roll". Students who earn a GPA of 3.5 or better receive "The Red Honor Roll" recognition. Students are honored with a certificate at the end of each quarter.

LIBRARY

A variety of books and reference materials are available in the library. Students are encouraged to use these materials as frequently as possible. Current prices for books have become very expensive. Library books may cost from \$10 to \$50. Students are expected to take responsibility for those materials when they are checked out. All unpaid fines, including damaged or lost books, will result in the following consequences: students will not be allowed to participate in any social school function, including after school sports activities and promotion activities. Student records will not be sent to other schools until all fines are paid. The library will be open from 8:00 to 3:30 p.m. daily.

MESSAGES/SPECIAL DELIVERIES

Students may be called out of class over the intercom system either before or at the end of the school day to come to the office for personal items and messages. Students should not be dependent on parents to bring in forgotten items. We will not call students from their regular classes unless it is an emergency, due to the distraction this causes in the educational process for all our students. **Personal messages will be given to the students during regular class times only when it is an emergency. Emergency situations will be determined by the principal. We cannot guarantee that messages received after 3:00 p.m. will be delivered to your child.**

FLORAL and BALLOON DELIVERIES ARE NOT ALLOWED AT OUR SCHOOL. THESE ITEMS ARE A DISTRACTION TO THE EDUCATIONAL PROCESS AND SHOULD NOT BE BROUGHT OR SENT TO OUR STUDENTS.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences have been scheduled for October 9 - 10, 2014, & February 12-13, 2015. First quarter report cards will be issued to parents during the October conferences. The time and place of the conferences will be announced at a later date through our monthly newsletter and/or informational flyer. During the year, if students are encountering academic and/or behavioral problems, the student and the parents must first schedule

a conference to meet with the teacher(s) before requesting a meeting with the administrator. We ask you to please follow this procedure and strongly encourage parents to meet with their child's teachers as often as possible throughout the school year.

Teachers are available to speak with parents before school, during teacher planning, and after school by appointment only. Please call the school office to leave a message or schedule an appointment.

PHYSICAL EDUCATION

Physical education is designed to teach students about physical fitness and health. Students must participate to succeed. A written doctor's excuse is necessary if students cannot participate in class due to illness or injury.

PROGRESS REPORTS

Progress Reports will be sent home approximately five weeks into each grading period reporting the student's progress up to the fourth week of that quarter. Every student will receive a progress report.

PROMOTION AND TRANSITION

Eighth grade students at Calabasas will receive a certificate of promotion verifying successful achievement of academic criteria.

Criterion for attending our end of the year transition ceremony and celebration:

- Students must have fewer than eighteen (18) absences from school in order to attend the transition ceremony. Three tardies will count as one (1) day of absence.
- Two or more F's in the same content area will result in loss of transition ceremony privileges.
- Two (2) or more referrals resulting in in-school suspension (ISS) or out-of-school suspension (OSS) will result in loss of transition ceremony privileges.
- An appeal process is available, and teacher recommendations based on the above criteria will be taken into account.

The following grade scale will be used at Calabasas Middle School to determine grade point average for all students:

A-90-100 B-80-89 C-70-79 D-60- 69 F-59 And Below

REPORT CARDS

Report cards will be issued and mailed home at the end of each nine-week period. The only exception to this schedule will be at the end of the 1st quarter of school where parents will need to pick up the report cards during parent/teacher conferences. Dates on which report cards will be completed are as follows:

1st Quarter	Oct. 9 & 10, 2014
2nd Quarter	December 19, 2014
3rd Quarter	March 6, 2015
4th Quarter	May 21, 2015

SCHOOL INSURANCE

School insurance will be available to all students at a cost. If students wish to participate in sports or other extra-curricular activities they must show proof of insurance. If you are interested in school insurance for your son/daughter you may get your application in the office.

SCHOOL TIMES

Our school day begins at 7:30 with a warning bell at 7:25 a.m. Our day ends at 2:45 p.m. **We ask that you please do not drop off your children at school before 7:10 a.m. due to the lack of adult supervision at that time.**

REGULAR BELL SCHEDULE

EARLY RELEASE SCHEDULE

7:30 – 8:44	1st Period	7:30 – 8:18	1st Period
8:47 – 10:01	2nd Period	8:21 – 9:09	2nd Period
10:04 – 11:18	3rd Period	9:12 – 10:00	3rd Period
11:20 – 11:50	4th Period	10:03 – 10:51	7th Period
11:52 – 12:22	5th Period	10:54 – 11:24	4th Period
12:24 – 12:54	6th Period	11:27 – 11:57	5th Period
12:57 – 2:11	7th Period	12:00 – 12:30	6th Period
2:14 – 2:45	8th Period		

SPORTS

A sports program is offered to all students in 6th, 7th and 8th grades. The programs are designed to allow maximum participation by all students. In most cases, team uniforms are provided by the school. To participate in sports you must have:

1. Written parent permission.
2. Proof of health/accident insurance
3. Yearly physical exam by a U.S. doctor or medical clinic.
4. A complete updated health questionnaire.
5. Grades which meet academic eligibility guidelines.

6. Behavior which meet eligibility guidelines.

Academic and social eligibility will apply for participation in these school activities.

STUDENT CLASS SCHEDULES

Student Placement is done through a schedule process which can be altered to best meet the educational needs of each student.

WE DISCOURAGE SCHEDULE CHANGES EXCEPT WHERE EXTREME CIRCUMSTANCES COULD AFFECT THE LEARNING PROCESS OF YOUR CHILD OR OTHER STUDENTS. CHANGES MUST HAVE PRIOR APPROVAL FROM THE PRINCIPAL.

STUDENT COUNCIL

Student Council (STUCO) provides student leadership with representation from all grade levels. In addition to acting as a liaison between students and faculty, STUCO provides many different activities and services for students and their families. They also perform charitable acts and service for the community. Special recognition and efforts are made to build school spirit and pride within the student body. Student elections take place at the end of each school year for the upcoming school year.

STUDENT GRIEVANCE PROCEDURE

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 administrator.
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.

STUDENT ID CARDS

Keeping the school secure is a priority. It is important that students are able to identify themselves when they are on campus; therefore, **each student will be issued a picture ID card and Lanyard by the school, and must wear the ID on the lanyard when on school grounds.** This ID should be carried by all students at all times while in school. In addition to providing identification for security purposes, this ID card is also intended to provide identification for the Library, Cafeteria, and will be needed for admission into extracurricular activities on campus. Students will not be able to use the Library or Cafeteria facilities unless they show their ID card. Replacements for lost ID cards can be obtained in the school office for a fee of \$5.00. Lanyards will be available for \$2.00.

STUDENTS LEAVING CAMPUS

CMS is a closed campus. STUDENTS MAY NOT leave without parent permission. This permission must be sent to the school in writing and must state who will pick up the student and at what time. All students must sign out at the attendance office and will only be released to people listed on the appropriate form on file, unless the principals have approved other arrangements.

SUCCESS ACADEMY

The purpose of Success Academy is to provide an alternate setting in which students exhibiting difficulties behaviorally or academically can receive their education. The goal is to teach students to make positive choices with their actions and to be responsible for finding acceptable alternatives. Offering students successes in an alternative setting alleviates further classroom problems. Students who have gone through a series of disciplinary actions to address repeated behavior problems may be assigned to Success Academy. Students are given work from the regular classroom as well as other assignments related to the disciplinary problems that they are experiencing. Students may be assigned to this alternative either for short periods of time (1-9 days) or for an extended length of time. A student may be assigned additional days in Success Academy for failure to follow all Success Academy rules.

Any student assigned to the Success Academy must adhere to the following guidelines:

- Students **must wear their school uniforms** while in attendance at Success Academy.
- Students scheduled hours are from 8:00 a.m. to 12:30 p.m.
- Students may **not** ride the 3:30 P. M. school bus, although they may ride the morning run to school. **The parents are fully responsible for the transportation of their son/daughter while they are serving in Success Academy.** If a student is more than 10 minutes late to school, that day must be made up.
- Breakfast and lunch **will** be provided to students serving Success Academy.

TARDINESS

Students arriving at school after the 8:15 a.m. bell must report to the attendance office for a pass prior to reporting to class. Being late to class can jeopardize a student's performance and also cause a disruption for the entire class. Students with 3 or more unexcused tardies may receive a disciplinary referral, which could result in after-school or lunch detention. Students who demonstrate chronic tardiness will be referred to the assistant principal for direction in solving this problem and parent contact will be made. The parents of students exhibiting excessive absences and/or tardies will be contacted by the CMS administration. If there is no change in attendance of that student, he/she will be referred to the County Attorney's office.

TELEPHONES

All office phones are reserved for business purposes and not for student use. Students will be allowed to use the office phone only on an emergency basis.

TEXTBOOKS

Students are responsible for their textbooks, which will be checked out to them by their classroom teacher. Students will be held responsible for paying for damaged textbooks. Textbook prices range from \$30 to \$70 a book. CMS student debts will carry over to the next school year. The student's transcripts or records will be held back if he/she has an outstanding debt at the end of the school year.

VISITORS

We do not allow students to have visitors with them on campus (friends or family) at any time during the day or for special activities. Adult/Parent visitors must be pre-approved by the principals. We enforce this policy to minimize distractions to the educational process. **There are no exceptions.**

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 m 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, 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, midribs, 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.13-2002,13-2005 and13-2407 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.13-3301 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 group are prohibited regardless of where they occur. (Board policy JICF 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 CMS 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 (8:00-12:30). 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 reserves the right to remove eighth graders from the privilege of participating in any aspect of the transition celebrations or ceremonies. This includes but is not limited to actually marching on Transition Day. This consequence may be imposed at any time during the year, when appropriate, at the discretion of the Administration.

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	RANGE CODE	1ST OCCURRENCE	REPEATED OCCURRENCE
1	MIN Confiscation/Expulsion	Confiscation/Suspension	Confiscation/Suspension MAX 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
15	MIN MAX	Reprimand Suspension/Expulsion	Suspension Expulsion
16	MIN MAX	Reprimand Formal investigation	Suspension Susp. / Expulsion
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 Suspension	Suspension Restitution Expulsion
21	MIN MAX	Reprimand Suspension	Suspension Suspension
22	MIN MAX	Confiscation Confiscation /Suspension	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 Suspension	Suspension Notify Sheriff Susp. / Expulsion
27	MIN MAX	Reprimand Confiscation	Confiscation Suspension
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	Suspension Expulsion

32	MIN	Reprimand / Restitution	Restitution
	MAX	Restitution / Expulsion	Restit. / Expl.
33	MIN	Notify Sheriff / Suspension	Suspension
	MAX	Notify Sheriff / Expulsion	Expulsion
34	MIN	Reprimand	Suspension
	MAX	Suspension/Expulsion	Expulsion
35	MIN	Confiscation/Notify Sheriff	Confiscate /
		Susp. / Expulsion	
	MAX	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 (10 DAYS OR LESS):

SHORT-TERM SUSPENSION: A short-term suspension is a suspension for a period of time less than or equal to ten (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 (11 DAYS OR MORE):

LONG-TERM SUSPENSION: A long-term suspension is a suspension that exceeds ten school days in duration for a specific period of time. 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 shall schedule a long-term suspension hearing and shall give notice of the hearing to the student's parent(s) or legal guardian(s), as described in Notice of Long-Term Suspension. The Governing Board or it designee shall specify the hearing officer for the long-term suspension hearing.

NOTICE OF LONG-TERM SUSPENSION HEARING: If a long-term suspension hearing is scheduled, a school administrator will mail or deliver, or cause to be mailed or delivered, notice of hearing to the student's parent(s) or legal guardian(s) at least five working days prior to the hearing. The notice shall contain:

1. The time, date and place of the hearing;
2. The name of the hearing officer;
3. The description of the alleged misconduct, the standards of student conduct allegedly violated, the proposed discipline;
4. A copy of this policy and A.R.S. 15-840 and 15-843.

LONG-TERM SUSPENSION HEARING: The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. The hearing officer shall conduct the hearing in accordance with the procedures set out in that section of this policy entitled "General Housing Procedures for Long-Term Suspension and Expulsion Hearing."

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

1. Name the student;
2. Describe the behavior that resulted in the suspension;
3. State the beginning and ending dates of the suspension and the restrictions on the student's presence on campus and at school activities;
4. Inform the student that an appeal is available pursuant to that section of this policy entitled "Appeal of Long-Term Suspension."

APPEAL OF LONG-TERM SUSPENSION: Except those cases where the Governing Board functions as the hearing officer, the hearing officer's decision following a long-term suspension hearing may be appealed to the Governing Board. The appeal may be based on any one or any combination of the following grounds:

1. There was not substantial compliance with the Policy;
2. The student's legal rights, including the right to receive due process of law, were violated by the hearing or hearing officer's decision; or
3. The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal, the student's parent(s) or legal guardian(s) must deliver a letter to the Superintendent within five working days after receiving notice of the hearing officer's decision imposing a long-term suspension. The letter must describe in detail all objections to the hearing or the decision rendered at the hearing. The appeal shall be heard at a Governing Board meeting held not less than three nor more than twenty-five days after receipt by the Superintendent of the request for the appeal. The student's parent(s) or legal guardian(s) shall be given no less than two days notice of the date, time and place of the Governing Board meeting when the appeal will be heard.

If the Governing Board determines that the student was not afforded his/her due process rights or that this Policy was not followed in all substantial respect, the student shall be given another hearing. If the Governing Board determines that the discipline imposed was unreasonable considering the circumstances present, the Governing Board may, as it deems appropriate, modify the hearing officer's decision by imposing less serious discipline.

The appeal will be heard in Executive Session unless the student's parent(s) or legal guardian(s) request that it be heard in open meeting. During the appeal, the student's parent(s) or legal guardian(s) shall present the reasons why they believe a new hearing should be granted or why the hearing officer's decision should be modified. No additional evidence will be received during the appeal unless the Governing Board determines such action to be necessary. The Governing Board's decision is final. A long-term suspension imposed by a hearing officer shall remain in effect for a stated duration unless, and until, modified by the Governing Board. Appeal of the decision by the student's parent(s) or legal guardian(s) does not operate to delay the imposition of the long-term suspension.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES:

All students should expect generally to be disciplined pursuant to the same standards of conduct and due process procedures. Students with disabilities, however, as defined by Public Laws 94-192 (20 U.S.C.A. 1401, et. seq.) have special needs and a different legal status than non-disabled students. Students with disabilities may be suspended for more than ten days, or may be expelled, only when their conduct that otherwise warrants long-term suspension or expulsion is not caused by, or does not have a direct and substantial relationship to, the student's disability (hereinafter referred to as "disability-related"). A separate process therefore has been developed to determine whether or not the student's conduct is disability-related.

EXPULSION:

DEFINITION OF EXPULSION-AUTHORITY TO EXPEL: Expulsion is the permanent withdrawal of the privilege of attending school in this District unless the Governing Board reinstates this privilege. The authority to expel a student rests exclusively with the Governing Board.

NOTIFICATION TO GOVERNING BOARD, INITIAL EXECUTIVE SESSION TO DETERMINE WHETHER TO APPOINT A HEARING OFFICER AND WHETHER TO HOLD AN EXECUTIVE SESSION: The Governing Board will be notified of all recommendations for expulsion. The Governing Board will then meet in Executive Session to decide whether to hold a hearing to designate a hearing officer to hold a hearing to hear evidence, prepare a record and bring a recommendation to the Governing Board for action. The Governing Board shall also determine whether the expulsion hearing will be held in Executive Session. A recommendation for expulsion may occur before, after or in conjunction with a long-term suspension hearing, if one is to be held.

NOTICE OF EXPULSION HEARING: If the Governing Board determines that an expulsion hearing will be held before the Governing Board or a hearing officer, it will mail or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) or legal guardian(s) at least five working days before the hearing. The notice shall contain:

1. The time, date and place of the hearing;
2. The name of the hearing officer or a statement that the Governing Board will preside at the hearing;
3. A description of the alleged misconduct, the standards of student conduct allegedly violated, and the proposed discipline;
4. A copy of this Policy and a copy of A.R.S. 15-840 and 15-843;
5. A statement that the student and his/her parent(s) or legal guardian(s) are entitled to various procedural rights as described in this Policy
6. A statement that written notice must be given to the Superintendent at least 24 hours before the hearing if the student or his/her parent(s) or legal guardian(s) will have an attorney present;
7. A statement that if a hearing officer rather than the Governing Board presides at the expulsion hearing,

8. The student's parent(s) or legal guardian(s) may appeal to the Governing Board any recommendation for expulsion or other discipline made by the hearing

EXPULSION HEARING: The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. The hearing officer or Governing Board, whichever is applicable, shall conduct the hearing in accordance with the procedures set out in Policy JGD/JGE/JFA-R.

RECOMMENDATION OF HEARING OFFICER: If the expulsion hearing is before a hearing officer rather than the Governing Board, the hearing officer shall prepare a record of the hearing and a recommendation concerning whether the student should be expelled. The record of the hearing and the recommendation shall be forwarded to the Governing Board. The student's parent(s) or legal guardian(s) shall be notified of the recommendation and shall be informed that they may appeal to the Governing Board the recommendation made by the hearing officer.

DECISION OF GOVERNING BOARD/APPEAL OF HEARING OFFICER'S RECOMMENDATION: Not less than three nor more than twenty-five days after receipt of the hearing officer's recommendation, a Governing Board meeting shall be scheduled to consider the recommendation. The student's parent(s) or legal guardian(s) shall be given not less than two days' notice of the Governing Board hearing. The Governing Board meeting shall be in Executive Session unless an open session is requested by the student's parent(s) or legal guardian(s) in accordance with A.R.S. 15-823. At the meeting, the Governing Board shall:

1. Review the recommendation of the hearing officer;
2. Review such portions of the record of the hearing as deemed necessary by the Governing Board to enable it to render a decision;
3. Hear any appeal made by the student's parent(s) or legal guardian(s) concerning the recommendation of the hearing officer; and
4. Decide whether the student should be expelled or otherwise disciplined.

HEARING CONDUCTED BY GOVERNING BOARD/DECISION CONCERNING EXPULSION: In lieu of using a hearing officer, the Governing Board may preside at the expulsion hearing. In such cases, the Governing Board shall render its decision either at the conclusion of the hearing or no more than three days thereafter.

NOTICE OF DECISION TO EXPEL: If the Governing Board's decision is to expel the student, the Superintendent shall notify the student's parent(s) or legal guardian(s) of the Governing Board's decision. The notice shall:

1. name the student;
2. describe the behavior that resulted in the expulsion;
3. inform the student that he/she has been expelled; and
4. inform the student that he/she may apply for re admission after one calendar year, but that the re admission is at the discretion of the Governing Board.

APPLICATION FOR REENTRY FOLLOWING EXPULSION: After the lapse of one calendar year, a student who has been expelled may appeal for reentry to school by making written application to the Governing Board through the Superintendent. The student's application for re admittance shall contain information indicating resolution of the problems that resulted in the expulsion. It is the prerogative of the Governing Board to grant or deny re admittance or to stipulate appropriate conditions for re admittance. The Governing Board, in its discretion, may hold a hearing on any application for re-admittance to school. Re-admittance may occur only at the beginning of a grading period.

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

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

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

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

UNDERSTANDING STUDENT HANDBOOK 2014-2015

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 Santa Cruz Valley Unified School District #35 has strict policies governing the use of any computer or technology resource 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 electronic 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 / reduced day schedule.

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.

Print Name _____ Grade _____

Signature _____ Date _____

As a **parent/guardian** of a student at Calabasas Middle School, I hereby accept the responsibility to see that my son/daughter adheres to the rules and policies as explained in this handbook. I understand that an environment of respect cannot occur without my support.

Parent Name/Signature _____

Date _____

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Parent Name/Signature

Date