



**2023-2024 Student/Parent Handbook**

## **ACADEMY OF TUCSON SCHOOLS MISSION STATEMENT**

It is the purpose of the Academy of Tucson to Provide, Prepare and Graduate.

- **Provide** - A faculty of respected, encouraging and caring educators in a safe and supportive learning environment.
- **Prepare** - Students for a knowledge-based, multicultural global economy.
- **Graduate** - Students who are educated, responsible future leaders, contributors to society and lifelong learners.

## **Academy of Tucson Schools**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures.

The School Board employs the following School System's administrative staff to operate the School System:

### **Academy of Tucson Administration**

10720 E. 22nd Street

520-733-0096

Wendi Allardice M.Ed, Superintendent

Paige Lincoln, Business Manager

Karen Hancock, Title I/NSLP Coordinator

Holly Halstead, Director of Marketing & Recruitment

The following are the three schools and their building administration:

### **Academy of Tucson Elementary School**

9209 E. Wrightstown Road

520-886-6076

Joshua Hancock M.Ed, Principal

Janina Anderson, Office Manager

### **Academy of Tucson Middle School**

7310 E. 22nd Street

520-749-1413

Willie Henry M.Ed, Principal

Tracy Shaw, Office Manager

### **Academy of Tucson High School**

10720 E. 22nd Street

520-733-0096

Michael Pavlich M.Ed, Principal

Lisa Taylor, Office Manager

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## **GENERAL POLICIES & PROCEDURES**

### **Campus Etiquette**

Administration recognizes that parent/guardian participation is vital to the operation of the school, and it is important to remember that the primary goal is to educate the students in a safe and academically challenging environment. With this in mind, please remember to sign in at the office upon entering the campus and abstain from activity that has the potential for being disruptive to the learning and/or workplace environment. Parents/guardians should NOT “drop in” to their student’s classroom, especially prior to the start of the school day.

If a parent/guardian has a concern, he/she should contact the teacher first. Most problems can be easily resolved once there is additional information regarding the event. Open communication benefits all parties and prevents problems from escalating.

If the concern remains following communication with the teacher, it is then appropriate to contact the Building Principal. Every effort will be made to find a satisfactory resolution in an open and collaborative manner. As always, the student’s success and well-being is our priority.

The Academy of Tucson reserves the right to limit or deny access to our campuses to any person(s) in the interest of preserving school safety, preventing harassment, and maintaining a distraction-free learning environment.

### **Enrollment**

Parents/guardians who enroll a student within the School System must provide a certified copy of the student’s valid birth certificate or a valid equivalent and immunization record or exemption, along with the enrollment paperwork.

### **Residency**

A student’s residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child’s natural or adoptive parent, shall complete a signed statement, stating:

- That he or she has assumed and exercises legal responsibility for the child,
- The reason the child lives with him or her.
- That he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the School System knows the current address of the child's natural or adoptive parent, the School System shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

### **Student Fees**

The school establishes fees and charges to fund certain school activities, including technology, clubs and interscholastic athletics. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may request a fee payment schedule.

## **Schedule Changes**

Administration will attempt to honor schedule change requests within the first week of the semester, as long as the request does not put the student at risk for getting off track for graduation or class status. Schedule requests made after the first week of school will be denied.

Appeals may be made if extenuating circumstances beyond the control of the student exist. Asking to be removed from a class after the semester has begun is strongly discouraged. Changes made beyond the first-week window will result in a “W/F” (withdrawn/fail) in the class being dropped and an “I” (incomplete) in the class being added.

## **School Lunch Program**

Academy of Tucson offers the National School Lunch and Breakfast Program. Students can pay to eat the school lunch or bring a lunch from home. Families can apply for free and reduced lunch by filling out an application at their campus main office. Please contact each campus individually for the specific lunch times.

## **Parking**

Each school has designated locations available for school visitor parking. Building Principals will communicate school parking procedures with families.

Vehicles MAY NOT be parked or located in the fire lanes at ANY TIME. Fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## **Student Drivers**

A limited number of student parking spots are available. High school students who drive to and from campus are expected to comply with the regulations below:

- Pay \$30 parking fee.
- A copy of the student’s license and insurance must be kept in the office.
- No speeding, peeling out or revving of engines near or on campus.
- Cars are to be parked in designated spaces and are off limits at any time other than before and after school.
- All music shall be at a volume only audible to the driver while in the vehicle.
- Administration reserves the right to revoke the above policy or refuse the permission to drive to any student.

## **Bicycles, Cars or Motorized Vehicles**

Students may bring bicycles to school. They are to be taken directly to and parked in the bicycle stand. It is recommended that the bikes be locked to the rack with a chain or cable (Academy of Tucson Schools is not liable for any stolen property). Bicycles or other wheeled devices such as skateboards and scooters are not to be ridden on any school property.

All motorized vehicles and/or automobiles will be parked in the student parking lot. Students may not be in or on other vehicles during school hours. All posted speed limits and traffic laws must be obeyed. Violation may result in suspension from school or loss of driving and/or parking privileges.

## **Closed Campus**

Academy of Tucson Schools are closed campuses. This policy includes lunch time and/or free periods. If a student leaves campus without permission, he/she will be considered a truant and will receive the appropriate consequence.

***No student should be in the parking lot or in a car at lunch time or in between periods.*** Parents may sign out their students, but must do so each time they leave. Blanket notes will not be accepted.

## **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Administration has discretion when approving visitors. Approved visitors must wear a tag identifying themselves as a guest and affix the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet and orderly manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property.

A visitor who fails to conduct himself or herself in accordance with these procedures or otherwise in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Trespassing on school grounds is prohibited.

## **School Volunteers**

All school volunteers must be approved by the Building Principal prior to assisting at school activities during the school day.

For schoolwide volunteer opportunities, please contact the Building Principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **Lockers & Other School Property**

Student lockers and desks are the property of Academy of Tucson Schools. The student is responsible to keep them organized and clean. The Principal is required by school policy to make periodic inspections of all storage facilities, and may, if deemed necessary, make spot locker/desk checks at any time. They may be inspected without first notifying the student occupant if it is the opinion of the Principal that the inspection is necessary and justifiable. Note that students may be denied locker use for good cause. Students are not allowed to give others the combination to their lockers. Do not jam the locks. Doing so may result in a referral to the Principal and restitution for any damage to the lock or locker. No stickers of any type are to be applied to the lockers. Pictures inside the lockers must be in good taste.

***Money and other valuable articles should not be left/kept in the lockers, restrooms and/or classrooms. The school will not be liable for any valuables lost or stolen. To help prevent theft, students should keep their lockers locked at all times.***



Students must stay in the locker you are assigned at the beginning of the year. If you move lockers without notifying the office, damage to your assigned locker OR substances found in your assigned locker will be considered your property.

### **Books**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept in good condition. Students or their parents will be required to pay for lost or damaged books and will be charged the replacement cost of the book.

### **Lost & Found**

Articles found in and around the school should be turned in to the Office Manager. The owner may claim the property by going to the office and identifying it. Any property not claimed by the end of the year will be disposed of or donated. Keeping "found" property will be considered theft.

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed, unless they are distributed to all students in the class at the elementary level. The office is unable to release addresses and phone numbers of students.

### **Sales & Advertising in School**

As per Board policy, no ticket or raffle sales or sales of articles or services except those approved by the school administration may be made on school property or at school activities. The Principal must approve any advertisements for any events, activities, or contests including those sponsored by Academy of Tucson Schools BEFORE they are announced or posted.

## ATTENDANCE

### Attendance & Tardiness

Since consistent attendance is essential to academic success, students must attend school regularly, arrive on time, and not leave during the school day for unnecessary business. State law charges the parent with the responsibility for the student's consistent school attendance. A student must be in attendance a minimum of ninety (90) percent of each semester per class period. Excessive absences may result in the student not receiving credit for the course(s). An absence is defined as all or part of a school day, excused or unexcused. An excused absence is one in which the parent has notified the school within 24 hours of the student's absence and the school administration has approved the absence. Administration may require verification of an absence due to illness or injuries.

#### State Law:

- Regular school attendance is essential for success in school; therefore, absences shall be excused only for specific reasons including illness, bereavement, family emergencies, and observance of major religious holidays of the family's faith.
- Before scheduling medical and dental appointments, the Administration strongly encourages parents to consult the school calendar and school hours. In addition, family vacations should be scheduled when school is NOT in session.

#### Student Attendance:

- In the event of an absence, the parent is expected to inform the school by calling the school office.
- If a student is absent for an extended period of time for medical reasons, documentation from a medical doctor may be required at the discretion of administration. The documentation will outline any limitations to which the student must adhere.

#### Absence Notification:

- When the school has not been notified of an absence, the school shall make reasonable efforts to notify parents of a student absence.
- It is the parents' responsibility to provide the school with the most recent telephone contact number.
- Parents will be notified in writing of excessive school absences.

#### Actions taken by the school for absences:

- Three absences: After three (3) absences per class period per semester (including both excused and unexcused absences), the office will notify the parent/guardian by phone or email.
- Six Absences: After six (6) absences per class period per semester (including both excused and unexcused absences), a letter will be mailed home and the Principal may hold a phone and/or face-to-face conference with the parent/guardian.
- Nine Absences: After nine (9) absences per class period per semester (including both excused and unexcused absences), the student and parent/guardian will meet with the Principal. At the high school level, the student may be dropped from the class with a W/F and will have to pay to retake the class over the summer.
- Ten Consecutive Absences: After *10 (ten) consecutive days of absences*, the state requires schools to withdraw the student automatically. The Academy, its Board, Employees, or Agents are not liable for failure to notify before withdrawal.

### Arrival At and Departure From School:

- Students should arrive at school no earlier than 30 minutes before the start of the school day as there will be no supervision provided before that time.
- Students should be picked up or depart the campus promptly once school is dismissed and be **off campus by 4:00 PM on regularly scheduled days at the middle and high schools**. Staff is not able to provide supervision outside of these hours.
- Elementary School students must be picked up **NO LATER than 45 minutes after dismissal time**. (Dismissal times vary, depending on a student's grade level.)

### Make-Up Work:

- When an absence is excused, students are allowed one day for each day absent to submit make-up work. The student is responsible for getting his/her own work. A student who does not make up assigned work within the time allotted could receive a grade of zero for the assignment.
- Work may NOT be made up for credit for unexcused absences.
- Parents may request missed assignments for extended absences. Teachers need 24 hours advance notice to accommodate such a request.

### Check-In/Check-Out Procedures:

- Students returning to/leaving from campus during the day must check in and out through the school office. Students who do not comply with this procedure will not be excused from classes.
- A parent must sign the student in or out, in person, in order for the student to leave for any reason.
- High school students with an early out (dismissal before Period 7) must sign out after their final period of the day. The same policy is expected from students with a late start (after Period 1). They must sign in with the front office.

### Tardiness:

- Students are responsible for being in class, in their seat, at the posted time that each period begins.
- Parents may not excuse their student's tardies more than three (3) times within a semester. Any tardies beyond the three will count toward the consequences outlined by the Building Principal.
- NOTE: At the middle and high schools, because of the number of class changes throughout the day, it is possible for students to accumulate multiple tardies within one school day.

## ACADEMICS

### Grading Scale

The Academy of Tucson's grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### Progress Reports

School progress reports and report cards are issued to students on the following basis:

- Students in grades K-8 receive quarterly progress reports
- Students in high school receive semester report cards

Report cards/progress reports are posted online through the Tyler SIS Portal, a web-based communication system. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

### Retention of Students

Retaining a student for one more year is a very critical issue and will occur only when it is in the best interests of the student. Parents will be informed by the end of the third nine-week reporting period if the student is in danger of failing academically, socially, or emotionally, the three criteria for placement in a grade. The Superintendent will make the final decision regarding retention/grade placement.

Middle School (Academic Success): Students exiting seventh or eighth grade must demonstrate reasonable academic success before they will be allowed to advance into the next grade. Students failing to meet reasonable academic standards will be placed on an academic contract during the second semester. Failure to achieve the requirements of the academic contract will result in retention and in some cases referral to an alternative program.

### After-school Tutoring & Programs

Academy of Tucson High School offers after-school tutoring (Extended Day Tutoring) daily from 3:00-4:00 PM. Students who are struggling or need extra support can ask to be assigned, walk in, or sign up with their teacher to attend. If a student has a “D” or “F” in a class, he or she will be *required* to attend tutoring.

Academy of Tucson Middle School offers after-school tutoring and clubs from 3:30-4 PM daily.

### High School Graduation Requirements

Academy of Tucson High School and the State of Arizona have specific requirements for graduation from high school. Students must have 22 credits. A credit is defined as a passing mark of “D” or higher in a state-approved class.

Students at the high school have the opportunity to earn a college preparatory diploma that requires the completion of 25 credits. See the breakdown of graduation requirements below:

General Diploma	Credits	College Preparatory Diploma	Credits
English	4	English	4
Math*	4	Math*	4
Science**	3	Science**	4
World History OR Geography	1	Social Studies	4
US History	1	Foreign Language***	2
American Government AND Economics	1	Art/Technology	1
Art/Technology	1	Electives	6
Electives	7		
<b>TOTAL</b>	<b>22</b>	<b>TOTAL</b>	<b>25</b>

\*Must include one (1) credit of Algebra 2, or an equivalent course

\*\*Must include one (1) credit of Biology, or an equivalent course

\*\*\*Must be two (2) credits of the *same* foreign language

Beginning with the Class of 2017, all students must pass a civics test with a 70 percent or better to graduate. (The civics test is the test given to people who apply for American citizenship.)

## Senior Participation

To participate in the graduation ceremony, all of the course requirements must be completed, and all fines and/or fees must be paid in full. (There is a separate school fee for seniors.)

Only graduating seniors meeting requirements may participate in senior activities.

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may request a fee payment schedule.

## Valedictorian & Salutatorian Requirements

The valedictorian and salutatorian from each graduating class will be decided after the seventh semester grades have been calculated (after the fall semester of the student's senior year). To be eligible, students must meet the following qualifications:

- Senior has attended The Academy of Tucson High School for eight (8) semesters (or four school years).
- Senior has earned the College Preparatory diploma.
- Senior has not retaken classes for higher grade.
- Senior has the highest unweighted GPA in graduating class.

In addition, administration will consider the following items:

- Number of credits toward GPA
- Rigor of schedule
- Contributions to school community
- Contributions to Tucson and/or global community
- Character and/or moral fiber

## Standardized Testing

Students and parents/guardians should be aware that students in grades 3 through 12 will take standardized tests periodically over the course of the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents are entitled to notice of their child's achievement level on each state academic assessment. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials.
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Grades 3-8 will take the statewide achievement test, AASA, in the spring of each school year. Students who are enrolled in grades 5, 8 and 11 will take the AzSci test in the spring of each school year. Grade 9 will take the ACT Aspire test, and grade 11 will take the ACT in the spring of each school year. These tests are *required* by the State; students do not have the option to opt out of testing, according to the Arizona Attorney General's office.

## **HEALTH & STUDENT SERVICES**

### **Immunizations**

Immunizations: The parent/guardian is required to present appropriate proof that the student received immunizations against preventable communicable diseases within one year prior to:

- Entering Kindergarten or the first grade
- Enrolling in an Arizona school for the first time, regardless of the student's grade.

Exemptions: A student will be exempted from the above requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the Building Principal a signed statement explaining the objection.

### **CPR Training**

Many School System employees are trained in CPR use. CPR exposure is required to graduate and is conducted at the high school level.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child. Parents/guardians may indicate which medications are permitted on the student emergency card, which is completed each school year.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®, AUVI-Q) and/or an asthma/rescue inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has indicated so on the student's emergency card.

The school and School System shall incur no liability and no employee shall be disciplined, except for willful and wanton conduct, as a result of any injury arising from the administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

A student's parent/guardian must agree to indemnify and hold harmless the School System and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Students with Food Allergies**

If your child has a life-threatening allergy or life-threatening chronic illness, please notify the Building Principal or Office Manager.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as

effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504.

### **Care of Students with Diabetes**

If your child has diabetes, an Individual Healthcare Plan will be created by the Director of Student Services. The Individual Healthcare Plan will be based on input from the student's primary health professional, the parents and, if appropriate, the student.

The Individual Healthcare Plan will identify what services/assistance the school will provide, as well as when, where and under what conditions the services will be provided.

The Individual Healthcare Plan may include student self-monitoring if the conditions below are met.

The parent(s)/guardian(s) must

- Inform the school in a timely manner of any change which needs to be made to the Individual Healthcare Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers and contact numbers of healthcare providers.
- Work with the school to develop the Individual Healthcare Plan.

Self-monitoring of blood glucose

Students will be permitted to self-monitor blood glucose if:

- The student's parent(s)/guardian(s) submit a diabetes medical management plan, on an annual basis, that is signed by the student's health professional who is licensed pursuant to title 32, chapter 13, 14, 17 or 25, a nurse practitioner who is licensed pursuant to title 32, chapter 15 or a pharmacist who is licensed pursuant to title 32, chapter 18 and who is practicing pursuant to section 32-1970;
- The signed plan specifically states that the student is cable of self-monitoring blood glucose and must list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for that student.
- The student practices proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use in accordance with the Individual Healthcare Plan, which will specify a method of disposal agreed upon by the parent(s)/guardian(s) and the school.
- The Individual Healthcare Plan will identify when, where and under what circumstances the student may self-monitor.
- If the student does not practice proper safety precautions, the authorization to self-monitor may be withdrawn, or the authorized location for and supervision of self-monitoring may be changed. Before making any such change to the Individual Healthcare Plan, the school must document at least two incidents of a failure to practice the safety precautions outlined in the Individual Healthcare Plan and must, after each incident, promptly inform the student and the parent/guardian of the failure to follow the plan.

For further information, please contact the Building Principal.



## **Accident Procedure**

Any student who suffers an injury at school, no matter how slight, is responsible for reporting it to the teacher in charge. The report should be completed within a 24-hour time frame and should be submitted to the principal.

## **Communicable Diseases**

The school will observe recommendations of the Pima County Department of Public Health regarding communicable diseases.

- Parents are required to notify the school if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Head Lice**

The school will observe recommendations of the Pima County Health Department regarding head lice.

- Parents are required to notify the school if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian demonstrates proof that the condition is being remediated or the child is determined to be free of the head lice and eggs (nits).

## **Guidance & Counseling**

If a student is in need of counseling, a request for information may be made of the Building Principal or Student Services Director by a parent or guardian. The school will provide a list of community resources. Requests for on-site school services for counseling require an informed consent form.

Please note the parent or guardian assumes any and all costs associated with use of any and all community resources. The high school has a full-time College/Career Adviser who is responsible for providing guidance in preparing students for college and careers.

## **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **Education of Individuals with Disabilities**

It is the intent of the School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. If a parent/guardian suspects that his or her child is in need of identification, assessment, and placement services for a child that is or may qualify as a student with a disability, the parent/guardian should contact his or her Building Principal or the Director of Student Services.

The School provides a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school.

### **English Language Learners**

The school offers opportunities for English Language Learners (ELL) to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of ELL students will be given an opportunity to provide input to the program, and provided notification regarding their child's placement in, and information about, the School System's ELL programs.

For questions related to this program or to express input in the school's ELL program, contact Director of Student Services.

## **STUDENT SAFETY**

### **Student Safety**

The School System is committed to maintaining a safe school environment for all stakeholders. To that end, the Superintendent, Building Principal, or other administrators shall immediately notify the police in the event that a staff member observes any of the following situations:

- Anyone in possession of a firearm on school grounds;
- Any verified drug-related incident on school grounds or in school transportation; and
- Any incidents of battery committed against staff.

In addition, if an administrator determines that a person is a clear and present danger to himself, herself, or others, the administrator shall notify the police and/or the Department of Child Safety (DCS).

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Arizona Department of Child Safety (DCS).

### **Child Abuse**

Arizona law requires school employees to report any suspected child abuse (any physical injury which has been caused by other than accidental means) neglect, or sexual molestation to the police and/or Department of Child Safety (DCS), who alone may or may not notify parents of an investigation of the suspected abuse. Therefore, if a student is accidentally injured in such a way as to even resemble possible child abuse, parents are advised to notify the Principal and explain the injury before such a report is made.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent.

Anytime that a convicted child sex offender is present on school property – including the three reasons above – he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is punishable by law.

### **Safety Drill Procedures & Conduct**

Safety drills, such as fire or lockdown drills, will occur at times established by the Building Principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please check your email for a notification from the school system to be advised of school closings or other weather-related schedule changes.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Video and audio recording may not take place on campus by students, parents or visitors unless it is for a specific school event with permission from the Campus Administration.

## **DISCIPLINE & CONDUCT**

### **As a student at Academy of Tucson Schools (Grades K-12):**

1. I have the right to be safe. This means that students in the school, on the school grounds, at school activities on or off campus, and on the way to or from school will not be allowed to hurt nor endanger me, with neither words nor weapons. No one will push me, shove me, threaten me nor fight with me for any reason.
2. I have the right to be treated with respect and understanding. This means that no one will be allowed to laugh at me, call me names, nor do anything to try to hurt my feelings nor to embarrass me.
3. I have the right to hear and be heard. This means that no one will interrupt me by disturbing me in my classroom nor by making noise.
4. I have the right and responsibility to get the best education possible. I will expect teachers to be well prepared to teach me, and I, in turn, will come to school on time and will try to do as well as I possibly can in my school work.
5. I have the right to a clean and safe school building. I will do all that is possible to make sure that my school and its materials are not damaged or misused.
6. I have the right to study and learn in a school that is free of all illegal drugs, including alcohol and tobacco.
7. I realize that I have the responsibility to always treat students and adults with respect and courtesy and to be sensitive to the feelings of others.
8. I must be willing to accept responsibility for my actions. If I am good, I will be rewarded with positive consequences and will learn to become a better citizen. If I get into trouble, I am willing to accept the negative consequences and to learn from my mistakes.
9. I will not hide evidence of an illegal act or school violation.

### **General Building Conduct**

Students are expected to behave respectfully, responsibly, and safely in and around the school.

### **School Dress Code & Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are subject to adhering to the school dress code and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Each campus has its own dress code policy, which can be found on the school website. The following guidelines are shared by the School System:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories, or during physical education.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the Building Principal will make the final decision about disciplinary action.

## **Personal Relationships & Public Displays of Affection (PDA)**

Students are expected to observe an acceptable code of conduct at school and everywhere when they represent the Academy. Students are allowed no excessive physical contact (touching, grabbing, holding, kissing, hugging, wrestling, shoving, hitting, pushing, etc.) during school hours or at any school functions.

## **Restroom Policy**

Students also have time before school and during lunchtime for use of the restroom. In case of an emergency, illness, or a medical problem, a student will also be allowed restroom use during the school day by using a bathroom pass. However, teachers are instructed to not allow students to leave their classes without a bathroom pass. If medical conditions exist, please provide documentation to the office for recording purposes.

## **Student Discipline**

Prohibited Student Conduct: Students may be disciplined for misconduct, including but not limited to, the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including medical marijuana, marijuana, and hashish).
  - Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Arizona Interscholastic Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- Using, possessing, controlling or transferring a weapon.
- Using or possessing a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is not allowed. Prohibited conduct specifically includes, without limitation: creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Appropriate use of electronic devices includes, but is not limited to: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's Individualized Education Program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals. Consult with the Building Principal for further clarification.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a School System staff member's request to stop, present school identification, or submit to a legally valid search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. (See *also*, Teen Dating Violence Prohibited.)
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. A student may be retained after a ten-day unexcused absence.
- Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in a gang or gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school (A.R.S. § 15-153).
- Engaging in sexting. Sexting is the sending of sexually explicit texts or nude or partially nude images of minors by minors; these images in some instances have been classified as child pornography. Sexting may also include possessing or storing such sexually explicit electronic media on electronic devices, such as a cell phone, computer or electronic storage site on the internet. Consent or permission by the subject of the photographs or recipient of the message or media is not relevant.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that

may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have possession of a prohibited substance.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Nothing in this Section shall prohibit the discipline of student for violations of school policies or rules.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Suspension Procedures**

The Superintendent or designee has implemented suspension procedures that provide, at a minimum, for the following:

- Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student’s parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.

Short-Term Suspension is the removal of a student from school and school activities for a period of time from a fraction of one (1) day through ten (10) school days.

- The student is allowed access to class assignments. Homework shall be made available for the parent to pick up at the school office or posted online. Additional assignments will be provided only after the student has completed and returned previous assignments.
- If it is necessary to remove a student from school for more than 10 days because of a particular violation, the procedure for the long-term suspension must be used.



Long-Term Suspension is the removal of a student from school and school activities for a period of time not less than 11 and not more than 180 consecutive school days.

### **Expulsion Procedures**

The Superintendent or designee has implemented expulsion procedures that provide, at a minimum, for the following:

- Before a student may be expelled, the student and his or her parent(s)/guardian(s) will be provided a written request to appear at a hearing to determine whether the student should be expelled. The request will be sent by registered or certified mail, return receipt requested and regular mail. The request will include:
  - The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - The time, date, and place for the hearing.
  - A short description of what will happen during the hearing.
  - A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis.
  - A request that the student or parent(s)/guardian(s) inform the School System if the student will be represented by an attorney and, if so, the attorney's name.
- Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing will be conducted by the Superintendent or a hearing officer appointed by it. If a hearing officer is appointed, he or she will report to the Board the evidence presented at the hearing.
- During the expulsion hearing, the Superintendent or hearing officer will hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.

### **Use of Isolated Time Out & Physical Restraint**

Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Arizona State Board of Education (ADE) rules. Isolated time out and physical restraint are defined as follows:

- **Isolated Time Out:** The confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.
- **Physical Restraint:** Holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following may also apply:

- The circumstances under which isolated time out or physical restraint will be applied are limited to maintaining a safe and orderly learning environment.
- The ADE rules are adopted as the School System's written procedure to be followed by staff for the use of isolated time out or physical restraint.

- Staff members shall inform the Principal whenever isolated time out or physical restraint is used, and the Principal shall maintain the documentation required.
- The Principal shall investigate and evaluate any incident that results in a serious injury as reported by the affected student, parent/guardian, staff member, or other individual.

**Prevention of & Response to Bullying, Intimidation & Harassment**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate and are contrary to Arizona law and School System policy. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School System or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following (A.R.S. § 15-153):

- Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- Substantially interfering with the student’s or students’ academic performance; or
- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Examples of prohibited conduct include, but not limited to: name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.** Students are encouraged to immediately report bullying and school violence to the Building Principal.

<b>Who reports?</b>	YOU! If you have information about bullying, harassment, school violence, and/or a threat of one of these actions. It doesn’t matter whether you are the target of bullying or think someone is being bullied -- please report it!
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<b>What do I report?</b>	Any activity that targets someone to be hurt. Bullying, harassment, school violence and threats take many forms. One thing they have in common: someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft of destruction of property. Bullying, harassment, school violence, and threats may occur almost anywhere students go, such as in school buildings, on school grounds or buses, at bus stops. Bullying or harassing may also occur using social networking sites or cell phones.
<b>When should I report?</b>	As soon as possible.
<b>Where or how do I report?</b>	Tell any school staff member. You may do this in person, by phone or by email. You may be asked to complete a report form for bullying and school violence.
<b>Why should I report?</b>	Fear and abuse have no place in our schools. If you are being bullied, a report will help you and other students who also may be targets for bullying.
<b>What will happen after I report?</b>	An administrator will: (1) Acknowledge and review your report. (2) Treat your report with privacy and respect. (3) Investigate your report within 10 school day. The school will not bring students who bully and those they bully into the same room to confront each other. Interviews will be private. (4) Involve appropriate school personnel. (5) Notify the Principal or School Administrator of the report of bullying report. (6) Provide parents/guardians information about the investigation and an opportunity to meet with the Principal or School Administrator to discuss the investigation. (7) Take appropriate action that may include increased monitoring and supervision.

A report may be made orally or in writing to the Building Principal or any staff member with whom the student is comfortable speaking (including a teacher, staff member or Principal). Anyone, including staff members and/or parents/guardians, who has information about actual or threatened bullying is encouraged to report it immediately.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

In addition, the school will regularly review the policy on bullying to ensure its effectiveness. In determining the policies effectiveness, the School System will review the following: (a) the frequency of victimization; (b) student, staff, and family observations of safety at a school; (c) identification of areas of a school where bullying occurs; (d) the types of bullying utilized; and (e) bystander intervention or participation.

## **Discrimination Prohibited**

Discrimination on the basis of color, race, nationality, religion, sex, sexual orientation, pregnancy, ancestry, age, marital status, physical or mental disability (including any mental, psychological or developmental disability, including any autism spectrum disorder), immigration status, gender identity, order of protection status, military status, status of being homeless, or unfavorable discharge from military service is strictly prohibited.

## **Equal Opportunity & Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

## **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
  - Substantially interfering with a student's educational environment;
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services, or treatment; or
  - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

## **Making a Complaint & Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Building Principal. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good-faith complaints will not be disciplined.

**Access to Student Social Networking Passwords & Websites**

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

## INTERNET, TECHNOLOGY & PUBLICATIONS

### Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use: Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the School System's educational objectives, or (b) for legitimate business use.

Privileges: The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The System Administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His/her decision is final.

Unacceptable Use: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email and Google applications (i.e., Google Docs, Google Sheets, Google Slides, Google Classroom, Blogger, etc.) are not private. People who operate the system have access to all email and content created within Google Apps for Education. Messages and/or written content relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

- Users have no expectation of privacy in any communications transmitted via the School System’s network. Any data saved via the School System’s network is the School System’s property and may be subject to records laws.

No Warranties: The School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School System will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the School System for any losses, costs, or damages, including reasonable attorney fees, incurred by the School System relating to, or arising out of, any violation of these procedures.

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log on to the Internet as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges: The School System assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules: Copyright law and School System policy prohibit the republishing of text or graphics found on the web or on School System websites or file servers without explicit written permission.

- For each republication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email: The School System’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School System. The School System provides email to aid students as an education tool.

- The School System reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.

- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the School System's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School System. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School System. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the System Administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the School System's email system constitutes consent to these regulations.

### **Cell Phones & Other Electronic Devices**

High school students may possess cellular phones and other electronic devices at school as long as they remain in the student's bag/backpack or locker. Some exceptions may be granted solely at the teacher's discretion, such as if a teacher chooses to allow students to use their device for educational purposes (i.e. calculators, instant student response systems, etc.). Student non-educational use of devices (talking, texting, playing games, etc.) during class time will result in confiscation of the phone by the teacher. The phone will be turned over to the Principal, and the student's parents may be required to meet with the Principal before the phone is returned.

Students at the middle school may possess cellular phones and other electronic devices at school as long as they are turned into the office at the start of the day. **Students may not have cell phones or electronic devices on their person after entering school and/or during school activities outside of the school.** Student non-educational use of devices (talking, texting, photography/videos, playing games, etc.) during class time will result in confiscation of the phone or device by the teacher. The phone will be turned over to the Principal, and the student's parents may be required to meet with the Principal before the phone is returned. Repeated violations will result in a disciplinary referral. Students are not allowed to use devices to take inappropriate pictures of any type, at any time, or during any school function or activity. Repeated violations of this rule will result in a minimum of suspension and may include consequences up to and including expulsion.

Elementary school students' electronic devices should not be accessed during the school day. Electronic devices should be left at home or should be powered off and kept in their backpack.

Students are not allowed to use devices to take inappropriate pictures of any type at any time or during any school function or activity. Violations of this rule will result in a minimum of suspension and may include consequences up to and including expulsion.



## **SEARCH & SEIZURE**

### **Search & Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes the Building Principal or Principal's designee and may involve law enforcement.

### **School Property & Equipment**

Students have no reasonable expectation of privacy in the places or areas noted below or in their personal effects left behind. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left by a student, without notice to or the consent of the student.

The Building Principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Student Search**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or School System's student rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or School System's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken.

When appropriate, evidence may be transferred to law enforcement authorities.

## ATHLETICS & EXTRACURRICULAR ACTIVITIES

### Student Athlete Concussions & Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Arizona or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Arizona or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Arizona.

### Extracurricular Athletic Activities Code of Conduct

Requirements for Participation in Extracurricular Athletic Activities: A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity:

- A current certificate of physical fitness issued by a licensed physician, nurse practitioner or physician assistant.
- Interscholastic parent permission form signed by the student's parent/guardian; and
- Acknowledgement of receipt of concussion information

The School System believes that extracurricular activities are an integral part of the total growth of a student and encourage every participant to establish as their first priority a commitment to academics. The following is a list of guidelines that students are expected to follow in order to participate in school sponsored activities. This list is not intended to be inclusive, and any acts committed by students that are illegal or that, in the opinion of staff, reflect poorly upon School Systems may be subject to consequences.

To ensure that students and families are aware of this Code of Conduct, parents and students should read and review the requirements. Please also consult the student/athlete handbook of the appropriate campus. Students will agree to the following:

- **I will** maintain a score a C or better in all of my academic classes. I understand that the school office will run an eligibility list on a weekly basis. The Athletic Director, Principal, coach and/or sponsor will monitor my academic progress, and if they observe a score less than a C in my academic classes, they will initiate an improvement plan with the appropriate teacher(s). I will have the plan signed by my parent(s)/guardian(s), teacher, and coach. The plan will be monitored by the Athletic Director, Principal, coach and/or sponsor, and if at any time I do not perform satisfactorily regarding my part of the plan, I will be subject to the agreed upon consequences in the contract until I do meet the expectations in the improvement plan and/or my grade(s) improve to a grade of C or better in all of my academic classes.
- **I will** be current with all required coursework.
- **I will** display good citizenship throughout the school day, at practices, and at events.
- **I will** attend all practices, rehearsals, and events unless excused by the coach or sponsor.
- As a participant in other extracurricular activities, I understand I **MUST** attend practices scheduled on the event date unless excused by the Athletic Director.
- **I will** check the schedule carefully before trying out, and **I will** discuss attendance conflicts with the coach **BEFORE** the tryout date.
- **I will** dress appropriately on all event days, as explained by my coach.
- **I will** respect and follow all directions from my coach and abide by all team/squad/cast rules and eligibility requirements.

- **I understand** that school attendance is **mandatory** on the date of events to participate in the activity. In the event of an appointment or family emergency, participation will be approved at the discretion of the coach and administration. If I am absent as the result of illness, I understand that I cannot participate.
- To ensure my safety, **I understand** that if I am unable to participate in my physical education coursework, then I am also unable to participate in extracurricular activities that include a physical component.
- **I understand** that my coach will articulate transportation needs for events away from school.
- **I understand** that failure to meet these obligations will result in consequences ranging from student conferences and an improvement plan, removal from practices for academic support, suspension from activities or removal from the team, cast, or squad.

The aforementioned guidelines are in effect for the duration of the extracurricular activity and consequences for infractions are cumulative. The signed and dated *Extracurricular Activities Code of Conduct Contract* must be given to the appropriate coach, sponsor, or supervisor before participating in tryouts for any activity.

### **Southern Arizona Athletic Association**

Eligibility for high school athletics is also governed by the rules of the Southern Arizona Athletic Association (SAAA) and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between SAAA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

### **Attendance at School-sponsored Events & Activities**

Attendance at school-sponsored events is a privilege. All school rules, including the school's discipline code and dress code are in effect during school-sponsored events. Students who violate the school's discipline code will be required to leave the event immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Sportsmanship**

Sportsmanship refers to the conduct of the athletes and student supporters while participating in various interscholastic activities. The following code is a good summary of sportsmanship:

- Consider all athletic opponents as guests and treat them with the courtesy due guests.
- Accept the decisions of officials without question and allow coaches to express concerns in the manner prescribed for each sport.
- Never hiss, boo, or make derogatory statements to a player or an official.
- Seek to win by fair means — according to the rules of the game.
- Seek to win every contest. Win or lose, always do your best.

### **Assemblies**

Students will be personally responsible for proper conduct and courtesy during each assembly. Unacceptable conduct would include whistling, booing, and talking during a program. Our school pride is evident in the way we conduct ourselves during our student assemblies.

### **Clubs**

Activities such as clubs give students the opportunity to explore shared personal interests and hobbies. These opportunities are important to the student's educational experience. Individuals interested in establishing a club must receive permission from the administration before development can occur.

## **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## STUDENT RECORDS & PRIVACY

### Student Privacy Protections

Surveys by Third Parties: Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, including any teacher's manuals, films, tapes, or other supplementary material which will be used in connection with the survey or evaluation, upon their request and within a reasonable time of their request.

This applies to every survey (1) that is created by a person or entity other than a School System official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their student to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information: The School System will provide notice prior to issuing a survey containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Sexual behaviors or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option. The school also will not collect any personal student information for the purpose of marketing or in order to sell that information. In the event a student does not participate in a survey, the School System will not request or release the identity of a student.

### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records:

- **The right to inspect and copy the student's education records within 15 school days of the day the School System receives a request for access.**

- **The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the School System to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the Building Principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the School System decides not to amend the record, the School System will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA allows.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the School System as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School System discloses education records without consent to officials of another School System in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first.
- **The right to prohibit the release of directory information.** Throughout the school year, the School System may release directory information regarding students, limited to:
  - Name
  - Address
  - Gender
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. Parents/guardians also may inspect, copy, and challenge the contents of School System directory information records.*

- **The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is as follows:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

### **Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student (if over the age of 18). Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **PARENTAL RIGHTS NOTIFICATIONS**

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees;
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- See [McKinney-Vento Act](#).

### **Sex Education, Family Life & Disease Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education, family life, AIDS instruction, or diseases if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any School System sex education class or course.

### **Request to Examine Instructional Material**

A sample of the School System's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please notify your child's classroom teacher within 5 days.

### **Class Attendance Waiver**

According to State Law, no student is required to take or participate in sex education classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, contact the Building Principal or teacher.



**Pesticide Application Notice**

The School System maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the office manager at your student's campus.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

**Asbestos Management Plan**

The School System will provide notice to parents, teachers, and employee organizations of inspections, response actions, and post-response action activities regarding the management of asbestos on School System property. The plan is available for your review at each school and in the School System's main office during normal business hours.