



SANTAN

LEARNING CENTER

people + process + possibilities

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Mission Statement

San Tan Learning Center, as a school community, will strive for excellence in Education by providing a clean, structured, safe environment, which will foster the curiosity, creativity, and imagination born within us all.

NON-DISCRIMINATION STATEMENT

San Tan Learning Center does not discriminate on the basis of race, color, national origin, sex, age or disability. If you believe you or your child has been unlawfully excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any School program or activity (or any program or activity receiving the School's financial assistance), you may file a complaint with the School so that it may be properly investigated and resolved. Further information regarding Title VI, Title VII, Title IX, Section 504, ADA, and the School's complaint procedures may be obtained from Rita Sippel, Program Director 4450 E. Elliot Rd. Gilbert, AZ 85234 (480) 222-0811.

San Tan Learning Center's 2008-2009 Calendar

July 24th
July 28th

Open House 5:30 P.M. – 7 P.M.
First Day of School/First Day of 1st Quarter

San Tan Learning Center Elementary Family Handbook

Aug. 20 th P.M.	Parent Education Night/Practical & Sensorial 5:30 – 7 (Pre-school & Kinder only)
Aug. 27 th	Elementary Half Day/Dismissal at 11:30 A.M.
Aug. 28 th A.M.	Pre-school & Elementary Half Day/Dismissal at 11:30 A.M.
Aug. 29 th – Sept. 1 st	No school
Sept. 23 rd – 24 th	Fall Pictures
Sept. 24 th	Elementary Half Day/Dismissal at 11:30 A.M.
Sept. 25 th	Parent Education Night/Reading 5:30 – 7 P.M.
Oct. 4 th	Fall Festival
Oct. 6 th – 9 th	Parent/Teacher Conferences
Oct. 6 th	Music Together 6 – 7 P.M.
Oct. 8 th – 9 th	Half Day/Dismissal at 11:30 A.M.
Oct. 10 th – 17 th	No School/Fall Break
Oct. 20 th	First Day of 2 nd Quarter
Oct. 28 th – 29 th	Fall Pictures Re-takes
Nov. 5 th – 6 th	Book Fair; Family Night Nov. 5 th 5:30 P.M. – 7 P.M.
Nov. 11 th	Half Day/Dismissal at 11:30 A.M.
Nov. 26 th	Half Day/Dismissal at 11:30 A.M. (Charlie Brown Thanksgiving)
Nov. 27 th – 28 th	No School/Thanksgiving
Dec. 10 th	Parent Education Night/Math 5:30 – 7 P.M.
Dec. 10 th	Elementary Half Day
Dec. 15 th – 18 th	Parent/Teacher Conferences
Dec. 17 th – 18 th	Half Day/Dismissal at 11:30 A.M.
Dec. 19 th – Jan. 2 nd	No School/Winter Break
January 5 th	First Day of 3 rd Quarter
January 19 th	No School/MLK Day
January 28 th	Elementary Half Day
Feb. 14 th	Benefit Dinner: Sweetheart's Ball
Feb. 16 th	No School
March 2 nd	Music Together Night 6 – 7 P.M.
March 9 th – 12 th	Parent/Teacher Conferences
March 11 th – 12 th	Spring Book Fair
March 11 th – 12 th	Half Day/Dismissal at 11:30 A.M.
March 11 th	Book Fair Family Night 5:30 – 7 P.M.
March 13 th	Staff Training 8:30 A.M. – 3:30 P.M.
March 13 th – March 20 th	No School/Spring Break
March 23 rd	First Day of 4 th Quarter
March 25 th – 26 th	Spring Pictures
April 10 th	No School
April 29 th	Elementary Half Day
May 21 st	Commencement Ceremonies 6 – 7 P.M.
May 22 nd A.M.	Last Day of School – Half Day/Dismissal at 11:30 A.M.

**Please be advised that dates are subject to change.*

The Six Pillars of Character

(Definitions for Young People)

1. TRUSTWORTHINESS

- *Be honest.
- *Don't deceive, cheat, or steal
- *Be reliable – do what you say you'll do
- *Have the courage to do the right thing
- *Be loyal – stand by your family, friends, and country

2. FAIRNESS

- *Play by the rules.
- *Take turns and share.
- *Be open-minded; listen to others.
- *Don't take advantage of others.
- *Don't blame others carelessly.

3. RESPECT

- *Treat others with respect; follow the Golden Rule.
- *Be tolerant of differences
- *Use good manners, not bad language.
- *Be considerate of the feelings of others.
- *Don't threaten, hit, or hurt anyone
- *Deal peacefully with anger, insults, and disagreements.

4. CARING

- *Be kind.
- *Be compassionate and *show* you care.
- *Express gratitude.
- *Forgive others.
- *Help people in need.

5. RESPONSIBILITY

- *Do what you are supposed to do.
- *Persevere: Keep on trying!
- *Always do your best.
- *Use self-control; be self-disciplined
- *Think before you act – consider the consequences.
- *Be accountable for your choices

6. CITIZENSHIP

- *Do your share to make your school and community better.
- *Cooperate.
- *Stay informed; vote.
- *Be a good neighbor
- *Obey laws and rules.
- *Respect authority.
- *Protect the environment.

To ensure the safety of each student, please instruct your child in the following:

Walking To and From School:

- **Students should arrive at school no sooner than fifteen minutes before school starts.** There is no supervision on school grounds until that time.
- Walk on the sidewalks at all times. If there is not a sidewalk, use the left side, facing oncoming traffic.
- Never cross between parked cars.
- Students should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity.

Bicycles/Scooters/Rollerblades To and From School:

With parental permission, students in second grade or above may ride their bikes/scooters/rollerblades to school. Parents who want their K-1 students to ride a bicycle to school must meet with the principal and then sign a responsibility form which outlines the conditions allowing this to occur. The rules listed below should be followed for riding a bicycle/scooter, or rollerblading to school:

- Helmets are strongly encouraged.
- Start early enough so that he/she can arrive, without rushing, five to ten minutes school starts.
- Use only designated crosswalks to cross the street and always look both ways for oncoming traffic.
- Rollerblades must be changed to school shoes in a designated area on campus. (Subject to individual campus rules).
- Rollerblades must be stored in a student's backpack.
- Walk bike across the street.
- Never ride between parked cars.
- Upon reaching the school grounds, walk the bike/scooter to the designated storage area.
- Lock the bike or scooter. The school is not responsible for the protection of students' bikes or scooters.
- Skateboards/motorized scooters and shoes with wheels (heelys) are not allowed.
- Notwithstanding the above, a principal may alter the above guidelines because of a localized safety situation.

Student Pick-Up and Drop-Off:

Parents should pick up and drop off their children in the designated area on the campus. Do not block driveways, student crosswalks, or parking spaces. On rainy days, please arrange in advance for a specific area to meet your child. Parents should be orderly and mannerly when picking up their children.

Attendance

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing for all students; both disrupt their schedules and require readjustment to the class routine.

Absences:

- Students who are not in school 94% (10 absences) of the school days may be retained. Documentation and successful completion of the grade level is required before a student will be considered for promotion. Students who are not in school 94% of the school days in which they have been enrolled may be reported to the County as truant.
- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible if a student will be absent. If the school is not called, school personnel will make an attempt to contact to determine why the child is not in school. An early call to the school's attendance line will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note to the school attendance clerk stating the date and reason for the absence and signed by the parent/guardian.
- Parents/guardians are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind in his/her work.

Signing Students Out (Prior to the End of the School Day):

- For the safety and protection of the child, a student will only be released from the classroom before the regular dismissal time when the parent/guardian comes to the office and signs the child out.
- *Students will be not excused on the basis of a telephone call from parents.*
- Students will only be released to persons authorized by the parent/guardian and those individuals specifically listed on the Emergency Information Card. For a student to be released to anyone other than the parent/guardian, the school will require specific written authorization from the parent/guardian.

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, STLC strongly encourages parents to consult STLC publications for school hours and dates. Also, family vacations should be scheduled when school is not in session.

LEGAL REF:

ARS 15-346	ARS 15-771	ARS 15-802	ARS 15-803B	ARS 15-804
ARS 15-805	ARS 15-806	ARS 15-807	ARS 15-826	ARS 15-843
ARS 15-872	ARS 15-873			

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 administrator has approved the absence. When a parent knows that the student will be absent for more than one day, one phone call to the school will be sufficient. School administrators may require verification of an absence due to illness or injuries.

In the event of an absence, the parent is expected to inform the school within 24 hours. 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 the school administrator. The documentation will outline any limitations to which the student must adhere.

A grade K–6 student will not be considered absent if the student is present at least three–quarters of the school day. However, if the student is absent up to one–quarter of the school day, the student will be considered either tardy or an early departure. To maintain validity of the School’s K–6 schools’ Perfect Attendance Awards program, five tardies or five early departures will count as one absence.

The School will be working in conjunction with the Gilbert Municipal Court’s Diversion Program and the Maricopa County Juvenile Court system regarding truancy. These programs, in part, consist of counseling, monitoring of school attendance, and community work.

Absence Records

Attendance is the responsibility of the classroom teacher; therefore, completing the attendance verification in a timely and accurate manner is required.

Teachers will check and formally record attendance daily.

The school will prepare a daily master list of absences from attendance reports.

The attendance reports will be maintained for five years.

Absence Notification

When a school has not been notified of an absence, the school shall make reasonable efforts to notify parents of a student absence in grades K–6 within two hours after the first class in which the student is absent. 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. The School and its Board, employees, or agents are not liable for failure to notify.

Arrival At and Departure From School

Students in grades K–6 should arrive at school no earlier than 15 minutes before the start of the school day. They are also to return home immediately after the school day unless they are participating in a school–sponsored activity.

Transfers and Withdrawals:

If you plan to move, let the school know at least five days in advance. The school will prepare transfer materials to help the student get started at the new school.

Custody:

- In most cases, both parents shall be given reasonable access to their children at school and to their children’s official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child’s official school records.
- **It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order.**
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.
- A parent who lives out of state and who wants his/her student’s records must request these records from the principal in writing.

School Procedures

Communication:

Student accomplishments and coming events will be highlighted in a school newsletter which families will receive on a regular basis. Other materials, notices, and bulletins which list important dates and events will be sent home to families. A student can be interviewed, photographed or have his/her picture displayed in the news media, School publications or on the Internet, based on the parent's selection on the registration page.

Safety Drills:

The School has procedures in place to handle emergency or crisis situations. These procedures could include lockdowns or evacuations, depending on what is appropriate for the situation. All schools have regular drills for staff and students to practice lockdown and evacuation procedures. In the event of a civil emergency, the School would work closely with the Town of Gilbert and the City of Mesa police and fire departments, as well as county and state emergency response teams. Further, the School has a Human Response Team to assist staff, students and parents in preparing for, responding to or recovering from a crisis. During a crisis situation the School will provide updated information on Parent Alert which can be accessed through the School website.

Pets and Other Animals:

Pets may be brought to the classroom for educational purposes if students have permission from the principal.

School Visitations:

- The School welcomes adult visitors. Parents/guardians who wish to schedule classroom observations should make an appointment at least twenty-four hours in advance.
- All visitors to the school campus are required to first sign in at the office as a visitor and receive a visitor's badge.
- No one should be in the school or on the campus unless they have signed in at the office. This is part of the School's Safety Program.
- We ask that visitors refrain from bringing younger children with them to the school. Volunteers in the classroom or in the school are not allowed to have children accompany them. This policy ensures safety, minimizes classroom

interruption and promotes full concentration of both students and volunteers/visitors on the learning activity.

- Visits from adults will be limited if they interrupt the educational process.

Health Information

- Health Services are provided in order to identify students whose health problems may now, or in the future, affect their education. School personnel make every effort to comply with physician's recommendations.
- The Health Office deals with illnesses and accidents that occur at school. Parents/guardians are requested to notify the Health Office if a student has a health problem. We cannot keep an ill child in school. Our main interest is to keep a student healthy and in school. For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 101.0 degrees or more must not attend school. When a student is sent home from school with a fever, the student must not return to school until he/she is fever free, without fever medication, for twenty-four hours.
- Parents and guardians are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, any skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent/guardian will be contacted and the student will be sent home.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.

Immunizations:

- No student will be allowed to enroll in school without being fully immunized as mandated by the Arizona Department of Public Health.

Medication:

- Health Office personnel administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy.
- All medications must be brought to the health office by a parent and picked up from the Health Office by a parent.

- The medication must be in the original prescription container labeled by the pharmacist, or in the original factory container with all warnings and directions intact. **Medications in envelopes, foil or baggies will not be accepted.**
- The school must have written permission from the parent/guardian for the medication to be administered at school.
- Only medications needed to treat an existing ailment are stored in the health office.
- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.

Emergency Cards:

- Parents/guardians must make arrangements to have either a parent or neighbor available at all times to pick up a child who is ill. It is very important that parents/guardians inform the school immediately of any phone number or address changes. For your child's protection, please update your child's emergency card as soon as changes occur. In this way we are assured that your child is safely released to the person you designate.

Physical Education Excuses:

- Physical education is required of all students. A student may be excused from physical education for three days upon written request from a parent/guardian. For any longer period of time, a request from the child's physician is required. P.E. excuses written by parents are received by the child's P.E. teacher. A physician's written excuse should be received through the office.

Health Screening Programs:

- Hearing:
The guidelines recommended by the Arizona Department of Health Hearing Conservation program are followed.
Hearing tests are given to students at specified grade levels.
- Vision:
The guidelines of the Arizona Department of Health Services Vision program are followed. Vision tests are given to students at specified grade levels.

- Lice and Nits Checks:

Lice and nits are commonly transmitted in children when they share combs, brushes, hats and coats. Lice and nits checks are performed on students when the parent or teacher suspects the child has lice, or if classmates and/or siblings have lice. If a child is found to have head lice or nits, the parent will be notified immediately to take their child home. The child must be treated and all nits removed from the hair shafts *before the student may return to school*. If lice are found on a student, the parents of every student in the classroom will be notified.

Curriculum, Instructional Time, Homework, and Assessments

Curriculum:

San Tan Learning Center has designed a student curriculum on State Standards which identifies specific objectives in the following subject areas: reading, literature, oral communication, listening, vocabulary, written communication, study skills, spelling, phonics, handwriting, social studies, mathematics, science, music, physical education, and art. Every teacher is responsible for teaching School grade level basic skills objectives. Copies of the Curriculum Guides, are available at each school office.

Instructional Time:

- Each school and/or grade level has time designated as uninterrupted time. During this time the school protects instructional time by ensuring classes are not interrupted with announcements or messages from home.
- **When you have messages, materials, lunch money, etc., please bring them to the school office, and the school will relay these to the classroom.**
- Please try to schedule appointments outside of the instructional day.

Homework:

- The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents and guardians and providing projects/assignments in which students

must utilize their time in creative thought. Your child's teacher will provide guidelines for homework.

- An additional purpose of homework is to encourage the student to develop effective study skills, research skills, problem-solving skills, self-discipline and work ethics. The student is responsible for understanding homework expectations before leaving school and for completing the assignment on time.
- Parents and guardians can support the homework program by providing the student with time necessary to complete the work and by providing a quiet, well-lighted place to study.
- The amount of homework will differ with the individual student depending on his/her scholastic capabilities and will be distributed on Mondays and Wednesdays. However, there is an expectation that your child will read at home each day.

Kinder: Reading

First Grade: 10 minutes

Second Grade: 20 minutes

Third Grade: 30 minutes

Fourth Grade: 40 minutes

Fifth Grade: 50 minutes

Sixth – Eighth Grade: 60 minutes

Assessment of Learning:

It is the belief of the School that an open line of communication between home and school should be maintained at all times to increase the likelihood of student growth and success.

If a student is making inadequate progress in mastering basic skill objectives, teachers and support staff will intervene to modify the instructional program as needed to facilitate progress.

In order to ensure that STLC students are being challenged academically, their performance is assessed continuously using a variety of measures:

- A report card's primary function is to communicate information to parents about their child's current achievement status in regard to learning objectives in each curriculum area. Progress indicators or grades represent the degree of progress toward learning objectives rather than a comparison of achievement to other students.
- Report cards are issued to parents/guardians four times a year as a formal means of communicating progress. The issuance of report cards indicates progress from one assessment period to the next.

- School testing is conducted throughout the school year. Students are tested on basic skills which are appropriate at each grade level. Each skill will be listed in a report for use by the teacher in planning an individual instructional program.
- Individualized evaluations are provided for any student with special needs. Results of these evaluations are used to make any needed programming changes. Classroom teachers, special program teachers, school psychologists and other appropriate professionals work together to conduct specialized evaluations.
- The state assessment measure is the Terra Nova Norm Referenced Test for grade 2 and the AIMS Dual Purpose Assessment (DPA) for grades 3–6.

Parent Conferences:

- Parent/teacher conferences are a time to talk about areas that are strengths for the student as well as the areas in which improvement is needed. The conference time allows parents and educators an opportunity to plan and work together so that the child can benefit the most from his or her educational experience. It will help the teacher if parents come to the conference prepared with a list of questions/comments/concerns regarding their child's progress. By doing this, the teacher can specifically address areas of concern.
- Parents who would like to talk with their child's teacher during non-scheduled conference times should call to schedule a conference.
- **Concerns are best addressed at school with the teacher and principal.**

Promotion and Retention:

According to Arizona Revised Statutes, although the teacher will consult with the parents and principal of the school, the teacher shall have the authority to determine the promotion or retention of his/her students. If a parent/guardian chooses not to accept a decision of the teacher as provided in State Statute, the parent/guardian may request in writing that the Governing Board review the teacher's decision. The Governing Board may review the teacher's decision and may decide to overrule that decision.

Student Placement:

San Tan Learning Center wants to provide the optimum learning environment for your child. In evaluating student class assignments, the following factors are considered by staff members:

- Achievement mixture

- Comparable class size
- Distribution of boys and girls
- Group dynamics

The principal in consultation with the school staff carefully considers all factors, including individual student needs, when making class placement decisions. Principals make the final decision regarding student placement.

Textbooks, Instructional Materials, and School Supplies:

Textbooks, like all other instructional materials, are selected on the basis of their alignment with and support of the school's basic skill objectives. The selection process is through a committee consisting of teachers and administration. Parent input is received by the committee from parents who are asked to review the textbook. The committee evaluates and recommends textbooks for adoption by the Board.

Academic Night Qualifications (For Grades Six and Up Only)

Academic Night acknowledges and honors students who have achieved and maintained high academic standing. The following are Academic Night guidelines:

1. A student must have earned no more than one "B" in all core subject areas within the first three grading periods. All other grades must be "A's." Core subjects include Reading, Language, Math, Science/Health, and Social Studies.
2. In the core subject areas, students must have earned an "E" or "S" rating in all self-management skills. **Self-management ratings earned in music and art classes do not affect Academic Night eligibility.**
3. Students must be working at or above grade level in all subject areas. Special Education and **ELL Plan students** must be working at or above the learning level identified on their IEP/Plan.
4. Special Education Students (IEP) – Achievement Grades are based on goals and objectives.

Additional Programs for Students

Field Trips:

- Educational field trips are designed to augment instruction in a class. A field trip shall involve all or the majority of the students enrolled in the class.
- Prior to each trip, the teacher shall provide parents with information concerning the purpose and destination of the trip, date and time of departure and estimated time of return.
- Parental permission slips must be signed by a parent/guardian and turned in to the teacher in charge before the trip takes place.
- Parents are required to attend Field Trips with their children.

Before and After School Child Care

Before and after school care may be provided for elementary school age children.

English Language Learning Program (ELL):

The English Language Learning Program serves children who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Following parent notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

Student Code of Conduct

Discipline Philosophy:

- Good conduct in the school is of primary importance to both school staff members and parents/guardians. The maintenance of orderly conduct of students is necessary in every school situation to ensure the health and safety

of all and to maximize learning. Effective discipline is a necessity for quality education.

- The School's fundamental philosophical basis of good conduct is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. These expectations are the basis upon which our conduct codes are formulated.
- In addition to appropriate behavior at school, students must exhibit proper behavior on their way to school, on their way home, and when participating in school activities.
- Students who do not adhere to appropriate behavior are subject to school discipline policies.

Teacher Involvement:

Teachers shall be involved in the implementation and enforcement of the School's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

School Safety Rules:

San Tan Learning Center has specific safety rules. Please adhere to these specific rules, which will be communicated to students:

- Use equipment properly and safely.
- Stay in designated areas.
- Walk (do not run) on all sidewalks and in buildings.
- Follow instructions of all staff members.
- Throw only playground balls, not sand, rocks, or any other objects that could injure others.
- Take turns swinging and using other playground equipment.
- Stop playing when the bell/whistle sounds and go directly to class or designated area.
- Use appropriate language and voice volume.
- Remain on school grounds until dismissed or given permission to leave.
- Settle differences peacefully, without fighting, threats, name calling or put downs.
- Do not play dangerous games, such as tackle, penny drops, rugby and red rover; no tag or

running games in the wood chips or on playground equipment.

- Respect school property and avoid littering.
- Electronic equipment (i.e., Walkmans, iPods, MP3 players, beepers, walkie talkies, electronic games, etc.) is not allowed at school.
- The possession of cell phones at school is discouraged.

For further clarification contact the school principal.

Electronic Information Services Student Acceptable Use Policy:

- Video tapes, computer software, DVD's, and other media used in classrooms must comply with Federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements, and off-air broadcast/taping agreements.
- Students are responsible for demonstrating personal and social responsibility in the use of technology equipment, software and the Internet. Appropriate Internet use is outlined in the San Tan Learning Center's Electronic Information Services Student Acceptable Use Policy (A.U.P.). Parent/Guardian signature on the Awareness Contract indicates permission for the student to use computers and access the Internet for educational purposes. Parents/Guardians may choose to "opt out" student computer/Internet use by contacting the school principal for an Electronic Information Services Opt Out form. Parents/Guardians will be contacted if the student is disallowed computer/Internet use for disciplinary reasons.

Permissible Consequences:

- **Conference:** The student meets with school officials. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, in-house detention, or work detail. This conference may be documented.
- **Conference/mediation:** One or more students and/or school officials meet to confer/mediate. During this meeting, the student(s) shall be asked to correct the misbehavior, which could result in loss of privileges, in-house detention, or work detail. This conference will be documented.
- **Parent involvement:** The student's parent(s) or legal guardian(s) are notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent(s) or legal guardian(s), and appropriate

school personnel and other individuals concerned. This conference will be documented.

- **Detention:** Detention may include before school, during school lunch or recess, and after school. Students will not be kept for after-school detention unless parent(s)/guardian(s) are notified in advance.
- **In School Suspension:** The student is removed from the regular classroom setting and is assigned to an on-campus location that is isolated from the student's regular class.
- **Short-term suspension:** The student is removed from school for a period of ten consecutive days or less. The school principal and/or designee may impose a short-term suspension. This suspension cannot be repealed. The student shall be afforded due process rights in accordance with School regulations. The student's parent(s)/guardian(s) are notified by telephone or certified letter that the student is subject to suspension. This notification will be documented.
- **Long-term suspension:** The student is removed from school for a period of 10 consecutive days with a referral to the School Hearing Officer. In addition to other consequences, the School Hearing Officer may impose a long-term suspension. The student shall be afforded due process rights in accordance with School regulations. The student's parent(s)/ guardian(s) are notified by certified letter with a signed receipt that the student is subject to suspension. This notification will be documented.
- **Expulsion:** The student is denied the opportunity by the Governing Board to attend school in the School. Only the Governing Board may expel a student. The Governing Board is the only body that can reinstate that privilege.

Examples of prohibited conduct that shall subject a student to disciplinary action are set forth on page 42. This list is not meant to be exhaustive. It does include many of the more common and/or serious kinds of prohibited conduct by students. Prohibited conduct that is attempted, but not completed, may subject the student to discipline to the same extent as if the conduct was completed.

Descriptions of the minimum and maximum penalties are not intended to limit the School's ability to impose lesser or greater discipline of students if the

School determines that the student's conduct warrants disciplinary action other than what is listed on the chart.

School Related Criminal and Civil Laws

- **Damage to School Property:** Students who cut, deface, or otherwise damage any school property may be suspended or expelled from school. Students and their parents/guardians shall be held liable and accountable for the loss of or damage to any school property caused by their children. This includes textbooks, library books, or other school materials.
- **Abuse of teacher or school employee in school:** It is a violation of the law for a person to knowingly verbally or physically abuse a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of school-related duties.
- **Interference with the peaceful conduct of an educational institution:** A person commits interference with the peaceful conduct of educational institutions by knowingly:
 - Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
 - Refusing to obey a lawful order given by school officials.
- **Possession, use or sale of drugs on or near school grounds (drug-free zone):** It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompanying grounds or to be present on any public property within 1,000 feet of a school or its accompanying grounds or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus and to possess, use, or sell marijuana, a dangerous drug, a narcotic drug or an unauthorized prescription drug.

Search and Seizure:

School personnel may lawfully conduct searches when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Searches conducted by school personnel shall be reasonably related to the objectives of the search.

Search of a Student's Property:

Items provided by the School for storage of personal items (such as desks) are provided as a convenience to students, but remain the school's property and are subject to its control and supervision. Students have no reasonable expectation of privacy in school property. School property may be inspected at any time, with or without reason or notice by school personnel.

Search of a Student's Person:

A search of a student may occur when the administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, School employees or property. The search shall be confined to outer clothing, purses, book bags, equipment bags, etc. Any other body search is inappropriate in the school setting.

Interviews:

It is the responsibility of the school administration to make an effort to act on behalf of parents/guardians in their absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect.

If a police law enforcement official appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224 and 8-546.01.

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody.

Police Involvement:

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administrator, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the School.

**ANNUAL NOTIFICATION TO PARENTS REGARDING
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS (FERPA)**

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. A school may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific
 - State law.
- Federal law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or School has been notified by the parent not to disclose the information without consent.

FERPA and School policy do not require parent/guardian permission for release of a specific type of student record information called “Directory Information.” When such releases are for educational and/or school-related purposes the information could include the following:

- Student’s name
- Student’s address
- Student’s phone number
- Date of birth
- Class designation
- Previous School attended
- Student’s photograph
- Achievement or honors
- Extracurricular participation
- Parent’s name
- Serious discipline violations

If you need to prevent us from using Directory Information described previously, notify your child’s principal in writing.

Most of the information contained in FERPA is about ensuring that you and students who are 18 years of age or older (“eligible students”) are afforded certain rights with regards to the student’s records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
- The right to request the amendment of the student’s records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Student Records:

Parents/guardians have access to their children’s school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.

CHILD FIND

The intent of Child Find is that all children **from birth through age 21** with delays or disabilities are identified, located and evaluated to receive the supports and services they need.

Your home School District and the Arizona Early Intervention Program are responsible for “finding” eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new students enrolling without appropriate screening records. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, San Tan Schools will offer special education services according to the child’s needs.

Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment. Contact San Tan Learning Center’s Administrative Offices if you have a school-age student that you suspect may have a disability.

THE STUDENTS WITH DISABILITIES COVERED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the School's programs or activities. A student is protected by Section 504 if he/she has or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

San Tan Learning Center will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. San Tan Learning Center will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs or activities of the school due to the disability that qualified the student for protection under Section 504.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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

PROHIBITED SEXUAL HARASSMENT

San Tan Learning Center takes very seriously any violations of its Governing Board policy, Sexual Harassment. Sexual Harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of

1972, and by the Arizona Civil Rights Act. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should report it immediately to your school principal. The School will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual Harassment by students will not be tolerated and will result in disciplinary action.

PROHIBITED TOBACCO USE ON SCHOOL PREMISES, SCHOOL OWNED PROPERTY AND AT ANY SCHOOL-SPONSORED FUNCTION

If students are found to be in possession of, or using tobacco in any form while on school premises, school owned property, or at any school-sponsored function, they have violated the no-tobacco policy and are subject to disciplinary action.

Minimal disciplinary actions may include, parental notification, a police citation with a fine, awareness of the dangers of smoking classes, and community service.

Maximum disciplinary action(s) are dictated by the age of the student and the circumstances and/or number of violations. The maximum actions may include a citation being sent directly to the court and the student being suspended.

RETURNED CHECK POLICY

When a check is written payable to San Tan Learning Center, the check writer is giving authorization to electronically debit the check writer's account in the event the check is unpaid and returned. The amount debited shall be the amount of the returned check plus a \$25 fee, as allowed by law.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be

prepared for possible medical expenses that may arise should their child be injured at school.

The school does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The School carries only legal liability insurance.

Parents, please be prepared to pay for your child's possible medical expenses.

CHILD ABUSE REPORTING

Arizona Revised Statute 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when observation or disclosure provides "reasonable grounds to believe" that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse. All school personnel must "immediately report or cause a report to be made" of suspected child abuse to the police and/or Child Protective Services (CPS).

Questioning of students at school by CPS (Child Protective Services) social workers, and law enforcement authorities concerning suspected child abuse/neglect does not require parent/guardian notification prior to the interrogation. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents/guardians if they think it is necessary.

STUDENT DRESS CODE

San Tan Learning Center

In support of the educational environment, the following guidelines have been established. It is an expectation that volunteers working with students will adhere to this policy. These guidelines include, but are not limited to:

1. Shirts and tops must have straps at least two inches wide and not expose midriffs or be too low cut in the front, back, or under the arms. Halter-tops and shirts with spaghetti straps are not appropriate. Clothing may not be made of see-through fabric. Clothing must cover the entire buttocks and a modest area of the legs. Undergarments should not be exposed.

2. Clothing, backpacks, binders or other accessories, jewelry, bracelets, or skin markings (temporary or permanent) with symbols or negative messages are not allowed at school. Jewelry and ornamental accessories such as chains, spiked collars, or spiked wristbands are not allowed, as they present a safety hazard to self and/or others.
3. Clothing items identified by a school administrator and/or a law enforcement official as negative or gang affiliated and/or carry the potential to create intimidation and violence will not be allowed. The following are also not allowed:
 - Tattered and torn clothing
 - Hats that are altered from their original forms
 - Tank top underwear
 - Trench coats
 - Hair nets, do-rags
 - Bandanas worn in an inappropriate manner
 - Clothing with gang names, slang street names
 - Clothing that references drug/alcohol markings
 - Clothing that displays inappropriate messages
 - Contact lenses that distract from the educational process
4. Students may not wear their hair in a manner that is disruptive to the learning environment.
5. In the interest of student safety, appropriate shoes must be worn at all times. Bare feet are not allowed. Shoes with wheels (Heelys) are not allowed.
6. Body piercings that pose a safety hazard or distract from the educational process are disallowed.
7. School administrators will make the final decision regarding the appropriateness of any student's appearance.

To create the safest possible environment for students and to guarantee that the students' focus is to receive a quality education, STLC finds it necessary to outline expectations regarding student dress code. Questions regarding clothing/appearance issues should be directed to the school administrator.

WEAPONS IN SCHOOL

Introduction

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the School.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with School policies and shall immediately report a violation of this policy to a peace officer, especially if the weapon is a deadly weapon or a firearm.

Definition

For the purposes of this policy:

Weapon means any of the following:

- A firearm
- A knife
- A destructive device
- A dangerous instrument

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive Device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous Instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student that may be used or is capable of being available for use to cause death or inflict serious physical injury. For example: laser pointers, mace or pepper spray are capable of causing serious eye injuries; devices made of dry-ice and/or other chemical/mechanical materials or substances designed to explode and/or cause bodily harm are also considered dangerous instruments.

Simulated Weapon means an instrument displayed or represented as a weapon and/or perceived by a reasonable person to be capable of causing injury or death given the manner in which it is possessed, controlled, or used.

Deadly Weapon means any weapon designed for lethal use, including a firearm.

School Premises means the school, school grounds, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events are held away from School property.

Consequences

A student who violates this policy by carrying or possessing a firearm shall be suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy other than carrying or possessing a firearm will be suspended by a school administrator for ten days and referred to a hearing officer. The hearing officer will impose a consequence based on:

- Serious characteristics of the weapon
- Intent to harm
- Premeditation

Consequences imposed could be:

- Short-term suspension.
- Long-term suspension at an alternative site.
- Long-term suspension.
- Recommendation to the Governing Board for expulsion.

Notwithstanding the above, a principal may impose a short-term suspension on a student who brings a folding knife to school where the blade is less than 2.5 inches long, and there is no intent to harm another student or adult. Any student who knowingly assists another person in using, displaying, or knowingly carrying or possessing a weapon or simulated weapon on School property or at School functions shall be subject to the same disciplinary action as the student using, displaying, or knowingly carrying or possessing the weapon or simulated weapon. A student who is aware of a violation of this policy and does not report it to the proper authorities will be subject to disciplinary action.

LEGAL REF:

15-341 15-841

15-342 15-843

15-515 15-843

NONDISCRIMINATION/ANTI-HARASSMENT EQUAL EDUCATIONAL OPPORTUNITY

Students are entitled to participate fully in the educational opportunities offered by the School and shall not be excluded from such participation, denied the benefits of, or otherwise be subjected to discrimination or harassment in any program or activity on the basis of race, color, ethnicity, national origin, sex, disability or religion. The School is committed to maintaining any environment conducive to learning for all students. This regulation sets forth the School's procedures for accepting and responding to reports of prohibited discrimination and harassment.

Student Review of School's Nondiscrimination/Anti-Harassment Policies

The School is committed to helping students and employees evolve as individuals and as humanitarians by teaching and training them to be respectful, responsible and accountable for appropriate behavior. To that end, the School's Nondiscrimination/Anti-Harassment/Equal Educational Opportunity policies and this regulation will be reviewed with the students and staff at the beginning of each school year. Students and staff shall acknowledge receipt of these documents and their participation in the program at which the policies and applicable administrative regulations were reviewed. The acknowledgement forms shall be maintained by the School. The School shall take prompt and appropriate disciplinary action to address student or staff violations of the aforementioned policies.

Compliance Officer

The School shall have a Compliance Officer who shall report directly to the Board of Directors regarding compliance issues. Persons wanting additional information about the Compliance Officer should contact the Board of Directors' Secretary.

The Compliance Officer's responsibilities include, but are not necessarily limited to, the following:

- Investigating complaints made pursuant to the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies.
- Reviewing the investigative reports prepared by school administrators and/or supervisors.
- Reviewing discipline cases/consequences at all schools.
- Anticipating trends and possible solutions for potential problems.
- Contacting parents/guardians of students disciplined for discrimination/harassment.
- Ensuring that proper procedures, including due process procedures, are followed.

Procedures for Informal Resolution of Complaints Involving Student-to-Student Discrimination or Harassment

It is sometimes possible to resolve a complaint of discrimination or harassment through informal conference. The following procedures apply to situations in

which a report of prohibited discrimination or harassment is made by a student (or the student's parent) against another student.

Meeting with School Principal: The principal (or designee) shall promptly meet with the offended student and the offending student to determine if the problem can be informally resolved. If appropriate, the principal may conduct further investigation of the situation.

Student Safety: If the complaint involves a threat to a student's physical safety, the principal shall take reasonable care under the circumstances to protect the student or students whose safety may be at risk.

Communication with Parent(s): The principal shall promptly contact the parents of all students involved in the situation to provide the parent(s) with notice of the allegations and the opportunity to respond and provide input.

Resolution: If the principal, the offended student(s) and the offending student(s) cooperatively reach a satisfactory informal resolution of the complaint, the principal shall document the resolution reached and send a letter to the parents of the students involved explaining the resolution.

Reporting by School Employees: A staff member who believes a student has been subjected to prohibited discrimination and/or harassment, who personally observes prohibited conduct, or who receives a complaint of prohibited conduct shall immediately notify the appropriate school administrator.

Reporting by Parents or Others: Parents or other persons who believe a student has been subjected to prohibited discrimination and/or harassment, who personally observes prohibited conduct, or who receives a complaint of prohibited conduct are encouraged to immediately notify the appropriate school administrator for investigation and further action.

Complaint Against Superintendent: If the Superintendent is the one alleged to have engaged in the prohibited conduct, the report or complaint shall be filed with the secretary of the Governing Board. The secretary of the Governing Board shall

immediately notify the Compliance Officer of the report or complaint, but the Board shall be responsible for ensuring the matter is investigated and that appropriate action is taken.

Reporting/Complaint Form: In order to ensure that reports and complaints are accurately understood, parties shall be asked to prepare a written report or complaint.

Assistance in completing the form shall be provided to the reporting or complaining party, if so requested.

Acknowledgement of Report or Complaint: The Compliance Officer shall send a written acknowledgement of receipt of a report or complaint received by the Compliance Office to the reporting or complaining party within 15 working days of receipt of the report/complaint. The written acknowledgement shall include the names, addresses and telephone numbers of outside agencies that could provide additional information or assistance to the complaining party.

Investigation of Alleged Prohibited Conduct

Complaints Made to School or Other Administrators

- An employee, parent or any other person who wishes to file a complaint is encouraged, but not required to do so, at the school/building level.
- The administrator receiving the complaint shall provide the complaining party with a copy of the Nondiscrimination/Anti-Harassment/Equal Opportunity policy. The administrator shall also immediately forward a copy of the written complaint to the Compliance Officer.
- Upon receipt of the complaint or after preliminary investigation, the administrator, in conjunction with the Compliance Officer, shall determine whether the complaint falls within the purview of the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies. If not, the individual filing the complaint will be so notified and will be provided information regarding other grievance or other dispute resolution procedures available to the individual.
- An appropriate administrator shall conduct a prompt, careful and thorough investigation. Alternatively, the administrator may request that the investigation be conducted by the Compliance Officer.

- The investigating administrator shall forward the resulting investigation report (which shall include findings, conclusions and possible recommendations) to the Compliance Officer.
- If the investigator concludes no unlawful harassment and/or discrimination has occurred and the complainant believes this conclusion is erroneous, the complainant may request that the Compliance Officer review the findings and conclusions of the school administrator and/or supervisor.

Complaints Made to the Compliance Officer

An employee, parent or any other person who wishes to file a complaint may file a complaint directly with the Compliance Officer.

Upon receipt of the complaint or after preliminary investigation, the administrator, in conjunction with the Compliance Officer, shall determine whether the complaint falls within the purview of the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies. If not, the individual filing the complaint will be so notified and will be provided information regarding other grievance or other dispute resolution procedures available to the individual.

The Compliance Officer shall: (1) Request that the relevant school/building level administrator conduct the initial investigation; (2) Conduct a prompt, careful and thorough investigation; or (3) Conduct the investigation together with the school/building level administrator.

The Compliance Officer's investigation shall conclude with a written investigation report (which shall include findings, conclusions and possible recommendations).

All Investigations

- The Compliance Officer may make a recommendation regarding action to be taken upon the completion of the investigation.
- The Compliance Officer shall keep records of what action, if any, was taken upon the completion of the investigation.
- The investigation results shall be shared with the alleged victim(s) and may be shared with other appropriate individuals as determined by the School and to the extent permitted by law.

- Original copies of all written reports/complaints and resulting investigative reports shall be maintained for a minimum of five years at the School's main administrative offices.

Reporting to Law Enforcement Authorities

If the evidence suggests that conduct prohibited by the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies also constitutes a crime, the School shall promptly report the incident(s) to the appropriate law enforcement agency.

Remedial/Disciplinary Consequences for Employee Violations

Employees who are found in violation of the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies shall be subject to remedial/disciplinary consequences in accordance with Policies Remedial/disciplinary consequences may include, but are not limited to:

- Sensitivity training
- Counseling session regarding religion harassment and/or discrimination
- Conferences with parents, administrators and/or the Compliance Officer
- Letters of direction
- Letters of reprimand
- Suspension
- Demotion
- Termination

Remedial/Disciplinary Consequences for Student Violation

Students who are determined to have violated the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies shall be disciplined in accordance with this administrative regulation, Policy.

Parent Conference: Parents/guardians shall be required to conference with the school administrator when a student has violated one or more of the School's Nondiscrimination/Anti-Harassment/Equal Opportunity policies.

Factors to be Considered in Determining Appropriate Remedial/Disciplinary Action: Factors that may be considered in determining the appropriate remedial/disciplinary consequence for violations of this policy include, but are not limited to:

- What response is most likely to prevent ongoing discrimination and/or harassment.
- Whether a particular response is likely to deter similar conduct in the future.
- The degree and type of harm suffered by the victim of the discrimination and/or harassment.

Age Appropriate Consequences: School administrators will issue age appropriate consequences to students who violate one or more of the School's Nondiscrimination/Anti-Harassment/Equal Educational Opportunity policies.

Elementary (K-6)

- Student/parent /administrator conference
- In-school suspension
- In-School suspension
- Short-term suspension
- Ten-day suspension with a referral to a hearing officer

DRUG AND ALCOHOL USE BY STUDENTS

The nonmedical use, possession, sale of drugs, being under the influence of drugs or alcohol, or possession of drug paraphernalia on school property or at school events is prohibited. Nonmedical is defined as "a purpose other than the prevention, treatment, or cure of an illness of disabling condition" consistent with accepted practices of the medical profession.

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

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

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.

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

LEGAL REF: ARS 15-345

Drug/Alcohol Abuse Prevention

The administrative procedures set forth below are to be used to implement the Governing Board policy on drug/alcohol abuse prevention. The term “drug abuse” includes nonmedical use, possession, sale or purchase of all dangerous controlled substances prohibited by law, alcohol, hallucinogenic substances and inhalants, being under the influence of drugs or alcohol, possession of drug paraphernalia, and/or intent or attempt to do any of the aforementioned.

All school employees and students are responsible for reporting suspected instances of drug abuse to the principal. The appropriate law enforcement authorities shall be contacted in instances involving drug abuse. An attempt will be made to contact parent/legal guardian in instances involving drug abuse.

Attempted or actual drug abuse, which includes possession of, use of, or purchase of, shall subject a student to the following disciplinary action:

- A ten-day suspension by school administration with a referral to a Hearing Officer. The Hearing Officer will then determine if Long-term suspension is necessary.
- Any offense that occurs after a first offense shall be considered “continued open defiance of authority” and “continued disruptive or disorderly behavior”, which shall subject a student to a maximum one year out-of-School suspension or an expulsion.
- A student who is apprehended for selling drugs/alcohol on a school campus shall be subject to expulsion.

Medical Prescription Drugs and Over-the-Counter Medical Drugs

- A student who needs access to medical prescription drugs in school shall leave them with the school health office. The parent must deliver the medication in its original container to the school. Permission and written directions from a physician concerning the medication shall be left with the school.

- Students who are in possession and/or under the influence of prescription or over-the-counter drugs, and who have not followed the directions described above may be suspended for up to ten days. More serious consequences could result when it is determined that a student who is in possession and/or under the influence of prescription or over-the-counter drugs is participating in a situation where there is a higher degree of involvement (e.g., quantity of drugs, type of drugs).
- Students who distribute prescription drugs to others shall be considered as distributing drugs for nonmedical purposes and shall be subject to a minimum ten days suspension with a referral to a hearing officer. More serious discipline, including expulsion, can be imposed depending on the circumstances or situation.

Parental Involvement

Reasonable efforts shall be made to notify a student's parents or legal guardian that the school principal or another administrator has questioned the student regarding violation of the School's drug/alcohol abuse policy.

Referral to School Health Assistant

- A student who appears to be under the influence of drugs/alcohol shall be referred to the school nurse or health assistant.
- The school nurse or health assistant shall notify a school administrator of any such referral.
- If the school nurse or health assistant is unavailable, the supervisor on duty shall call for appropriate assistance.

Student Neglect, Child Abuse or Child Maltreatment Involving Drug/Alcohol Abuse

A staff member who suspects that a parent or other adult is contributing to substance abuse by a student shall follow the CPS protocol as outlined in School policy.

Drug Education

Drug abuse prevention shall be combined with health, science, citizenship or a similar program.

In addition to the established curriculum, each principal shall direct the use of other educational information including, but not necessarily limited to,

assemblies, speakers, printed materials, class discussions, and bulletin board materials.

Parent and Community Education

- The School may offer programs in parent effectiveness training.
- News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes. Such communications shall be approved by the Superintendent.

STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, and at school functions. In establishing these regulations, the Superintendent shall consult with student or staff committees. In addition to compliance with policies of the Board and regulations established by the Superintendent, students are expected to obey all rules and to obey any order given by a member of the faculty or staff relating to school activities.

Students in school buildings, on school grounds, using School property for any purpose, or attending a School-sanctioned event shall not engage in improper behavior including, but not limited to, the following:

- Any conduct intended to obstruct, disrupt or interfere with the educational process.
- Physical/verbal abuse or threat of harm to any person.
- Damage to property.
- Unauthorized entry or use of School facilities.
- Unlawful use, possession, distribution or sale of tobacco, alcohol or drugs, or other illegal contraband.
- Conduct or speech that violates commonly accepted standards of the School and that, under the circumstances, has no redeeming social value; e.g. profanity or vulgarity.
- Defiance of authority involving failure to comply with the directions from School employees or law enforcement officers acting in performance of their duties.
- Defiance of authority involving failure to identify themselves to officials or law enforcement officers when requested to do so.

- Carrying or possessing a weapon or dangerous instrument.

The School reserves the right to take disciplinary measures including, but not limited to, reprimand, detention, suspension or expulsion against students who violate student conduct as defined by this policy.

The School further reserves the right to take disciplinary measures against students who commit violent acts off campus or are convicted of violent or other serious crimes off campus, upon a determination that the student's off campus conduct or conviction presents or may present a serious threat to the health, safety, welfare or educational environment of any individual or the school community.

When a long-term suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to legal requirements.

Information concerning a student's disciplinary record will be held in the strictest confidence.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

LEGAL REF:

ARS 13-2911 ARS 15-341

ARS 15-507 ARS 15-521

ARS 15-841 ARS 15-842

ARS 15-843

Scope of School's Authority

Policies and regulations pertaining to student conduct are extended to include, but not limited to:

- School campus.
- At or near school bus stops and in School vehicles.
- Off campus during the normal school day, including release periods.
- At school events on or off campus.
- In the School's drug-free zones.

Failure to obey School policy, regulations, rules and other reasonable expectations for acceptable student conduct will result in disciplinary action. All students will be afforded due process when a violation of student conduct occurs. As long as the School has complied with its legal obligation to distribute rules regarding discipline, a student's failure to be familiar with the School's policies, procedures and rules shall not interfere with the School's ability to discipline the student.

Teacher Involvement

Teachers shall be involved in the implementation and enforcement of the School's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Use of Physical Force by Students

Physical force (fighting) is never an acceptable method to resolve a conflict. STLC provides opportunities for intervention to resolve conflicts, as physical force is not an alternative. Any student who initiates or retaliates with physical force will be suspended for a determined amount of time.

Notwithstanding the above, there may be incidents where a student will need to use defensive force to escape a violent situation.

- Verbal provocation alone shall never be deemed to justify the threat or use of physical force.
- Physical force may never be used in defense of property.

Use of Physical Force by School Employees

An administrator, teacher, or other school employee entrusted with the care and supervision of a student may use reasonable and appropriate physical force upon the student to the extent necessary and appropriate in order to act in self-defense, the defense of others, or the defense of property. The threat or use of physical force is never justified in response to verbal provocation alone. Excessive physical force may never be used in defense of property.

The degree of physical force used shall not exceed that necessary to avoid injury to persons or to preserve the property at risk.

An administrator, teacher, or other school employee involved in an incident involving physical force shall provide the school principal with written documentation regarding the incident.

Involvement of Law Enforcement Officials

Certain violations of student conduct, as noted in the Discipline Consequence chart, may be reported to law enforcement officials.

The principal, at a minimum, shall ensure that all rules pertaining to discipline, suspension, and expulsion of students are communicated to students at the beginning of each school year, and to new students at the time of their enrollment in the school. Kindergarten through grade 6 students and parents will be responsible for abiding by the rules pertaining to discipline.

Consequences for Student Misconduct

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following chart includes a list of common and/or serious student conduct violations, along with a range of recommended consequences. This list is not meant to be exhaustive. Following the chart are definitions of the violations and the range of consequences. Intended prohibited conduct may subject the student to the same discipline as an actual violation.

The violations and range of actions listed are meant as guidelines to promote consistency of discipline.

Consequences for Student Misconduct in the Elementary Schools			
Violation	Occurrence	Minimum Action	Maximum Action

Academic Misconduct/ Cheating/Plagiarism	First Repeat	Student-Parent Conference/Zero on Assignment Zero on Assignment and Suspension	Zero on Assignment and Suspension Long-Term Suspension
*Alcohol/Drugs/Under the Influence/ Paraphernalia	First Repeat	Up to 10-day Suspension/ Referral to Hearing Officer, depending on severity 10-day Suspension/ Referral to Hearing Officer	10-day Suspension/ Referral to Hearing Officer Expulsion
Appearance/Dress Code	First Repeat	Correct Apparel Correct Apparel/Contact Parent	Correct Apparel/Contact Parent Suspension
* Arson	All	10-day Suspension/ Referral to Hearing Officer	Expulsion
* Bullying	First Repeat	Conference Parent Involvement/ Suspension	Suspension 10-day Suspension/ Referral to Hearing Officer
Chronic Offenses	First Repeat	Conference Suspension	Suspension 10-day Suspension/ Referral to Hearing Officer
* Incident may be reported to police			

Consequences for Student Misconduct in the Elementary Schools			
Violation	Occurrence	Minimum Action	Maximum Action
Destruction of Property	First	Parent Involvement/Restitution	Suspension/Restitution
	Repeat	Suspension/Restitution	Long-Term Suspension/Restitution
Ditching	All	Detention	Suspension
*Electronic & Printed Material Misuse (Including Pornography, Drug Graffiti)	All	Conference/Loss of Privileges	10-day Suspension/Referral to Hearing Officer
Explosive Devices	First	Parent Involvement	Suspension
	Repeat	Suspension	10-day Suspension/Referral to Hearing Officer
Extortion	First	Parent Involvement/Restitution	Suspension/Restitution
	Repeat	Suspension/Restitution	10-day Suspension/Referral to Hearing Officer
*Fighting	All	Conference	Suspension
*Fire Alarms Misuse	First	Conference/Suspension	10-day Suspension/Referral to Hearing Officer
	Repeat	10-day Suspension/Referral to Hearing Officer	Expulsion
Forgery	All	Conference	Parent Involvement
Gambling	All	Conference	Parent Involvement
Harassment	First	Conference/Parent Involvement	Suspension
	Repeat	Suspension	10-day Suspension/Referral to Hearing Officer
* Incident may be reported to police.			

Consequences for Student Misconduct in the Elementary Schools			
Violation	Occurrence	Minimum Action	Maximum Action
*Indecent Exposure	First Repeat	Conference Suspension	Suspension 10-day Suspension/Referral to Hearing Officer
Lying	All	Conference	Suspension
Off Campus Violent Acts/Criminal Conduct	All	Suspension	Expulsion
*Physical Assault	First Repeat	Conference Suspension	Suspension Long-Term Suspension
Profanity/Vulgarity			
• Out of Class/Undirected	All	Conference to 3-day Suspension	10-day Suspension
• In Class Undirected	All	1 to 3-day Suspension	10-day Suspension/Referral to Hearing Officer
• In and Out of Class/Defiant towards Faculty/Staff	All	3 to 10-day Suspension	10-day Suspension/Referral to Hearing Officer
• In and Out of Class/Directed at Faculty/Staff	All	10-day Suspension	Expulsion
Public Display of Affection	First Repeat	Conference Parent Involvement/Suspension	Suspension Suspension
*Sexual Abuse/Assault	All	Suspension	Expulsion
*Sexual Harassment	First Repeat	Conference Suspension	Suspension Expulsion
Smoking/Tobacco Use/Possession	All	Conference/Referral/Citation	Suspension

* Incident may be reported to police			
Consequences for Student Misconduct in the Elementary Schools			
Violation	Occurrence	Minimum Action	Maximum Action
Theft	First	Conference/Restitution	Suspension/Restitution
	Repeat	Suspension/Restitution	Long-Term Suspension/Restitution
*Threats, Verbal Abuse or Intimidation	First	Conference	Suspension/Restitution
	Repeat	Suspension	Long-Term Suspension/Restitution
*Trespassing	First	Conference	Suspension
	Repeat	Suspension	Long-Term Suspension
*Weapons	All	Conference/Suspension	Expulsion
* Incident may be reported to police			

Descriptions of Prohibited Conduct

Academic Misconduct (e.g., cheating, plagiarism): Any action that may cause or enable a student to receive a grade or score on a test, an assignment, or in a class that the student has not legitimately earned.

Alcohol/Drugs: Refer to Policy, Drug and Alcohol Use by Students.

Appearance/Dress Code: See Dress Code Policy.

Arson: Intentional burning of property.

Bullying: Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others (to include, but not limited to, fear, anxiety, psychological and emotional harm). Policy JICFB, Bullying.

Chronic Offenses: Behavior that repeatedly violates school policy.

Classroom Disruption: Any behavior that interferes with the educational environment.

Defiance of Authority: Refusing to comply with reasonable requests of school personnel and/or using or directing abusive or offensive language toward school personnel.

Destruction of Property: Destroying or defacing objects or materials belonging to the student, the school, school personnel, or other persons.

Disorderly Conduct: Behavior that is disruptive to the school.

Ditching/Unexcused Absence: Any absence that has not been excused by a parent and approved by the appropriate school official.

Electronic and Printed Material Misuse, including Pornography/Drug Graffiti: Possession and/or display of vulgar, profane, obscene or other inappropriate material on electronic media (i.e., Internet) and/or printed material.

Explosive Devices: Using, possessing or selling explosive devices including, but not limited to, firecrackers, ammunition, poppers, matches, lighters, and caps.

Extortion: Soliciting money or something of value from another person in return for protection or under threat of harm.

Fighting: Initiating, engaging or retaliating with physical conduct or violent behavior for the purpose of inflicting harm on another person.

Fire Alarms Misuse: Tampering with or unnecessary pulling of fire alarms and/or misuse of other fire equipment.

Forgery: Falsely or fraudulently making or altering the signature or initials of another person or altering school-related documents.

Gambling: Participating in games of chance for the purpose of exchanging money or goods; possession of gambling devices with the intent to use for gambling purposes.

Harassment/Illegal Discrimination: Mistreatment based upon, but not limited to, race, national origin, gender, religion, disability or sexual orientation. This may include, but is not limited to, the use of verbal or physical threats or abuse, “fighting words”, racial or ethnic slurs, acts of physical aggression, intimidation, and hazing. This problem area includes knowingly making false accusations of discrimination or harassment.

Indecent Exposure: Intentional inappropriate display of body parts considered offensive to social standards.

Lying: Making misleading or deliberately false statements.

Negative Student Group/Gang Affiliation: Wearing, carrying, or displaying negative student group or gang paraphernalia or exhibiting behaviors or gestures that symbolize negative student group or gang membership; causing and/or participating in activities that intimidate or affect the attendance of another student.

Off Campus Violent Acts/Criminal Conduct: Committing violent acts off campus or being convicted of a violent or other serious crime off campus, upon finding that the student’s off-campus conduct or conviction presents or may present a serious threat to the health, safety, welfare or educational environment of any individual in the school community or the school community as a whole.

Physical Assault: Physical contact for the purpose of inflicting harm.

Profanity/Vulgarity: Abusive, vulgar language.

Public Display of Affection: Including, but not limited to, kissing or embracing.

Sexual Acts: A person knowingly engaging in a sexual act with consent.

Sexual Assault/Abuse: A person commits sexual assault/abuse by intentionally or knowingly engaging in sexual contact without consent.

Sexual Harassment: Sexual harassment may include, but is not limited to: Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, leering, gestures, or display of sexually suggestive objects, pictures or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Smoking/Tobacco Use: Using, possessing, distributing, selling or intent to purchase or sell tobacco of any kind, including chewing tobacco.

Theft: Taking or concealing property that belongs to others.

Threats, Verbal Abuse and Intimidation: Making statements (verbal or written) or demonstrating actions that may cause physical or emotional fear/anxiety.

Trespassing: The unauthorized presence of a Gilbert Public Schools' student on School property.

Weapons: See Policy, Weapons in School.

Possible Consequences

Conference: The student meets with school officials. The student shall be asked to correct the misbehavior. A conference could result in loss of privileges, detention, or work detail. This conference may be documented.

- Community Service: Unpaid service for the benefit of the public.
- Detention: Loss of personal time before, during or after school.
- Restitution: Payment to the appropriate authority for damage or loss of property.
- Work Detail: Performance of assigned duties on campus before, during or after school.

Mediation: Students and/or school officials meet to confer/mediate. During this meeting, the student shall be asked to correct the misbehavior. This conference will be documented.

Teacher Involvement: Teachers shall be involved in the implementation and enforcement of the School's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their classes.

Parent Involvement: The student's parent is notified by telephone, personal contact, or written notification. A conference may be held with the student, the parent and appropriate school personnel and other individuals concerned. This conference will be documented.

In-School Suspension: The student is removed from the regular classroom setting for one or more days and is assigned to a location isolated from other classmates. The parent will be notified.

Short-Term Suspension: The student is removed from school for a period of 10 consecutive days or less. The school principal and/or designee may impose a short-term suspension. The student shall be afforded due process rights in accordance with School regulations. The student's parent is notified by telephone and written notice that the student is subject to suspension. A short-term suspension of 10 days or less is not subject to appeal.

Ten-Day Suspension with Referral to Hearing Officer: The student is removed from school for a period of 10 consecutive days and referred to the School Hearing Officer. The student shall be afforded due process rights in accordance with School regulations. The School Hearing Officer may impose the following consequences which include, but are not limited to, reassignment to an alternative education setting, community service and counseling. The School Hearing Officer's decisions are not subject to appeal.

Long-Term Suspension: The School Hearing Officer may impose a suspension greater than 10 days and up to a calendar year. The student shall be afforded due process rights in accordance with School regulations. The student's parent is notified by letter. The long-term suspension can be appealed.

Expulsion: The student is denied the opportunity to attend any school in the School by the Governing Board. This decision is not subject to appeal.

School-Related Criminal and Civil Laws

Parent Liability: Upon complaint of the School Administration, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee: It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related duties.

Aggravated Assault: A person commits aggravated assault if such person commits the assault knowing or having reason to know the victim is a school employee engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution: A person commits interference with the peaceful conduct of educational institutions by knowingly:

Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.

Refusing to obey a lawful order given by school officials.

Possession, Use or Sale of Drugs On or Near School Grounds (Drug-Free Zone): It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompanying grounds, or to be present on any public property within 1000 feet of a school or its accompanying grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus to possess, use or sell marijuana, a dangerous drug, or a narcotic drug.

SECRET SOCIETIES / GANG ACTIVITY

(Negative Student Group and/or Gang Activity)

Student groups that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property in the school community, or that disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group presents a clear and present danger to the educational process. This affiliation is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day or attending school events on or off campus after the school day

ends. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good citizen, respecting the safety, welfare, and property of others during lunch hour and release periods. Failure to conduct oneself in a safe manner or to act as a good neighbor within the school community may result in disciplinary action (ARS 13-201).

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying, or displaying negative student group or gang paraphernalia, or exhibiting behaviors or gestures that symbolize negative student group or gang membership, or causing and/or participating in activities that intimidate or affect the attendance of another student shall be subject to disciplinary action.

LEGAL REF A.R.S.:

15-341	15-342	15-507	15-841
15-842	15-843	15-521	

STUDENT SUSPENSION/EXPULSION/DUE PROCESS RIGHTS

Discipline in the schools is critical to the provision and implementation of public education. The state legislature has granted the Governing Board the authority to discipline students and the authority to impose suspensions or expulsions upon students who engage in conduct that interferes with the School's responsibility to educate students. To ensure fairness, a student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The particular form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. Unless an emergency situation exists, due process shall be provided prior to the imposition of a

suspension or expulsion. In all cases of suspension, it shall be reported within five days to the Governing Board.

School personnel administering discipline must follow discipline procedures for students with disabilities if the student being disciplined is entitled to the protections of the Individuals with Disabilities in Education Act or Section 504 of the Rehabilitation Act.

If a student withdraws from school after receiving notice of possible action concerning discipline, suspension or expulsion, the Board may continue with the action after the withdrawal and may record the results of such action in the student's permanent file.

A Student Handbook/Code of Conduct, which describes the School's policies, regulations and rules regarding student discipline, student suspension and expulsion, and student due process rights, shall be provided to all students and their parents.

Student Suspension/Expulsion/Due Process Rights for Students

Short-Term Suspension

Definition: Short-term suspension means the temporary withdrawal of the privilege of attending school and school related events for a period of ten consecutive school days or less. There is no right to appeal a short-term suspension.

A school administrator has the authority to suspend a student for ten school days or less. When a short-term suspension is the anticipated disciplinary action, the school administrator will provide the student with the opportunity to participate in an informal hearing between the school administrator and student, which may include other people associated with the incident. The school administrator will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond and present his or her version of the situation. If after these procedures are completed the school administrator decides that a short-term suspension is appropriate, the suspension will be imposed and the parent(s) will be notified.

Notice Regarding Discipline: If a short-term suspension is imposed upon a student, the following steps shall be taken:

The school administrator will conference with the parent(s) before the student is permitted to leave the campus. If no parent contact is made, the student will be isolated until regular dismissal time. Parent(s) will be notified of the suspension by verbal or written communication.

Recommendation for Long-Term Suspension or Expulsion: In addition to imposing a short-term suspension, a school administrator may forward information related to the student's misconduct to the Superintendent (with or without recommendation). The Superintendent shall then determine whether a long-term suspension or expulsion should be imposed in addition to the short-term suspension. The short-term suspension will still be in effect.

Summary Suspension: Notwithstanding the above, a school administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for short-term suspension shall be initiated.

Restrictions: A student who has been suspended shall not be permitted on School property and shall not be permitted to participate in School functions or activities without special permission and prior approval by the Superintendent.

Homework and Class Assignments: Homework and class work will be made available for students who have been suspended. The parent(s) will make arrangements to pick up the work from school for students suspended for three to ten days. Students will be given a reasonable amount of time to make up class work.

Long-Term Suspension

Definition: Long-term suspension means the temporary withdrawal of the privilege of attending school and school-related functions in the School for a period of 11 consecutive school days or more. The Superintendent or School Hearing Officer has the authority to impose a long-term suspension following appropriate due process.

The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation.

The student shall then be provided with the opportunity to explain his/her version of the facts.

The school administrator shall make reasonable efforts to verify facts and statements prior to imposing a suspension. Serious violation will result in a ten-day suspension and a referral to the School Hearing Officer.

Notice shall be given to the parent(s) and student that the school administrator is referring the student to the School Hearing Officer. The parent(s) and student shall be given notice of applicable due process procedures.

The parent(s) will contact the School Hearing Officer to schedule a meeting to discuss the situation in an informal setting prior to the completion of the short-term suspension. After that meeting, the School Hearing Officer shall determine whether a long-term suspension shall be imposed.

If the School Hearing Officer imposes a long-term suspension on the student, a hearing may be requested by the parent.

A request for a hearing must be made to the Superintendent within five working days after notification that long-term suspension has been imposed. The long-term suspension may remain in effect throughout the appeal process. The long term suspension will be decided on a case-by-case basis.

If a hearing is requested, a written Notice of Intent to Long-Term Suspend and Notice of Hearing will be sent to the parent. The Notice of Hearing will contain the following information:

- The nature of the offenses alleged and the policies, regulations or rules allegedly violated and known to the administration at that time.
- A statement that the student is being recommended for long-term suspension and the restrictions that would be imposed on the student during the period of the long-term suspension.
- Definition of a long-term suspension.
- Date, time and place of the hearing.
- Notice that the hearing will be held in a closed session unless the parent requests an open hearing.
- Notice of the right of the parent to access the student's records prior to the hearing.
- Notice upon request that the parent provide the Superintendent with his/her list of witnesses and exhibits at least two working days prior to the hearing.
- Notice of the parents' responsibility to notify the School of whether he/she intends to attend the hearing and whether the student will be

represented by counsel. This information should be provided to the Superintendent at least two working days prior to the hearing.

- Notice of the student's right to be represented by legal counsel at his/her own cost.
- Notice of the student's right to present witnesses and cross-examine the School's witnesses and to introduce documentary evidence.
- Notice of the School's right to cross-examine the student's witnesses and to introduce documentary evidence.
- Notice of the hearing officer's right to question all witnesses.
- Notice that if the student is withdrawn from school before the scheduled hearing, the hearing may still take place, and the Governing Board may record the results of the action in the student's permanent file.

The hearing will be conducted at the School level by a hearing officer within ten working days of receipt of the request.

The parent(s) shall be given written notice of the date, time and place for the hearing at least three working days prior to the hearing. After the hearing, the hearing officer's decision shall be issued within five working days of the hearing.

The decision may be appealed by sending a written notice of appeal to the Governing Board within five working days after receipt of the hearing decision.

The Board shall consider the appeal at its next regularly scheduled board meeting or within 14 working days, whichever is more appropriate, and shall communicate its decision in writing within three working days after its meeting.

The Governing Board will meet in executive session to review the record of the appealed hearing. At the conclusion of the hearing, the Governing Board will make a decision regarding the long-term suspension. A notice informing the parent(s) of the decision will be by hand delivery or mailed by certificate of mailing within three working days of the Governing Board's decision.

Expulsion

Definition: Expulsion means the permanent withdrawal of the privilege of attending a school or any function in the School unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student.

Expulsion shall take effect only after a hearing is conducted and the Governing Board has made a decision to expel. All correspondence related to expulsion will be done through hand delivery or certificate of mailing.

These steps will be followed for an expulsion:

The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation.

The student shall then be provided with the opportunity to explain his/her version of the facts. The school administrator shall make reasonable efforts to verify facts and statements prior to imposing a suspension. Serious violation will result in a ten-day suspension and a referral to the School Hearing Officer.

Notice shall be given to the parent(s) and student that the school administrator is referring the student to the School Hearing Officer. The parent(s) and student shall be given notice of applicable due process procedures.

The parent(s) will contact the School Hearing Officer to schedule a meeting to discuss the situation in an informal setting prior to the completion of the short-term suspension. After that meeting, the School Hearing Officer shall determine whether an expulsion should be recommended to the Board.

The Governing Board shall meet in executive session to be notified of the intended action, decide whether to hold a hearing or to designate a non-School hearing officer as provided in ARS 15-843(F)(2); and give written notice to the student as provided in ARS 15-843(F)(3).

Written Notice of Intent to Expel and Notice of Hearing: If expulsion is recommended, a Written Notice of Intent to Expel and Notice of Hearing shall be mailed and/or hand-delivered to the parent(s) no less than five working days prior to the hearing. This letter should contain the following information:

- The nature of the offenses alleged and the policies, regulations or rules allegedly violated and known to the administration at that time.
- A statement that the student is being recommended for expulsion and the restrictions that would be imposed on the student during the period of expulsion.
- Definition of expulsion.
- Date, time and place of the hearing.
- Notice of the right of the parent(s) to indicate their objection if the Governing Board's decision was to hold the hearing in executive session, whether conducted by the Governing Board. Such
- objections shall be made in writing to the Governing Board and must be received at least two working days prior to the hearing date.

- Notice of the right of the parent(s) to attend and/or have legal counsel attend any executive session pertaining to the proposed disciplinary action, to have access to the minutes and testimony of such executive session, and to record such session at their own expense.
- Designation of the witnesses that the Superintendent may call at the hearing, and a copy of all exhibits that the Superintendent may use at the hearing. The list of witnesses and exhibits shall contain a brief description of the subject matter of the testimony of each witness who will be called to testify at the hearing.
- Notice of the right of the parent(s) to access any and all adverse evidence which may be presented, as well as access to the student's records prior to the hearing.
- Notice that upon request, the parent(s) shall provide the Superintendent with his/her list of witnesses and exhibits at least two working days prior to the hearing.
- Notice of the parents' responsibility to notify the School of whether he/she intends to attend the hearing and whether the student will be represented by counsel. This information should be provided to the Superintendent at least two working days prior to the hearing.
- Notice of the student's right to be represented by legal counsel at his/her own cost.
- Notice of the student's right to present witnesses and cross-examine the School's witnesses and to introduce documentary evidence.
- Notice of the School's right to cross-examine the student's witnesses and to introduce documentary evidence.
- Notice of the Governing Board's hearing officer's right to cross-examine all witnesses.
- Notice that if the student is withdrawn from school before the scheduled hearing, the hearing may still take place and the Governing Board will record the results of the action in the student's permanent file.

If the Board conducts a hearing, the Board will meet in executive session unless requested by the parent to hold the hearing in public. At the conclusion of the hearing, the Governing Board will make a decision regarding the expulsion. A notice informing the parent(s) of the decision will be by hand delivery or mailed by certificate of mailing within three working days of the hearing.

Restrictions

A student who has been suspended or expelled shall not be permitted on School property and shall not be permitted to participate in School functions or activities without special permission and prior approval by the Superintendent.

Police Involvement

School administrators are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parent(s) will be contacted by administrator, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the School.

Modifications for Students with Disabilities

San Tan Learning Center Schools will comply with all federal and state requirements regarding discipline of students with disabilities. See Section 504, Rehabilitation Act of 1973 (P.L. 93-112)

LEGAL REF:

ARS 15-342 ARS 15-766

ARS 15-767 ARS 15-841

ARS 15-842 ARS 15-843

BULLYING

The San Tan Learning Centers' Governing Board is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and School employees have a right and a responsibility to report incidents of bullying. Reports must be made within 30 calendar days of the last incident.

Definition: Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others (to include, but not limited to, fear, anxiety, psychological and emotional harm).

Any student who:

- has committed the act of bullying

- intentionally filed a false report
- retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying will be subject to consequences in accordance with Policy, including possible police involvement.

LEGAL REF: ARS 15-341

Students and others should report any incidents of bullying to a School employee.

It is mandatory that School employees report any incidents of bullying in writing to school administration. Failure to report an alleged bullying incident may subject School employee to disciplinary action. The School employee shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law. Instances of reported or observed bullying that are in violation of the law or involve possible child abuse must be reported to the appropriate agency.

Procedures for Making Formal Reports or Complaints

A student who believes he/she has been the subject of, or is a witness to, bullying shall immediately notify any teacher, counselor, school nurse, school administrator or any other School employee. Students who cannot immediately file a report must do so within 30 calendar days of the last incident.

The School employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Child Protective Services or law enforcement).
- Have the student complete a Statement of Facts form.
 - An adult may assist the student in completing the Statement of Facts if necessary.
 - At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- Complete a Statement of Facts form.

- At a minimum, the School employee shall put the report/complaint in writing
 - containing the identifying information on the complainant and such specificity of
 - names, places and times as to permit an investigation.
- When a School employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

Procedures for Investigation of the Report/Complaint

The school administrator shall investigate the incident or the activity within 10 instructional school days.

Extension of the timeline may only be by necessity as determined by the Superintendent.

The school administrator shall check to see if an outside agency needs to be contacted (i.e., Child Protective Services or law enforcement).

The school administrator shall complete a *Student Discipline Referral* form if student is found to have violated the bullying policy.

Consequences

Those students who violate this policy are subject to disciplinary action in accordance with Policy, *Student Conduct*.

Withdrawing a Complaint

A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the incident.

San Tan Learning Center Schools
Electronic Information Services
Student Acceptable Use Policy

This document outlines the acceptable use of San Tan Learning Center Schools computers and computer network. Hereinafter this document is known as the Acceptable Use Policy (AUP).

Students may not use the Electronic Information Services (EIS) system for any non-educational purposes including, but not limited to, lobbying, soliciting, recruiting, promoting, or persuading outside organizations, etc. Student actions will be monitored and tracked. Downloading inappropriate or copyrighted material is prohibited or accessing inappropriate websites is strictly prohibited. Never disclose personal information. Notify school personnel if a communication is received or a website is accessed that is inappropriate. Network security is of utmost importance. If a security problem is identified, a system administrator, teacher or campus administrator must be notified immediately. Violation of this policy is subject to disciplinary action.

I understand and agree as follows:

1. San Tan Learning Center Schools provides the EIS System for the sole purpose of supporting approved educational activities.
2. **Internet Use:** Internet use is a privilege, not a right. Inappropriate use will result in a loss of network privileges, disciplinary action, and possible referral to legal authorities. An administrator may deny, suspend, or revoke specific user access and/or user accounts at any time.
3. **Unacceptable Uses:** Unacceptable uses of the EIS are outlined in Policy. Unacceptable uses include, but are not limited to:
 - a) Using the system for entertainment, commercial or political lobbying purposes.
 - b) Plagiarizing or misusing copyrighted material.
 - c) Attempting to spread viruses in the EIS system.
 - d) Using Internet games, MUDs (Multi User Domains), and IRCs (Internet Relay Chats).
 - e) Installing, downloading, archiving, distributing or sharing any software or digital file(s) (such as movies, music, or text) for non-educational purposes.

- f) Providing personal addresses, phone numbers, or financial information in network communication.
 - g) Providing to another person or using another person's account information.
Passwords should be changed frequently.
 - h) Moving or attempting to repair School owned hardware. Vandalism will result in disciplinary action.
 - i) Bringing personally owned technology hardware and attempting to use it with
School-owned hardware with the sole exception of removable flash drives.
 - j) Harassing or engaging in personal attacks, including prejudicial or discriminatory, on
individuals or groups. This would include, but is not limited to, material that is
defamatory, abusive, obscene, profane, sexually oriented, threatening, racially
offensive, or illegal.
 - k) Posting chain letters or engaging in email spamming.
 - l) Posting information that could cause damage or danger of disruption to the
educational environment.
 - m) Attempting to or gaining unauthorized access to School systems or data, destroy
software, or interfere with system operation or security.
 - n) Engaging in any illegal or inappropriate acts including, but not limited to, the
purchase, sale or distribution of drugs or alcohol, criminal conduct, etc.
4. **Termination of Account:** Users may be granted an account on a year-by-year basis. Upon leaving the School, the user account will be deleted.
5. **Parent Opt-Out:** Reasonable precautions will be taken to supervise student use of the Internet. The School is not

responsible for the accuracy or quality of information that students obtain through the

Internet. The parent may choose not to allow his/her child to use computers or the

Internet while at school.

My Rights: I understand that the School may restrict my speech for valid educational or business reasons. The School will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

- a) There is no right of privacy with respect to the EIS System.
- b) Routine maintenance and/or monitoring of the EIS System may lead to discovery that I have violated School Policies, Administrative Regulations, this Agreement, or the law.
- c) An individual search of files will be conducted if there is reasonable suspicion that I have violated this Agreement, School Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
- d) The School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the EIS System.
- e) If I am alleged to have violated this Agreement, School Policy or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the School's disciplinary code, it will be handled in a manner described in the disciplinary code.

Disclaimer Of Liability

The School makes no warranties of any kind, expressed or implied, for the services provided. The School shall not be liable for damages caused by inappropriate use of the EIS system, copyright violations, mistakes or negligence. The School shall not be responsible for any costs incurred without the School's prior written permission. The School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The School shall not be responsible for any damages suffered while using the EIS system (e.g. loss of data or service interruptions). Use of any information

obtained via the information service is at the student's own risk. Parents and students can be held financially responsible for any damage to the system as a result of intentional misuse.

**AWARENESS CONTRACT AND
RECEIPT OF STUDENT HANDBOOK THAT OUTLINES STUDENT
CONDUCT POLICIES AT
SAN TAN LEARNING CENTER SCHOOLS**

*This information is presented in order to ensure the safety and well being of all students at San Tan Learning Center Schools. It is also meant to ensure that all students and parents/guardians have received communication regarding the **Governing Board's** special policies dealing with drug/alcohol abuse, dangerous items/deadly weapons, the attendance policy, and the Electronic Information Services (EIS) Student Acceptable Use Policy.*

The signatures below indicate we have received communication regarding the following Governing Board policies:

- ❖ Policy regarding harassment (e.g., sexual, race, color, national origin, religion or disability).
- ❖ Policy Student Conduct
- ❖ Policy regarding drug alcohol abuse. We understand that drug/alcohol abuse includes illegal drugs, alcohol, prescription drugs and other mind-altering substances. Abuse includes the possession, use, distribution, sale, or purchase of any of the above.
- ❖ Policy regarding dangerous instruments and deadly weapons in school.
- ❖ Policy regarding negative student group or gang affiliation.
- ❖ Electronic Information Services Student Acceptable Use Policy.
- ❖ A student must be in attendance at least 94% of the time. Excessive absences may result in a truancy referral and/or retention, and possible placement in a Diversion Program. Excessive absences include excused and unexcused absences.
- ❖ Receipt of the Family Handbook that outlines other student conduct policies such as fighting, assaults, threats, bullying, inappropriate language, smoking, attendance, tardies, dress code, insubordination, etc.

If the student is found in violation of these policies and agreements, he/she may be suspended or expelled from school. By signing this document, we are indicating that we are aware of these policies and that our signatures will be in force for the 2008-2009 school year. We understand that at any time, if further clarification is needed, we will contact the school principal.

Student's Printed Name: _____ **Grade:** _____

Administrator's Signature: _____

Parent's Signature: _____ **Date:** _____

Parent's Printed Name: _____