

# St. Johns Learning Center

## Student Handbook

2019-2020



P.O. Box 429

360 Redskin Drive

St. Johns, AZ 85936

928-337-2221 ext. 2033

## St. Johns Unified School District #1

### District Officials

#### School Board Members

Eve Patterson – President, Leslie Welker – Member, Brent Overson – Member, Delos Bond - Member  
David Eisley - Member

#### Administration

Edward Burgoyne – Superintendent  
Roger Heap – Principal  
David Bradshaw – Assistant Principal

#### Learning Center Teachers

Ginee Scarbrough  
Debbie Crawford  
David Bradshaw

#### Office Personnel

Candy Garcia, Shelly Finch, Robin Gore

#### Custodians

Karl Holden, Evilia Castillo,

### Annual Public Notification of Nondiscrimination

St. Johns Unified School District #1 does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators:

#### Section 504 Coordinator

Special Services Director  
555 West 7<sup>th</sup> South  
St. Johns, AZ 85936  
928-337-2279

#### Title IX Coordinator

David Bradshaw, Asst. Principal/AD  
360 Redskin Drive  
St. Johns, AZ 85936  
928-337-2221 ext. 1004

## **Notificación de Non Discriminación**

St. Johns, Unified School District No. 1 no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras, de St. Johns Unified School District No. 1 Career and Technical Education Department no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles (Transportation Technologies, Business Management and Administrative Services, Culinary Arts, Graphic Communications, Welding Technologies, Cosmetology, Education Professions, Fire Services, Nursing Services, Medical Assistant, Electrical and Power Transmission Technologies). El St. Johns Unified School District No. 1 tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI de Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance:

Section 504 Coordinator  
Special Services Director  
555 West 7th South  
St. Johns, AZ 85936  
928-337-2279

Title IX Coordinator  
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## **The Family Educational Right & Privacy Act (FERPA)**

Statute 20 U.S.C. 1232g. Regulations: 34 CFR Part 99

FERPA provides that an LEA that receives department funds (in this case St. Johns Learning Center) may not have a policy of practice of denying parents the right to:

- Inspect and review education records
- Seek to amend education records
- Consent to the disclosure of personally identifiable information from education records except as specified by las

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”)

## **Special Education Services**

The district will apply for a Collaborative Program Review grant to assess district procedures used in identification, evaluation, placement and delivery of special education and related services to students with disabilities. The application and all related documents are available for review by contacting the Special Services Director at P.O. Box 429, St. Johns, AZ 85936 or by calling 928-337-2279.

## **Directory Information**

The Title IX No Child Left Behind Act of 2001, Section 9582, and SJUSD Board Policy 5.10 states that high school principals are required to give out information to universities, colleges and U.S. Armed Service recruiters when such release is clearly in the student’s best interests. This information includes names, addresses, and telephone listings. Parents may request in writing that such information not be release for their child without prior written parental consent.

## **Concerns and Complaints Procedures**

Community members, parents and staff member: We appreciate your suggestions and input. We strive to provide a quality, safe, learning environment for all students. We hope to work together as a team to meet the needs of our students. We realize that from time to time problems do arise.

If you have a concern or complaint with one of our staff members, procedures, or facilities, please follow this board approved plan for conflict resolution:

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1. First, talk to the person that you have the concern with. Over 90% of all problems are taken care of at this level.
2. If you still feel that your concern has not been addressed properly, than contact that person’s supervision or one of the principals.
3. Contact the superintendent.
4. Finally, contact the School Board. (Please remember that a school board member has to be very careful not to receive too much information or become involved early on. If they do and your concern comes before the board, that member may need to declare a conflict of interest and they would not be of any assistance to you.)

Below are the names and phone numbers of the supervisors, assistant principals, principals and superintendent for your use:

Roger Heap – Learning Center Principal	928-337-2221 ext. 1005
David Bradshaw – Assistant Principal/AD	928-337-2221 ext. 1004
Edward Burgoyne – Superintendent	928-337-2255 ext. 1105
Luz Winter – Special Services Director	928-337-2279 ext. 1207
Nelson Davis – Maintenance/Transportation Director	929-337-2255 ext. 1017
Kay Hauser – Food Service Director	928-337-2255 ext. 2236
Kimberly Dugdale – Finance Director	928-337-2255 ext. 1106
Ginee Scarbrough – Learning Center	928-337-2221 ext. 2033

### **Mission Statement**

The St. Johns Learning Center exists to provide an alternative pathway to educational success for students at risk of not receiving a high school education. The goal of our educational program is to provide schooling which incorporates rigor, relevance and relationships in an individualized, flexible plan that emphasizes lifelong success and learning. To achieve this goal, the St. Johns Learning Center utilizes time clock scheduling and computer based content delivery combined with project based learning to provide instruction across a broad secondary curriculum which parallels that offered at the St. Johns High School.

### **Welcome to St. Johns Learning Center**

St. Johns Learning Center welcomes you to its ranks. We hope you will become familiar with its policies and procedures and take full advantage of the opportunities it will provide you.

The policies and procedures contained in this student handbook are of great importance to you. This information has been carefully prepared to help you adjust to St. Johns Learning Center, be successful during your time here and become an integral part of the school.

As you do this, you will prepare yourself to become a responsible citizen, which is the ultimate purpose of education. Accepting and carrying out obligations of good citizenship while you attend St. Johns Learning Center will prepare you better than anything else to finally take your place in our complex society. Pursuing your classwork as well as participating in extracurricular activities at St. Johns Learning Center will help you not only academically, but also socially, to develop traits of dependability, commitment and perseverance, all of which will help you as citizens of our nation and in your future careers.

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**Schedule****Monday - Thursday**

7:50 AM to 3:30 PM

**Friday**

8:00 AM to 12:00 Noon

Teachers are on campus until 3:30 PM

**2018 – 2019 School Calendar**

August 12	First Student Day, Start of 1 <sup>st</sup> Semester
September 2	Labor Day (No School)
September 4, 5, 6, 7	Apache County Fair
October 11	End of First Quarter
November 11	Veterans Day Observed (No School)
November 27, 28, 29	Thanksgiving (No School)
December 20	End 1 <sup>st</sup> Sem. Start Christmas Break
January 6	Start 2 <sup>nd</sup> Sem. End of Christmas Break
January 20	Martin Luther King Day
February 17	President's Day
March 16-20	Spring Break
April 1-30	AZ Merit Testing Window
April 10	Good Friday / Snow Day if needed
May 22	End of 2 <sup>nd</sup> Semester

## **I. Eligibility for Enrollment**

The St. Johns Learning Center exists to provide students who based on evaluations by their parents, their teachers and themselves are recognized as having needs not served by the traditional high school program. Prior to enrollment it is necessary for the Learning Center administrator in conjunction with the parent, the student and any other interested parties (counselor, former teacher, principal, etc.) to determine if that student's needs will be best served by attendance at the Learning Center. In addition, the state of Arizona has articulated criteria for alternative school environments. While an effort will be made to comply with these criteria, they are not the primary factors which will be utilized to determine eligibility. The best interest of the child will always be the number one factor utilized to determine if a student will be allowed to enroll at the St. Johns Learning Center.

## **II. Maintaining Enrollment**

The primary purpose of the St. Johns Learning Center is to provide students with an *opportunity* to complete their coursework and their graduation requirements in an alternative setting. Taking advantage of this opportunity is a privilege. In order for students to maintain their enrollment at the St. Johns Learning Center they must meet certain levels of performance. Students who are unable to meet these performance criteria may be withdrawn or redirected to another program within the district. These criteria fall into three categories.

- A. Attendance: Students who are unable to maintain their attendance will not be able to maintain their enrollment.
- B. Behavior: Students who are unable to behave appropriately will not be able to maintain enrollment.
- C. Academic Performance: Students who are unable to achieve the necessary levels of academic performance as defined by the teacher for each individual, will be unable to maintain their enrollment.

Students who fail to maintain their enrollment are eligible to reenroll in the St. Johns Learning Center after three weeks have passed. They may be required to complete an entrance interview with the principal to determine what changes they have made which will ensure that the same problems do not continue.

## **III. Text Books and Student Fees**

There are no fees associated with Learning Center Courses or activities. However, students participating in athletics or NAVIT should refer to the St. Johns High School student handbook for information about fees for those programs.

#### IV. Graduation, Grading, Scheduling, Field Trips, ETC.

##### A. Graduation Requirements

###### 22 Total Credits Required (2019-2020)

English	4 Credits
Government/Economics	.5/.5 Credits
American History	1 Credit
World History/Geography	1 Credit
Math (To include Algebra II)	4 Credits
Science	3 Credits
PE/Health	1 Credit
CTE/Fine Art	1 Credit
Electives	<u>6 Credits</u>
	22 Credits Total

**B. Grading**

**Students at St. Johns Learning Center are graded on a letter grade scale.**

**1. Grading Requirements**

- A. 90% to 100% is given for work of such character as to merit special recognition.  
4.00 A 90 to 100
- B. 80% to 89% is given for work that is above average in class. 80% is considered mastery Level. No course work will be accepted below this level.  
3.00 B 80 to 89
- C. 70% to 79% is given for work that is at an average level. 70% is considered the mastery level for comprehensive exams. Students must demonstrate mastery to achieve credit.  
2.00 C 70 to 79
- D. 60% to 69% is given for work which is below average, fulfilling only the minimum essential requirements. Students achieving at this level will be required to redo coursework.  
1.00 D 60 to 69
- E. Below 60% is given for work which is failing to meet minimum requirements and indicates That the student must repeat the class to receive credit.  
59 or below F

**2. 2019-2020 Grading periods and Report Cards****C. Course work / Credit Recovery**

Students who have enrolled in courses at other schools but have not received credit for the course will be enrolled in the course on a Credit Recovery basis. Students who have never been enrolled in a course before will be required to complete the entire course. Once the course is completed and mastery is demonstrated the student will receive credit for the course.

**D. Final Examinations**

Each course includes a final examination. The students grade on the final exam will make up a percentage of the course grade and must be taken. Students must demonstrate a mastery of the entire course to the level of at least 70% to achieve credit. Students who fail to demonstrate mastery on their final examination must redo the course as credit recovery.



## V. Absence and Tardy Policies

### A. Philosophy

Regular attendance relates directly to academic success therefore, Regular attendance is required of all students at St. Johns Learning Center. Absence from a scheduled class for any reason degrades academic performance and makes meaningful academic achievement difficult. All students need to learn the behavior of regular attendance. Getting to school as a student equates with getting to work as an adult. As long as the world of work regards reliability and punctuality as desirable traits, these behaviors shall be taught and reinforced at the St. Johns Learning Center.

### B. Definitions

1. **Absence:** An absence takes place when a student fails to report during assigned time.
2. **Institutional Present:** An absence that has been made up.
3. **Absence Limit:** Students at St. Johns Learning Center agree to maintain 100% attendance which is at least 20 hours per week.

### C. Regulation

Students will utilize a time-card system to report attendance. When a student arrives at school they will clock-in and when they leave they will clock out. Students who fail to use the time-card may not receive credit for time attended. Note: attendance will also be tracked in PowerSchool by period for all 7 periods. During each school day, students will be allowed up to a 5 minute break at the end of each hour of class time. This break will occur at the same time as SJHS students per the high school schedule.

All absences and tardies are expected to be made up. Students must at least 20 hours per week to remain in the program. When a student's attendance level drops below 20 hours per week, contact will be made with the parent informing them that the student has two weeks to raise their attendance level. If the student is still deficient at the end of the second week a second contact will be made informing the parent that the student will be withdrawn if absences continue. If at the end of the third week, the student's attendance is still below 20 hours, the student will be withdrawn and the parents notified.

### Friday Attendance:

The learning Center will be open for students Friday mornings from 8:00 AM to 12:00 Noon. Students are expected to come to school on Fridays if they had absences earlier in the week or are behind on course work. Students will lose their privilege to attend on Friday if they attend but do not attend class and complete the work assigned by the teacher.

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Friday is designated a make-up day for any missed time either through an absence, a tardy or leaving the premises before the end of the school day. A student who is having trouble staying on task or who is disturbing the learning environment might also be asked to leave and return on Friday to make up that time. In such case, a parent will be notified of the situation.

Using Fridays for this purpose makes it much easier for the student to make up missed time and allows working students to schedule make-up time so as not to interfere with work schedules. There will only be one session on Friday and students from both the morning and the afternoon weekly schedules will attend at the same time.

### **D. Probationary Attendance Contract**

Students whose overall attendance percentage for the semester remains below 20 hours per week for three consecutive weeks may at the principal's discretion, be offered a Probationary Attendance Contract. This contract requires students to attend 25 hours a week for as many weeks as it takes to raise their overall percentage over 95%. Students who violate the probationary attendance contract will be withdrawn and may reapply after six weeks. Students who fulfill the provisions of the probationary contract will not be eligible to receive another probationary attendance contract within the same semester.

### **E. Eligibility for Transportation**

The St. Johns Unified School District and the Concho Elementary School District have agreed to allow students enrolled at the Learning Center to utilize their transportation services. This is a privilege extended to enable students to attend school. Students who utilize these services are required to attend school for the entire day on the days they ride the buses.

Students who abuse this policy will lose the privilege of riding the buses to school and will be forced to find another method of transportation.

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**VI. Eligibility for Extracurricular Activities**

The St. Johns Unified School District believes that student activities are an important element of the total school curriculum. Student activities provide students with avenues for relevant expression and experience.

Extracurricular activities are defined as all activities for which no credit is earned (including interscholastic competition.)

Eligibility criteria to determine student participation is as follows:

1. All students that are participants in extracurricular activities shall maintain a passing grade in all their classes and be progressing toward graduation. Student progress will be reported by teachers every Monday by 8:00 AM. Eligibility checks will happen every week throughout the school year. A student who has an “F” grade in any class will be ineligible for the next week (Monday-Saturday). They will be allowed to practice with his/her extracurricular organization, club and team, but not participate in games/activities. Ineligible students may not travel with their group. Students can be declared eligible again at the next week’s grade check.
2. The principal or designee will notify a student of his/her ineligibility status as soon as possible following the grade check on Monday morning. Attempts will also be made to notify parents by e-mail or phone.
3. Credits earned in a summer school program will be applied to the previous spring nine weeks grading period of the completed school year. The student’s summer school courses must meet graduation requirements, and the grade must be recorded on the student’s permanent record in order for the school to certify the student’s eligibility to participate.

Administration will determine if the credits earned in summer school will constitute regaining athletic eligibility to begin the next school year

1. If a student is absent from school, the student will not be allowed to participate in any extracurricular function the evening or the day the excused or unexcused absence occurred. A student must be in attendance for at least one-half of the school day (4 periods) of an activity/game or on the day prior if a game is on a Saturday, holiday, or vacation. This includes seniors who may not have 7 periods. Participation in weeknight games is not an excuse for absence the day following the game. Also, any student who ditches one or more periods will not be allowed to participate in any extra-curricular activities that same day.

The responsibility for the enforcement of this rule rests with the coach/teacher in charge of the activity. If it is felt that justifiable reason exists to make an exception to the rule, the final decision will be made by the Principal or Athletic Director in accordance with A.I.A. regulations.

5. Any student whose general behavior presents a problem or jeopardizes general school discipline will be denied participation in extracurricular activities until such time his/her behavior warrants reinstatement, as determined by the administration.

## VII. OTHER SCHOOL GUIDELINES, REQUIREMENTS AND REGULATIONS

### A. Dress Code

Students are expected to keep themselves well groomed, neat and modestly dressed at all times. Any form of dress which is distracting or disruptive in appearance and detrimental to the purpose of the school will not be allowed.

No policy can address all situations, but the following guidelines are expected to be followed:

1. All students must wear some kind of soled footwear, but no slippers.
2. Clothing with, or reference of, any kind of alcohol, drug, tobacco, vulgar or sexual graphics is not permitted.
3. Bare midriffs, bare backs, bare shoulder, see-through blouses, halter-tops, tank tops, and plunging necklines are not allowed. Shirts, blouses, pants and dresses must be sufficient to completely cover all under garments during normal body movement. Pants must not sag below the normal belt line and/or expose underwear. Shirts and blouses must have a full shoulder and must be long enough to be tucked in or to cover at least the bottom of the belt line of pants, shorts and skirts.

Trench coats are not allowed.

Clothing with holes and slits, tight bike shorts, and ragged cutoffs are not allowed. Longer-style tops are to be worn with leggings and skin-tight pants. Longer-style tops are defined as being lower than the fold of the leg.

Jeans with holes may be worn with leggings underneath as long as the holes are not extreme.

Hats or headwear of any kind are not allowed in any school building during the normal school day. This means all headwear are NOT to be worn or hand carried in the school buildings. Hoods are not allowed to be worn in the buildings and bandannas are not allowed to be worn or shown at any time.

Sunglasses, unless prescribed by a physician, are not to be worn in any building.

Students may wear pants, sweats, shorts, dresses or skirts provided the length is to the top of the kneecap or below. Pajamas are not considered appropriate attire except on special days.

Special clothing or safety items may be required in some classes to prevent a hazard to the health or safety of the student.

Any clothing which might be identified as relating to gangs will not be allowed. This includes items or inscriptions attached to clothing.

P.E. clothing must follow the dress code with one exception: shorts can go to mid-thigh or below.

Determination of appropriate dress rests with the administration. When the mode of dress does not meet what is expected the following will occur:

1. First offense: Student will be asked to change clothes and be given a verbal warning.
2. Second offense: Student will be asked to change clothes and will be assigned one detention period. Parents to be contacted.
3. Subsequent offenses: Students will be assigned off-campus suspension or Saturday school, per administrative discretion.

**Note: The time that a student is out of class due to changing clothes may be considered to be unexcused, per administrative discretion.**

## **B. Illness During School Hours**

**If a student becomes ill during the school day, he/she should report to the office area to meet with an administrator or office staff member.** If necessary, the district school nurse will be called. Students will not be permitted to go home until a parent/guardian or responsible adult has been contacted by a staff member, and that person accepts the responsibility for the student.

**Under no circumstances should a student stay in a restroom for an extended time, or leave for home without proper authorization from the office. Such action will be considered a ditch from class and warrants disciplinary action.**

## **C. Automobile and Traffic Regulations**

Students who drive to school are expected at all times to abide by state, county and city traffic laws. Those who break the law will be referred to the proper authorities.

The privileges to drive or park on campus will be revoked for careless or discourteous driving. Cars are not to be used as lockers for books or other material. Students are to use their cars only when arriving at or leaving campus. Students are not to park in the designated faculty parking lot nor in areas where the curb is painted yellow or red. Violations of these rules may result in disciplinary action, including the loss of driving privilege and the towing away of the vehicle (at the owner's) expense.

## **D. Technology Resources/Internet**

Inappropriate use of technology resources/internet may result in cancellation of use of information services and/or appropriate disciplinary action. (Misuse may come in many forms but can be viewed as any message sent or received that indicates or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language.)

## **E. Emergency Evacuation of Building**

Timely evacuation of the building would be crucial in the event of a fire or other emergency. Practice is required to ensure everyone in the building would be safely evacuated in the event of an emergency. Fire and other emergency drills are required by state law and students are expected to fully cooperate.

Students should be familiar with the exit route for emergency evacuation in each of his/her classrooms. These are posted in each classroom. In the event of an emergency or drill it is the student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area. Students are not to go to their lockers, get a drink, or go to the restroom during an evacuation.

Any student not cooperating with the procedure will be subject to disciplinary action.

The student should have a conference with the counselor and/or the assistant principal to discuss the reasons for withdrawal and the possible solutions to the problems.

## **F. Student Health and Safety**

Students are expected to practice safety and good hygiene at all times. Including, but not limited to the following:

- No piercing of any kind on one's self or another student while at school.
- No tattooing of one's self or another student.
- Do not intentionally inflict any wounds, scratching, bites, etc., upon one's self or another student.
- Wash hands after using the restroom.
- Take precautions before coming in contact with blood or other body fluids.
- Always report injuries of any kind to an adult, teacher, administrator, etc.
- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff. Students not in compliance will be sent home or asked to use school facilities to shower and otherwise remedy their situation.

Intentional violation of good health and safety practices will result in disciplinary action, per administrative discretion, and reporting to proper legal authorities will occur.

**G. Check Cashing Policy**

The office personnel WILL NOT cash personal checks except for the purchase of school-related items. Lunch checks must be presented to the cafeteria, not to the office personnel for cashing. Further, the office personnel WILL NOT make change for students for any reason except in the purchase of school items.

**H. Skateboards**

St. Johns High School does not allow roller blades and/or skateboards to be used on or carried by anyone at any time on the school campus. This policy has the best interest and health of our students in mind.

**I. Electronic Devices**

Electronic devices such as MP3 players, or IPODS are not to be used during class time (lunch hour and passing periods are exceptions) without permission of the teacher. This includes head phones. The presence and use of these items could serve as a distraction to the educational process.

The school is NOT responsible for the loss/theft of any electronic device. If a student brings such an item to school, they do so at their own risk.

Disciplinary action will be taken against those students who violate this policy. Consequences will be the same as for cell phones (Section O).

It is noted, however, that teachers can make limited exceptions to this rule with respect to their own classrooms as needed and according to their desires, and if use supports the lesson.

**J. Cell Phones**

Cell phones and other portable electronic devices are valuable educational tools that, if used appropriately, can enhance the learning environment in the classroom. If used for texting, social media, or other inappropriate uses, it can distract from the learning process and such use is not allowed.

Cell phone usage is strictly prohibited in locker rooms, restrooms, and shower facilities. Cell phones may be collected by the teacher during testing or any other time deemed appropriate by the teacher.

Cell phones may be used before school, after school, in the hallways during class changes, and during lunch. However, during the class period, the teacher will set the guidelines for the use of cell phones in his/her classroom. If a student violates the teacher's policy, the teacher will confiscate the phone and turn it in to the Assistant Principal's office. The following consequences will be administered to the offending student:

1<sup>st</sup> Offense: Confiscation of phone for a minimum of 24 hours.

2<sup>nd</sup> Offense: Confiscation of phone for a minimum of 7 days.

3<sup>rd</sup> Offense: Confiscation of phone for a minimum of 14 days. Student will lose the privilege of using a cell phone for the remainder of the year. Parent/guardian of the student must retrieve the phone after the 14 days.

Refusal to surrender your phone upon violation of this policy will result in removal from class and possible suspension from school.

Any subsequent offenses: Off-campus suspension.

Please note that the school is NOT responsible for the loss/theft of any cell phone. If a student brings such an item to school, it will be at their own risk.

A parent may come to the office and request the return of the device if there are mitigating circumstances involved in its' return to the family. Administration will consider such requests on a case-by-case basis.

**K. Care of School Property**

No students shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students shall be subject to disciplinary action as deemed appropriate by the administration for willful destruction of school property.

In instances in which a student engages in conduct that results in damage to district property, the district may institute formal charges for the purpose of having the court order the student, or his parents, to make full or partial restitution to the district in accordance with law.

**L. Visitors**

A student planning on bringing a visitor must come into the office at least one day in advance of the appearance of the visitor and get approval of the principal or assistant principal as set forth on the visitor approval form.

Former students are always encouraged and invited to visit St. Johns High School with the approval of the principal or assistant principal. All visitors and guest speakers must check in at the office upon arrival.

**M. Released Time**

While the school provides for released time, students are still under the same strict attendance and behavior rules as set forth in this handbook. Any deviation from stated regulations may result in the student losing his/her release time privilege and/or being subject to school disciplinary procedures. This applies to students released to attend seminary classes. Any student on release time should not be on campus.

**VIII. Student Services****A. Guidance and Counseling**

Personal and professional counseling is available to all students. The school counselor maintains an up-to-date file on career data, college entrance information and scholarship material.

Conferences are encouraged between any student and his/her teachers or the school counselor whenever either party sees a need.

The counselor will assist students in test interpretation, career information and orientation, scheduling, assisting students with personal problems, college advisement and placement, follow-up studies and curriculum development.

**B. Library**

The library is open for several hours daily (times to be determined). Library books may be checked out for a period of three weeks. There are some encyclopedia and reference books available for a three day check out period. Videos may be checked out overnight.

Students are greatly encouraged to return library materials on time so others may use them. A list of overdue materials is posted outside the south library door each week. Students having over dues will not be allowed to check out additional materials until their record is cleared.

A copy machine is available in the library for student use.

The library has several computers, which have access to the internet available for student use. Students must obtain permission from the librarian and their parents to use the internet.

**C. Cafeteria**

A school lunch is provided at the high school cafeteria. Students may also bring a lunch to the school and eat it in the school cafeteria. Use of the lunchroom is a privilege, and good manners are to be used at all times. Students should dispose of all trash & left over food prior to leaving the area. Abuse of the rules of common courtesy and manners will forfeit the privilege of the use of the lunchroom and/or may result in disciplinary action. NO FOOD OR DRINK is to be purchased at the cafeteria or snack bar except during the designated lunch period.

It is not permitted for students to take cafeteria food out of the cafeteria unless permission is granted by administration.

The school campus is an open campus, meaning students are free to leave the school campus without checking out during the lunch hour. Students must take the necessary precautions to not be tardy to class after lunch.

#### **D. Telephone Messages**

Students will not be called from class for messages unless it is an emergency. Otherwise, phone messages will be recorded and sent to the student at the earliest convenient time.

#### **E. Lost and Found**

The lost and found department is located in the school office. Any lost articles that are found may be brought to the office. If a student has lost something he/she is welcome to check the lost and found in the office.

#### **F. Tutoring Services**

Tutoring services for up to ten hours are provided by the National Honor Society at no cost, and by Saturday school and detention coordinators by arrangement.

#### **G. Administering Medicine to Students**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the high school will cooperate with the family physician and the parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage, the time it is to be given, or as needed by doctor's orders.
2. There must be written permission from the parent to administer the medicine to the child.  
Appropriate forms are available from the school office.
3. The medicine must be turned over to the office staff upon arrival at school and placed in the vault. The office staff will disperse the medicine to the student, as needed.

\*Use or possession of prescription drugs without following the above rules is strictly prohibited. See page 35 for consequences.

### **IX. Academic Performance**

#### **A. Purpose**

Students enrolled at the St. Johns Learning Center are engaged in an active course of study. The program offered provides a useful alternative for some students. However not all students will benefit from participation in the program. To identify those students which are not being successful, two sets of criteria will be assessed. Based on performance on these criteria, decisions will be made about the student's future at the St. Johns Learning Center.

#### **B. Criteria**

The criteria which will be used fall into two categories, weekly and quarterly. Students will receive regular notification of their performance on these criteria. In addition, parents will be notified when a student's performance jeopardizes their enrollment.

##### **1. Weekly Criteria**

- Number of Lessons Completed – Each week students will receive a report showing how many lessons they completed during the previous week. If this report indicates that the student completed fewer than the school wide average number of lessons for that week, and they did not complete more lessons per day than the previous week, they will fail to achieve on this criteria.
- Average High Score Lessons – Each week students will receive a report showing the Average High Score they received for the work they did the previous week. If this report indicates that they scored lower than the school wide average high score for that week and they did not perform better than the previous week, they will fail to achieve on this criteria.
- Academic Probation – Students who fail to achieve on either of the weekly criteria for two weeks in a row will be placed on Academic Probation.



## 2. Quarterly Criteria

- Number of Credits Completed – Each three weeks students are expected to complete one half credit course. Students who fail to complete at least three half credit courses each nine weeks will have failed to achieve on this criteria.
- Academic Probation – Students who fail to achieve on this criteria will be placed on Academic Probation. The student will remain on Academic Probation until they raise their number of completed credits to the necessary level.

## 3. Academic Probation

- Students on Academic Probation will not be eligible for extracurricular activities.
- Students on Academic Probation will be required to meet twice a week with a staff member to go over their progress and ensure that they are moving forward.
- Students who remain on Academic Probation for more than six consecutive weeks or for any nine week in a semester will fail to maintain enrollment.

## **X. STUDENT’S RIGHTS, RESPONSIBILITIES. CODE OF CONDUCT, AND SCHOOL DISCIPLINARY POLICIES AND PROCEDURES**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons their age and maturity. Each student is obligated to respect the rights of classmates, teachers and all other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

Students who violate the rights of others, or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures. These measures are designed to correct misconduct and to promote adherence to the responsibilities of citizens in the school community.

High school students thought of by themselves and others as young adults must be mature enough to act as adults. If they choose not to follow adopted policy, they must be ready to accept the consequences.

### **A. Code of Conduct**

The Student Code of Conduct applies to students in the following situations:

1. On the school ground immediately before, during, and after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at a school activity, function, or event.
4. On the way to and from school on district provided modes of transportation or on a school activity and at bus stops and loading zones.

It is essential to remember that the purpose of St. Johns Learning Center is to provide an optimum environment where learning can take place. No behavior will be permitted which will prevent other students from obtaining the most from their educational opportunities as students at St. Johns Learning Center.

The consequences can range from a verbal warning to expulsion from school, depending upon the nature of the violation. It is the School Board’s desire that student discipline be progressive. It is also the Board’s desire that a teacher/administrator take into account all other relevant factors in determining an appropriate penalty.

The range of penalties that may be imposed for violations of the code of conduct include, but are not limited to:

Verbal warning	Written warning
Written notice to parents	Counseling
Probation	Detention
Suspension from transportation	Expulsion

Suspension from athletic participation	Off-campus suspension
Suspension from extra-curricular activities	Involuntary transfer
Suspension from social activities	Saturday school
Notification of civil authorities	Writing assignment

These penalties may be imposed either alone or in combination.

### **B. Detention**

Detention means that a student must report to the high school facility on assigned days for a period of time as a disciplinary measure for disobeying school rules and/or policies. The detention period will be during lunch and/or after school on Monday - Friday in an assigned area. The rules and procedures of detention are as follows:

1. The student may bring own lunch to the detention room if he/she wishes to eat lunch.
2. The student will report to lunchtime detention by 12:00 noon, or to after school detention by 3:35 p.m., which will last until 4:00 p.m.
3. A student will bring books, pencil, paper, etc., and will do meaningful school work. If not, an assignment will be given the student by the detention monitor, which will be due at the end of the detention time. It is noted that some detention periods may be spent cleaning up the school campus.
4. Missing detention without prior administrative approval will result in doubling the detention, Saturday School or suspension, per administrative discretion.

### **C. Saturday School Detention Rules**

Saturday School will be held at the high school in the assigned room, on the date assigned. Students are to enter the high school by using the main east entrance door located next to the office.

Student riders are to be dropped off at the faculty parking lot located on the south side of the building. Student drivers are to park their cars in the faculty parking lot. All drivers will adhere to our parking lot rules and all drivers must be careful not to emit excessive noise(s) such as from tires, racing engines, horns, etc.

There will be no loitering before or after Saturday School by students or those giving our students a ride to and/or from Saturday School. Students will not be allowed to associate with friends, relatives, family, or visitors during Saturday School.

Transportation to Saturday School is not and will not be provided by the school. Students are responsible for their own transportation to and from Saturday School.

Saturday School will begin at 8:30 a.m. The door will be locked at that time and no one will be admitted after that time. Dismissal will be at 11:30 a.m. and students must leave the school campus at that time.

There will be a five minute break at 10:00 a.m. Students may go to the restrooms, throw away paper, and sharpen pencils at that time.

Students will not be allowed to go to their lockers or use the telephone at any time.

Students are responsible to bring enough HOMEWORK to keep busy the entire time. Homework, extra credit work, and library books are acceptable items to work on. At no time will recreational articles be allowed, such as: radios, cards magazines, etc. Students must report with the necessary supplies to study.

At no time are students permitted to sleep during Saturday School. Students are not to even give the appearance of sleeping while serving Saturday School.

There will be no talking without permission. Students are to remain in their assigned seats. Only good behavior is acceptable.

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It is noted that some Saturday Schools may be used to clean up the school campus when deemed appropriate.

NO student will be permitted to leave the assigned area, designated break area, or building during Saturday School.

There is no smoking at any time. This applies to anywhere on the school property.

The St. Johns Learning Center Discipline Code, the parking lot rules, and all rules and regulations in the student handbook are in effect during Saturday School.

**Failure to abide by the above stated rules will result in at least one day of off-campus suspension per administrative discretion.**

Students who are employed and have jobs on Saturday are not excused from the program. Only the administrators can excuse a student from his/her assigned Saturday School prior to the assigned date, and then only under emergency conditions. If a student is excused from his/her Saturday School date, he/she will serve on the next Saturday School date assigned, if possible. If not, a day of off-campus suspension will be assigned.

Failure to attend Saturday School as assigned will result in the following:

- |                |  |
|----------------|--|
| 1st violation: | 1 or 2 days of off-campus suspension.<br>Parent conference required before student allowed back in school. |
| 2nd violation: | 2 days of off-campus suspension.   |
| 3rd violation: | 5 days off-campus suspension.  |
| 4th violation: | Appearance before the Governing Board for possible expulsion.  |

#### **D. Off-Campus Suspension**

Off-campus suspension can be assigned for one to nine days at the discretion of the high school administration. A suspended student is not to be on school campus during the time period of his/her suspension. All schoolwork missed during the time of suspension cannot be made up for credit. A student is encouraged to do the schoolwork, however, to keep up with the course content and to minimize the negative effect on his/her grades.

A suspended student is not to participate in any extracurricular activity during the time of suspension.

Long-term suspension means that a student is suspended for 11 or more days, up to the end of the current semester, or for an entire school year. Generally, long-term suspension is imposed after a hearing by a hearing officer and will result in the withdrawal of the student from school, as credit will not be attainable.

#### **E. Expulsion**

Expulsion is for a minimum of one calendar year.

A student who knowingly disrupts the orderly process of the school will be subject to disciplinary action. Students in the St. Johns School District may be recommended for expulsion from school for any one or more of the following offenses among others:

1. Willful destruction of school property.
2. Public usage of vulgar or profane language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.
3. Using or threatening to use a dangerous weapon on another student or staff member.
4. Assault on a student or staff member.
5. Theft or forgery.
6. Possession, usage, or pushing illicit drugs or drug paraphernalia, or alcohol.
7. Extreme behavior problems at school.
8. Failure to comply with reasonable directives from a school official.

NOTE: Please be advised that violation of the civil law, especially the possession or consumption of alcohol and/or drugs will result in the student being turned over to the appropriate law enforcement agency and may result in suspension or expulsion with attendant loss of credit.

## **F. Specific Disciplinary Actions for Certain Violations**

**(It is noted that the administration reserves the right to call the SJPD in reference to the below listed violations. It is also noted that violations of rules contained in this section are cumulative for the entire school career of a student at St. Johns High School.)**

### **1. Student Alcohol/Drug Abuse**

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

- a. All dangerous controlled substances prohibited by law.
- b. All alcoholic beverages.
- c. Any prescription or patient drug, except those for which permission to use in school has been granted pursuant to Board policy.
- d. Hallucinogenic substances.
- e. Inhalants.

Possession and/or use or being under the influence of alcohol, controlled substance or drug paraphernalia shall result in the following consequences (see page 31).

1st Offense: 9 days off-campus suspension, or if the student and parent agree, the following penalty will be assessed: 5 days off-campus suspension and 2 days Saturday School detentions and substance abuse counseling by a certified counselor. Parents must show the administration proof of continued counseling throughout the time period determined by the certified counselor as being necessary. The fee for the counseling is to be paid for by the student.

2nd Offense: A 2nd offense of this policy, which occurs anytime a student is enrolled at SJUSD, not just during the school year of the 1st offense, will result in long-term suspension and possible recommendation for expulsion, per administrative discretion

The above discipline will be imposed independently of court action. In all instances involving controlled substances, the principal will report the matter to the proper legal authority.

### **2. Smoking/Possession of Tobacco Products/E-Cigarettes or Any Device of that Nature**

1st Offense: 1 day off-campus suspension or tobacco cessation counseling.

2nd Offense: 3 days off-campus suspension with parent conference and referral to Juvenile Probation Office.

3rd Offense: Long-term suspension or expulsion, per administrative discretion.

### **3. Possession of Dangerous Weapons**

(Firearms, Clubs, chains, Firecrackers, Large Knives, etc.) 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 District.

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 District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R. S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be subject to disciplinary actions, including, but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

**Weapon** means any of the following:

- A firearm.
- A knife of any kind
- A destructive device.
- A dangerous instrument.

**Simulated weapon** means an instrument displayed or represented as a weapon.

**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 for the purpose of being used or being available for use to cause death or inflict serious physical injury.

**School premises** means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

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

For violations of the weapon policy (excluding firearms) for possession only:

- 1<sup>st</sup> Offense: Confiscation and written warning. Weapon will be returned to parent/guardian only.
- 2<sup>nd</sup> Offense: Confiscation and 1-3 days off-campus suspension.
- 3<sup>rd</sup> Offense: Confiscation and a minimum of 3 days off-campus suspension or up to a long-term suspension/expulsion per administrative discretion.

For violations involving possession of firearms or using or threatening to use any weapon:

Each offense: Long-term suspension or expulsion. It is noted that St. Johns Police Department may be called for any violation of the weapons policy per administrative discretion.

#### **4. Fighting**

- 1st Offense: 5 days maximum of off-campus suspension.
- 2nd Offense: Up to 9 days of off-campus suspension.
- 3rd Offense: Recommendation for expulsion or long-term off-campus suspension, per administrative discretion.

#### **5. Assault Against Another Person**

- 1st Offense: Up to 9 days of off-campus suspension.
- 2nd Offense: Same as third offense for fighting.

**It is noted that a Police Officer may be called in to consult with when a fight or an assault occurs. Criminal charges may be filed against one or both parties, depending on the circumstances, at the discretion of the office.**

**It is also noted that any student who encourages, promotes, instigates, or films a fight or assault will be subject to discipline per administrative discretion.**

**It is also noted that verbal confrontations that could lead to a fight will not be tolerated. Students who take part in such confrontations will be subject to discipline per administrative discretion.**

**6. Improper Language (classroom, halls, etc.)**

1st Offense: 1 detention period

Subsequent offenses: Administrative discretion.

**7. Improper Language (directed towards school employee)**

Each Offense: Saturday School, suspension, or recommendation for  
Expulsion, per administrative discretion.

**8. Public Display of Affection (other than hand-holding)**

Each Violation: May be addressed with verbal warning up to suspension, per administrative discretion.

**9. Sexual Harassment**

All individuals associated with the high school, including, but not necessarily limited to, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, per board policy ACA.

**10. Disruption of the Educational Process**

Each offense: Administrative discretion ranging from parental conference to expulsion.

**11. Plagiarism/Cheating**

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work idea, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation the following:

1. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations, or other bibliographical reference.
2. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
3. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.

**Saint Louis University School of Law Plagiarism Policy Statement.**

**Faculty of the Saint Louis University School of Law. 28 April, 2004, rev. August 2008. Saint Louis University School of Law Handbook, Chapter 7. Saint Louis University. 22 May 2009.**

**<<http://law.slu.edu/HANDBOOK/chapters/ch07/index.html>>.**

The penalty for cheating or plagiarism in each and every class will be as follows:

**1<sup>st</sup> offense in any class:** The teacher reports the plagiarism or cheating to the assistant principal who documents it in the student's discipline file.

**Resulting penalty:** The student will earn a ZERO for the work in question. A conference will be held with the teacher, student and administrator. Parents will be notified of the plagiarism/cheating and will be given an opportunity to attend the above named conference.

**2<sup>nd</sup> offense in any class:** The teacher reports the plagiarism or cheating to the assistant principal who documents it in the student's discipline file.

**Resulting penalty:** The student will earn a ZERO for the work in question. The assistant principal will process the student's one-day suspension from school. Parents will be notified of the plagiarism/cheating and of the suspension. A required parent conference will be held before the student may return to school.

**3<sup>rd</sup> offense in any class:** The teacher reports the plagiarism or cheating to the assistant principal who documents it in the student's discipline file.

**Resulting penalty:** The student will earn a ZERO for the work in question. The assistant principal will process the student's three-day suspension from school. The student will receive a FAILING GRADE in the class for the semester (for the class of the 3<sup>rd</sup> offense). Parents will be notified of the plagiarism/cheating, of the suspension, and that the student will receive an "F" for the semester. A required parent conference will be held before the student may return to school.

## 12. Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for, or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

Definitions:

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions:

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

## 13. Student Violence/Harassment/Intimidation/Bullying

The governing Board of the St. Johns Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- Occurs when there is a real or perceived imbalance of power or strength, or
- May constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- Damage to or theft of personal property.

Cyber Bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individuals(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.



Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

**14. Threats**

Threats of any kind will not be tolerated whether they are made towards students or staff members. A police officer will be called in to investigate all threat situations. Criminal charges could be filed and school discipline will be assigned, per administrative discretion.

**15. Trespassing/Vandalism/Pranks**

Any act that causes damage, disrupts the educational process or the regular duties of any employee, will be considered a violation of school policy and will result in disciplinary action for those involved, to include but not be limited to:

- Denial of privileges such as senior trip, athletics, or any other extra-curricular activities
- Denial of participation in graduation exercises
- Full restitution
- Suspension or expulsion from school
- Referral to law enforcement
- Any other consequence deemed appropriate by school administration

**G. Excessive Disciplinary Infractions for Improper Behavior**

**(Infraction is defined as any need for disciplinary action that results in at least a detention).**

The following disciplinary procedures will occur for any infractions or combination of infractions. Infraction incidents will accumulate on a yearly basis, not by semester:

- 5th Incident: Parents notified.
- 8th Incident: Parents notified.
- 10th Incident: Parent conference will be required.
- 12th Incident: Parents notified and Saturday School will be assigned.
- 14th Incident: Student suspended out of school at least one day and parent conference will be required.
- 15th Incident: Long-term suspension and/or loss of credit or recommendation for expulsion.

**H. Student’s Right to Due Process Procedure  
For Due Process/Student Rights**

- Off-Campus Suspension
1. Informal meeting with principal or designee prior to suspension. This meeting to include parent(s) if desired.
  2. Student presented with charges, evidence and witnesses, if any, against him/her.
  3. Student given opportunity to deny charges, rebut evidence.
  4. Unfavorable decisions may be appealed to superintendent.

- For Expulsion (No longer a student of respective school)
- Recommendation from the principal and superintendent to Board of Education:
1. Right to be present at Board of Education hearing.
  2. Right to counsel.
  3. Right to observe evidence.
  4. Right to question witness.
  5. Right to present evidence.
  6. A record of the hearing will be kept.
  7. The findings of the Board shall be reduced to writing and sent to student and parents.

## **I. The School's Rights & Responsibilities in Conducting Searches & Interrogations**

### **1. Searches**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists, or that it has been used in an illegal manner.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remains the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

### **2. Interrogations**

The School District has legal custody of students during the school day and during approved curricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials.

When possible, the parents of a student to be interrogated will be contacted before the interrogation. During the time a student is being interrogated in school by a police officer or other outside officials, the jurisdiction of the student resides with the District and its employees. A parent or school administrator may be present during these interrogations. When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a child has been taken into custody and/or has been interrogated by legal authorities. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

## **J. Student Concerns, Complaints, and Grievances**

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying another student. Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.