



**Student/Parent Handbook  
2019-2020**



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## LOCATIONS

### Peoria Campus

8194 W. Deer Valley Road, Suite B108  
Peoria, Az. 85382  
Office: (623) 242-2722  
Fax: (623) 566-1634  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### Tempe Campus

1833 N. Scottsdale Rd.  
Tempe, AZ 85281  
Office: (480) 947-9511  
Fax: (480) 947-9624  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### South Phoenix

Kroc Center  
1375 E Broadway Rd  
Phoenix, AZ 85040  
Office: (602) 362-2996  
Fax: (602) 875-5178  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### Maricopa

20800 N. John Wayne Pkwy Suite 107  
Maricopa, AZ 85138  
Office: (520) 413.0261  
Fax: (480) 565-1206  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### Maryvale

YMCA Family Branch  
3825 N. 67th Ave  
Phoenix, AZ 85033  
Office: (602) 362-2995  
Fax: (602) 875-5179  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### Glendale

YMCA Family Branch  
14711 N. 59th Ave  
Glendale, AZ 85306  
Phone: (623) 299.9851  
Fax: (623) 219.4865  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### Surprise

15693 N. Reems Rd Suite 117  
Surprise, AZ 85374  
Phone (480) 405-9949  
Fax (480) 865-2201  
School Hours: 7:30 AM – 3:30 PM Monday – Friday

### Administrative Office

8253 W Thunderbird Rd #107  
Peoria, AZ 85381  
Office: (602)334-4104  
Fax: (623) 299-9898

Look us up on the web:

<http://studentchoicehighschool.com>

## Executive Team

**Scott Lopez**  
Chief Executive Officer

**P. Scott Meehan**  
Executive Vice-President Business Development

**Shawna Lopez**  
Chief Operations Officer

**Chris Barnes**  
Superintendent

**Rachelle Morris**  
Deputy Superintendent

**Kevin Sotomayor**  
Chief Officer of Human Resources

**Kimberly Franz**  
Chief Officer of Curriculum and Instruction

**Dr. Amy Fuller**  
Chief Officer of Community Relations and Outreach

### **Mission Statement**

The mission of the Student Choice High School(s) with a curriculum and instructional program that meets the educational needs of at-risk students on an individual basis is to utilize public funds to provide and promote meaningful learning experiences. In a caring manner we will remove the “risk” and prepare our students to be effective, responsible, self-reliant citizens who strive to lead a successful life beyond a high school diploma.

### **Vision Statement**

At *Student Choice High School*, it is our vision to **Motivate** students to come to school and learn each day, **Educate** students using the best possible curriculum and highly qualified and caring staff, and to **Graduate** students into successful, productive and exciting futures.

## ACCREDITATION

Student Choice High School is fully accredited by AdvancED.

AdvancED is the largest community of education professionals in the world. They are a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems to ensure that all learners realize their full potential. While their expertise is grounded in more than a hundred years of work in school accreditation, AdvancED is far from a typical accrediting agency. Their goal isn't to certify that schools are good enough. Rather, their commitment is to help schools improve.

Combining the knowledge and expertise of a research institute, the skills of a management consulting firm and the passion of a grassroots movement for educational change, they serve as a trusted partner to 34,000 schools and school systems—employing more than four million educators and enrolling more than 20 million students—across the United States and 70 other nations. AdvancED was created through a 2006 merger of the Pre-K-12 divisions of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)—and expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2012.



## ACADEMIC PLANNING

### Guidance

The school will provide a program that focuses on what all students should know to be College and Career ready. Students will receive lessons that will help them make decisions based on these three domain areas: academic, career, and personal/social. The emphasis is on academic success for all students, so that they can achieve success in school and develop into contributing members of society.

### Arizona Education and Career Action Plan (ECAP) for Students in Grades 9-12

Schools shall complete for every student in grades 9-12 an Arizona Education and Career Action Plan ("ECAP") prior to graduation. Schools shall develop an Education and Career Action Plan in consultation with the student, the student's parent or guardian and the School Guidance Counselor or Administrator. School Guidance Counselors or Administrators shall monitor, review and update each Education and Career Action Plan individually with the student annually.

### Arizona Career Information System (AzCIS)

Arizona Department of Education, Career and Technical Education is pleased to offer AzCIS (Arizona Career Information System) to Arizona residents. AzCIS is designed to provide educational, career, and occupational information to help students in making better-informed career and school choices. Every student will have an opportunity to create their own student portfolio in AzCIS to help them plan for postsecondary experiences: <http://www.azcis.intocareers.com>

### Mentorship

Students will be assigned a Mentor upon enrollment. The Mentor will meet with the student upon enrollment and periodically thereafter to discuss academics, attendance, and social skills.

## GRADUATION REQUIREMENTS

### Student Choice High School Graduation Requirements

Credit Requirements align to Arizona State Minimum (A.R.S. § 15-701.01)

\* **Indicates REQUIRED courses per the State Board of Education**

English	4 credits	<i>*(English 1, English 2, English 3, English 4)</i>
Math	4 credits	<i>*(Algebra 1, Geometry, Algebra 2)</i>
Science	3 credits	<i>*(to include 1 Life Science such as Biology)</i>
Social Studies	3 credits	<i>*(American History, World History, Government, Economics)</i>
CTE/Fine Arts	1 credit	
Electives	7 credits	
<b>Total</b>	<b>22 credits**</b>	

**\*\*Students seeking entrance to a University should reference their required competency/course requirements to ensure requirements are met for admissions.**

### Grading Scale

A	90%-100%
B	89%-80%
C	79%-70%
D	69%-60%
F	59%-0%
P	Pass
INC	Incomplete

## Grading And Course Completion Guidelines

- Course grade determination
  - 80% Computer software lessons and quizzes
  - 20% Final Exam
- All grades must represent learning (student academic achievement).
- There will be documentation of student progress toward mastery.
- Courses are scheduled for 12-week terms, or 8-week for CRx mode. Courses not completed within the term will be given an Incomplete (INC) as their final grade. Students must retake the course and receive a passing grade to earn credit for the course.
- Beginning with the first “grade in progress” report, and continuing until the end of the course, each student’s current grade will be available by directly requesting the grade from the teacher, or through electronic means.

## ASSESSMENTS

SCHS requires two types of assessments to measure student academic progress and proficiency: Formative and Summative. Formative assessments include Placement tests, Pre-tests, and Benchmark tests all used to determine a student’s **progress** towards mastery of the Arizona State Career and College Readiness Standards and Course Competency. Examples of summative assessments include the AzMerit, AIMS, AZELLA, Civics Exam, and Post-Tests (Final Exams) which are used to measure the student’s **proficiency** of the Arizona State Career and College Readiness Standards (AZCCRS’s) and Course Competency. These tests are required for course completion and to obtain a Graduation Diploma. All state mandated assessments **MUST** be taken at the school to ensure valid and reliable results. This includes the Pre-Test(s) of any course in CRx mode and is at the discretion of the campus Principal. (CRx allows students to flex the course lessons and quizzes based on demonstration of proficiency during the course Pre-Test).

## Civics Test Requirement for Graduation

The American Civics Act (House Bill 2064) requires all students to pass a civics test in order to graduate from high school. The test is comprised of 100 questions identical to the United States Immigration and Naturalization Test. Once students pass with a score of 60% or above, it will be notated on their official transcript.

## IDEA – SPECIAL EDUCATION

As defined by federal law, special education means specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability [IDEA 97 300.26(a)]. Arizona Revised Statutes defines a "child with a disability" as a child who is at least three but less than twenty-two years of age, who has been evaluated and found to have a disability and who, because of the disability, needs requires specially designed instruction and related services in order to access the curriculum and related services [ARS 15-761(2)].

## Child Find

Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires Public Education Agencies (PEA) to locate, identify, and evaluate all children with disabilities, aged birth through 21, located within their boundaries of responsibility who are in need of early intervention or special education services.



### **45-Day Screening Process:**

Arizona State Board of Education rules (found in the Arizona Administrative Code) require that “identification (screening for possible disabilities) shall be completed within 45 calendar days after entry of each student and any student enrolling without appropriate records of screening, evaluation, and progress in school, or after notification to the [school] by parents of concerns regarding developmental or educational progress by their child aged 3 years through 21 years.” [A.A.C. R7-2-401(D)(5)]

“If a concern about a student is identified through screening procedures or through review of records, the public education agency shall notify the parents of the student of the concern within 10 school days and inform them of the public education agency procedures to follow-up on the student’s needs.” [A.A.C. R7-2-401(D)(8)]

Requests for information can be made to the following individual at our district office:

Lauren Diesner  
Administrator for Student Services  
[ldiesner@schsaz.com](mailto:ldiesner@schsaz.com)  
8253 W Thunderbird Rd #107  
Peoria, AZ 85381  
Office: 623-223-7875

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students. Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

### **A PARENT’S RIGHT TO KNOW**

As a parent of a student at Student Choice High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child’s teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grade and subject he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Kevin Sotomayor, Chief Officer of Human Resources, at (602)334-4104.

### **ATTENDANCE POLICY (For Traditional Students Only)**

#### **Ninety Percent (90%) Attendance Requirement**

In order to receive credit, 90% attendance is required (ARS 15-803B) Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. In such cases, to receive credit, students are expected to make up missed work in a timely manner.



### **Attendance Loss Of Credit Appeal**

If a student is in loss of credit status due to excessive absences, a letter will be mailed home explaining the reason for possible loss of credit as well as the procedure to appeal. Students and parents must sign and return the appeal form. A parent conference may be required to develop a plan for a successful appeal. Students are expected to continue to attend class and complete assigned work. Attendance and grades will be considered in granting appeals. The attendance appeals committee will determine credit status.

### **Verified Absences**

Absences that the parents/guardians excuse by phone or note (authorized school activities are not absences) within one day of the student's return to school. Physician's documentation of illness may be required.

### **Unverified Absences**

Absences not authorized by parents within 24 hours of the student's return to school OR absences that an administrator has confirmed as unauthorized OR absences that are for other than illness or family emergency. If an appeal conference is requested, student, parent, teacher, and administration shall confer to determine future action.

### **State Truancy Law**

School attendance is not only a good habit; state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

### **Student Responsibilities**

Students are obligated to attend classes for which they are scheduled. Students are to:

- Be prompt to all classes.
- Check out with the attendance office prior to leaving campus. Students must have prior permission to leave campus. Absences from students leaving without permission from attendance, the nurse, or administration will remain unverified.
- Report to class first and obtain permission from the teacher to leave class for any reason.
- Report directly and immediately to the attendance office upon arriving late to school. Students are not to loiter in cars or around campus.
- Have all absences excused by parent/guardian no later than one day upon returning to school.
- Ninety percent (90%) attendance does not imply that a class will be automatically passed. Students must attain a passing grade to receive credit.

### **Parent/Guardian Responsibilities**

It is the parents'/guardians' responsibility to ensure that students attend school regularly and inform the school of any absence. By law, students under the age of 16 are required to attend school.

Parents/guardians shall be responsible for:

- Assuring that students under the age of 16 enroll in school and attend regularly.
- Excusing student absences by:
  - Contacting the attendance office prior to an absence
  - Calling on the day of the absence before 4:00 p.m.
  - Sending a note.
- Absences not excused within 24 hours will remain unverified

### **School Responsibilities**

It is the school's responsibility to:

- Maintain accurate attendance records
- Make a reasonable effort to inform students and parents/guardians of the attendance policy and procedures (electronic phone calls/text, summer mailer, handbook, student meetings)
- Make a reasonable effort to communicate with parents regarding excessive absences, (electronic phone calls/text, direct calls, mail and report card, e-mail)
- Meet with parents upon request
- Communicate with parents after each student's absence
- Notify student and parent of loss of credit

- Provide attendance summaries to parents upon request
- Explain the attendance policy and procedures at the beginning of school

### **Teacher Responsibilities**

- Take attendance daily and keep accurate records
- Contact parent when absences interfere with academic performance
- Consult with student regarding possible loss of credit, and provide make-up work for students with verified absences
- Teachers will determine whether students will receive credit based upon academic performance and attendance

### **TARDY PRACTICE (For Traditional Students Only)**

#### **Definition**

A tardy student is defined as any student who is not inside the classroom when the class begins.

#### **Why Do We Have A Tardy Policy?**

- To reduce classroom interruptions caused by students arriving late to class
- To ensure students do not miss valuable instruction time
- To teach the “lifelong” skill of promptness

#### **Tardy Procedures:**

Tardy students will be marked tardy in the attendance system, and assigned a consequence based on the occurrence. The student will then be sent to class after signing in at the attendance office. Site administration will work with all stakeholders to eliminate and reduce tardy's.

### **CAMPUS PROCEDURES & EXPECTATIONS**

Student Choice High School maintains a closed campus during school hours. High school students may not leave campus for unless they have their parent, legal guardian or authorized emergency contact person sign them out of school in the attendance office. All students are to remain only in designated areas during school hours.

#### **Personal Items**

The school is not responsible for money or personal items which are lost or stolen. Students are advised to bring only enough money to school to cover necessary expenses. Cell phone use is not permitted during class time due to the nature of coursework being online and to limit disruptions to the educational environment.

#### **Driving And Parking Regulations**

In order to ensure safe and orderly use of the school parking lot, the following procedures will be observed:

- Students who drive are strongly encouraged to carpool as the parking lot has a limited number of spaces
- Pedestrians have the right of way at all times on campus
- Students are to park only in the areas designated for student parking
- Students are not to park in the designated visitor areas
- Loitering in the parking lot during the school day is not permitted
- The parking lot is a facility provided by the school. Students use it at their own risk. The school is not responsible for theft or damage. Students are encouraged to lock their cars at all times
- Driving in a manner that is deemed unsafe or hazardous by the staff is grounds for immediate revocation of all campus driving/parking privileges

#### **Rollerblades, Roller Shoes, Skateboards, Scooters And Bicycles**

Bicycles, rollerblades, roller shoes, skateboards, and scooters may be used in getting to school; however, they must be checked at the front office upon arrival. Bicycles must be parked in the designated area. SCHS is not responsible for stolen items.

### **Visitors & Guest Passes**

No student may have a guest on campus DURING THE SCHOOL DAY. A parental visitor's pass must be obtained from the administration before the parent visits classrooms. Parents are requested to notify the school prior to classroom visitation.

### **Student Relationships**

Companionship and friendship in good taste are encouraged. Behavior which lacks appropriate restraint may necessitate a parent-school conference or other more serious form of discipline. Anything beyond holding hands is considered an inappropriate display of affection.

### **Loitering And Trespassing On Other School Campuses**

Students are not to be on any other school campus unless attending a scheduled class. Any personal visit must be cleared by reporting to the administrative office to request permission. No loitering or trespassing will be tolerated. Violators will be reported to police and suspension may occur (A.R.S. 13-2905). Students need to leave campus at the end of the academic day. The only students allowed on campus after school hours are those students who have appointments to meet with teacher or staff. All students staying after school need to be supervised by a staff member. Students who violate this policy will be referred to the office for disciplinary action.

### **NON-DISCRIMINATION STATEMENT**

Student Choice High School does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 and the ADA-Americans with Disabilities Act (pertaining to handicap), Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the district's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the following district staff person:

Chris Barnes  
Superintendent  
[cbarnes@schsaz.com](mailto:cbarnes@schsaz.com)  
8253 W. Thunderbird Road Suite 107  
Peoria, AZ 85381

### **NON-DISCRIMINATION STATEMENT (SPANISH VERSION)**

Student Choice High School no practica la discriminación en base a la raza, color, nacionalidad, sexo, discapacidad o edad. Esta política está en cumplimiento con el Acta de Derechos Civiles de 1964 Título VI (pertinente a raza, color, nacionalidad) El título IX de la Enmienda Educativa de 1972 (pertinente a igualdad de los sexos) Sección 504 del Acta de Rehabilitación de 1973 (pertinente a discapacidad), el Acta de Discriminación por Edad de 1975 (pertinente a la edad) y cubre admisión, acceso, trato y empleo en las actividades y programas de distrito incluyendo educación vocacional. Los estudiantes, padres de familia o guardianes, empleados y miembros de la comunidad que tengan preguntas acerca de estas regulaciones, o desean presentar una queja individual deben contactar a la siguiente persona encargada en el distrito:

Chris Barnes  
Superintendenté  
[cbarnes@schsaz.com](mailto:cbarnes@schsaz.com)  
8253 W. Thunderbird Road Suite 107  
Peoria, AZ 85381

## SCHOOL DRESS

Arizona Law and District policy provides for a safe, positive school campus that is conducive to learning. *Appropriate dress is critical to this effort.* General guidelines to be observed are student's attire should be neat, clean and modest. Clothing shall not be transparent/sheer, distracting or disruptive to the school environment.

The following are specific guidelines to assist you and your student in making good decisions about what to wear to school:

- Footwear is required on campus by state law, which prohibits bare feet in any public place.
- No night wear including pajamas and slippers.
- Tops must be modest and unrevealing as to not show: midriff, cleavage, bare backs, the sides of the body or bra straps. Tops must be sufficient in length to fully cover the waistband of the bottoms. Undergarments such as sleeveless undershirts, tank tops, muscle shirts, halter tops, strapless tops, and spaghetti straps are inappropriate. Garments with straps must be 2 inches or wider; jackets/sweaters are not options for "covering up" inappropriate clothing.
- Pants, shorts and/or skirts must be reserved and appropriate length as to not reveal undergarments or skin through large holes, ragged or cut off garments. Shorts and skirts must be long enough to cover buttocks even when seated.
- To promote positive school culture students are *prohibited* from wearing any clothing or accessories that have or endorse profanity, drugs/alcohol/tobacco, sexual or violent connotations or are gang related.
- Other items that are prohibited, but *not limited* to that which is stated, to maintain a safe, positive and learning culture at school are as follows:
- Bandanas, sweatbands, hairnets, "do rags", overcoats, trench coats, or similar styled clothes may not be worn on campus.
- Spiked jewelry, wallet chains, chain belts or extremely long belts are not allowed.
- Hats, beanies, visors, sunglasses and hoods may not be worn in school buildings.

The administration and staff will enforce this dress code consistently and fairly. A student whose mode of dress is deemed to be unsuitable or inappropriate may be asked by the administration to make necessary corrections in personal appearance. Students may receive consequences for violation of any part of the dress code. ***School dress is expected at school and all school functions.***

## STUDENT RECORDS

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older, have the following rights in connection with educational records:

- To inspect and review the student's educational records
- To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary
- To consent to disclosure of personally identifiable information contained in the student's educational record, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA
- To file complaints with the U.S. Department of Education
- Non-custodial and divorced parents have equal right relating to student records unless the school has been provided a court order to the contrary

## DIRECTORY INFORMATION

The Title IX No Child Left Behind Act of 2001, and Section 9528, and District Policy JR states that high school principals are required to give out information to universities, colleges and U.S. Armed Services 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 released for their child without prior written parental consent. Any such notice must be given to the school principal.

## STUDENT CONDUCT

### Academic Integrity

It is the practice of Student Choice High School to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable. Examples which violate academic integrity are:

- Cheating – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- Fabrication and Falsification – unauthorized alteration or invention of any information or citation in an academic exercise.
- Plagiarism – presenting the work of another as one's own (i.e., without proper acknowledgement of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- Facilitating Academic Misconduct – giving or attempting to help another commit an act of academic misconduct.
- Tampering with Materials, Grades, or Records – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- Copyright Laws – all applicable copyright laws will be in effect as related to both computer software and printed books and materials.

### Abuse Of Staff

In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

### Teacher/Staff Authority

Teachers and staff have the responsibility and authority to correct the behavior of any student, especially if it is of such nature as to bring discredit to the individual, the school or the student body. Disrespect directed at staff will not be tolerated.

### Student Discipline Rules

Rules for student conduct are established by law, by District, and by the Student Discipline Code Matrix. Within the Code, a chart showing minimum and maximum consequences up to Suspension and Expulsion, is provided as a communications tool for all who share in the educational process. At times, consequences not set forth in the Code may be developed if the proposed alternatives are viewed by the school official and parent as useful and appropriate. Several problem areas represented on the chart are discussed in greater detail because they have unusual importance in maintaining positive school climate. Corporal Punishment is prohibited.

### Due Process Rights

Students referred for discipline are guaranteed the following due process rights: (1) the right to be informed of accusations against them, (2) the opportunity to admit or deny accusations, (3) the right to hear evidence on which accusations are based, (4) an opportunity to present an alternative factual position, and (5) the right to appeal a disciplinary decision in accordance with district policy.

### **Search And Seizure**

The Student Choice High School's number one concern is maintaining a safe, positive learning environment for our students and staff. There are occasions when the student receives information that this may be jeopardized in some fashion and a search must be conducted. School officials need only reasonable suspicion to initiate a search. Reasonable Suspicion is based on information received from students or teachers that is considered reliable. It may also be prompted by the behavior or effect of the student. Consequently, certified school officials may search if reasonable suspicion is established as the primary basis for the search. Searches may include, and are not limited to the student's person, desks, locker, backpacks, automobiles, purses, cell phones, wallets, etc. Strip searches are prohibited.

### **Arizona Drug & Alcohol Law**

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the district's "good neighbor" policy will result in disciplinary action by school officials, notification of parents, and possible involvement of police.

### **Use & Possession Of Tobacco/Vapor Products On School Campuses**

#### **ARS §36-601.01 Tobacco Possession Prohibition**

Possession of tobacco products of any kind on K-12 public, charter or private school grounds, building, parking lots, playing fields and vehicles and at off-campus school sponsored events is a petty criminal offense. 'Tobacco products' includes smoking tobacco (e.g. cigarettes of any kind, cigars), smokeless tobacco, (e.g. snuff, twist) and cigarette papers. All electronic smoking devices and/or accessories are prohibited.

#### **ARS §13-3622 B Vapor Products**

ARS §13-3622 B states it is illegal for a minor to buy, have in their possession or knowingly accept/receive from any person, tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or water pipe. "Shisha" includes any mixture of tobacco leaf and honey, molasses or dried fruit or any other sweetener. "Tobacco product" means any of the following: A. Cigars, B. Cigarettes, C. Cigarette papers of any kind, D. Smoking tobacco of any kind, and E. Chewing tobacco of any kind. "Vapor product" means a noncombustible tobacco-derived product containing nicotine that employs a mechanical heating element, battery or circuit, regardless of shape or size that can be used to heat a liquid nicotine solution contained in cartridges.

### **Student Violence/Harassment/Intimidation/Bullying**

Student Choice High School believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. SCHS believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

### **Fighting Vs. Rough Or Inappropriate Play**

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play - especially that of younger students - in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results.

### **Gang Association Or Activity**

For disciplinary purposes, a gang is defined as a group of three or more who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and/or (5) exhibit antisocial behavior - often associated with crime or a threat to the community. Gang behavior that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols, or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to discipline.

**The "Good Neighbor" Policy: Student Conduct Within The School Community**

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour and release periods. Failure to act as a good neighbor within the school community may result in disciplinary action.

**Sexual Harassment/Misconduct**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment or sexual abuse will result in disciplinary action and possible police notification.

**Possession Of Weapons, Knives, Loaded/Unloaded Firearms, Explosive Devices, Or Other Dangerous Instruments**

Student Choice High School prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including any school building, grounds, recreational area, athletic field, vehicle or any other property that the SCHS owns, uses, or operates.

**DISCIPLINE MATRIX**

Aggression	Consequence/Range
Verbal Provocation Minor Aggressive Act Recklessness	1. Parent Notification and/or ISS 1 Day 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 4. Off Campus 9 Days + District Due Process Hearing
Disorderly Conduct	1. Parent Notification 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 16 4. Off Campus 9 Days + District Due Process Hearing
Endangerment*	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Fighting*	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Assault*	Off Campus 9 Days + District Due Process Hearing
Aggravated Assault**	1. Off Campus 9 Days + District Due Process Hearing

<b>Alcohol, Tobacco and Other Drugs</b>	<b>Consequence/Range</b>
Alcohol Violation* Drug Violation Inhalants* Prescription Drugs(Inappropriate Use)** Over-the-Counter Drugs (Inappropriate Use)* Illicit Drugs** Drug Paraphernalia Substance Represented as Illicit Drug Substance or Device	Sale/Distribution: 1. Off Campus 9 Days + District Due Process Hearing  Use/Possession Alcohol and Drug: 1. Off Campus 9 Days + Contract 2. Off Campus 9 Days + District Due  Process Hearing Share Alcohol or Drugs: 1. Off Campus 9 Days + District Due Process Hearing
Tobacco Violation* Use on school property Possession on school property Represented as Tobacco Use (vaporizer device & liquids)	1. Off Campus 5 Days + Contract 2. Off Campus 9 Days + District Due Process Hearing
Non-Prescription Drugs	1. Off Campus 3 Days 17 2. Off Campus 5 Days + Contract 3. Off Campus 9 Days + District Due Process Hearing
<b>Arson</b>	<b>Consequence/Range</b>
Of a Structure or Property* Of an Occupied Structure**	1. Off Campus 9 Days + District Due Process Hearing
<b>Attendance Policy Violation</b>	<b>Consequence/Range</b>
Leaving School Grounds	1. Parent Notification + Off Campus 1 Day 2. Off Campus 3 Days 3. Off Campus 5 Days + Contract 4. Off Campus 9 Days + District Due Process Hearing
Unexcused Absence Truancy (Per Semester)	Absences 1. 5th Unexcused Absence: ISS 1 Day+ Attendance contract 2. 7th Unexcused Absence: ISS 1 Day + Attendance contract + Parent Notification 3. 10th Unexcused Absence: 1 Day Suspension + Attendance Contract Final update + Parent Notification + Parent Meeting 4. 14 Unexcused Absence: Audit Status until committee has reviewed reasons  Tardies 1. 10 Tardies: ISS first 30 min of lunch for 1 day 2. 15 Tardies: ISS first 30 min of lunch for 5 days 3. 20 Tardies: ISS 1 Day + parent contact 4. 40 Tardies: 1 Day suspension + ISS first 30 min of lunch for an additional 5 days



<b>Harassment, Threat and Intimidation</b>	<b>Consequence/Range</b>
Bullying* Harassment Nonsexual* Hazing* Threat or Intimidation*	1. Warning + ISS 1 Day 2. Off Campus 1 Days 3. Off Campus 3 Days 4. Off Campus 5 Days + Student Contract 5. Off Campus 9 Days + District Due Process Hearing
<b>Cheating, Forgery or Plagiarism</b>	<b>Consequence/Range</b>
Cheating or Plagiarism	1. Zero on Assignment + Parent Notification 2. Off Campus 1 Day (Removal from Honors/AP Class) 3. Off Campus 3 Days 4. Off Campus 5 Days + Contract 5. Off Campus 9 Days + District Due Process Hearing
Forgery	1. Zero on Assignment + Parent Notification 2. Off Campus 1 Day (Removal from Honors/AP Class) 3. Off Campus 3 Days 4. Off Campus 5 Days + Contract 5. Off Campus 9 Days + District Due Process Hearing
<b>School Policies, Other Violations</b>	<b>Consequence/Range</b>
Defiance Disrespect Authority Non-Compliance	Mild: 1. ISS 1 Day 2. Off Campus 1 Day  Extreme: 1. Off Campus 3 Days 2. Off Campus 5 Days + Contract 3. Off Campus 9 Days + District Due Process Hearing
Disruption	1. ISS 1 Day 2. Off Campus 1 Day 3. Off Campus 3 Days 4. Off Campus 5 Days + Contract 19 5. Off Campus 9 Days + District Due Process Hearing
Dress Code	1. Warning: Change of Clothes 2. ISS 1 Day 3. Off Campus 1 Day 4. Off Campus 3 Days 5. Off Campus 5 Days + Contract 6. Off Campus 9 Days + District Due Process Hearing
Gambling Negative Group Affiliation Profanity	1. ISS 1 Day 2. Off Campus 1 Day 3. Off Campus 3 Days 4. Off Campus 5 Days + Contract 5. Off Campus 9 Days + District Due Process Hearing

Racial Slurs	<ol style="list-style-type: none"> <li>1. Off Campus 1 Day</li> <li>2. Off Campus 3 Days</li> <li>3. Off Campus 5 Days + Contract</li> <li>4. Off Campus 10 Days + District Due Process Hearing</li> </ol>
Public Display of Affection (PDA)	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ol>
<b>School Threat</b>	<b>Consequence/Range</b>
Bomb Threat** Chemical Threat Biological Threat**	<ol style="list-style-type: none"> <li>1. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Fire Alarm Misuse**	<ol style="list-style-type: none"> <li>1. Off Campus 9 Days + Contract 20</li> <li>2. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Other School Threat	<ol style="list-style-type: none"> <li>1. Off Campus 9 Days + District Due Process Hearing</li> </ol>
<b>Sexual Offenses</b>	<b>Consequence/Range</b>
Indecent Exposure Pornography Pornographic Paraphernalia	<ol style="list-style-type: none"> <li>1. Off Campus 3 Day</li> <li>2. Off Campus 5 Days</li> <li>3. Off Campus 9 Days + Contract</li> <li>4. Off Campus 9 Days + District Due Process</li> </ol>
Public Sexual Indecency*	<ol style="list-style-type: none"> <li>1. Off Campus 5 Days + Contract</li> <li>2. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Sexual Assault**	<ol style="list-style-type: none"> <li>1. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Sexual Harassment*	<ol style="list-style-type: none"> <li>1. Warning + Parent Notification</li> <li>2. Off Campus 3 Days</li> <li>3. Off Campus 5 Days + Contract</li> <li>4. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Sexual Harassment with Contact*	<ol style="list-style-type: none"> <li>1. Off Campus 5 Days + Contract</li> <li>2. Off Campus 9 Days + District Due Process Hearing</li> </ol>

<b>Technology, Improper Use</b>	<b>Consequence/Range</b>
Computer: On entertainment site or non-educational website	<ol style="list-style-type: none"> <li>1. Parent Notification</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Equipment Abuse/Mishandling	<ol style="list-style-type: none"> <li>1. Parent Notification</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Network Infraction/Alerting of Network Use of Proxy Gaggle	<ol style="list-style-type: none"> <li>1. Parent Notification</li> <li>2. ISS 1 Day</li> <li>3. Off Campus 1 Day</li> <li>4. Off Campus 3 Days</li> <li>5. Off Campus 5 Days + Contract</li> <li>6. Off Campus 9 Days + District Due Process Hearing</li> </ol>
<b>Theft: School or Non-School Property</b>	<b>Consequence/Range</b>
Burglary Breaking and Entering*	<ol style="list-style-type: none"> <li>1. Off Campus 9 Days + Restitution + District Due Process Hearing + Police Notification</li> </ol>
Extortion Petty Theft: Under \$100 Robbery	<ol style="list-style-type: none"> <li>1. Off Campus 3 Days</li> <li>2. Off Campus 5 Days + Contract</li> <li>3. Off Campus 9 Days + District Due Process Hearing</li> </ol>
Trespassing	<ol style="list-style-type: none"> <li>1. Conference + Police Notification</li> <li>2. Off Campus 3 Days + Police Notification</li> <li>3. Off Campus 5 Days + Police Notification</li> </ol>
<b>Vandalism or Criminal Damage</b>	<b>Consequence/Range</b>
Graffiti/Tagging Personal Property* School Property*	<ol style="list-style-type: none"> <li>1. Off Campus 3 Days + Restitution</li> <li>2. Off Campus 5 Days + Restitution + District Due Process Hearing</li> </ol>

Weapons and Dangerous Items	Consequence/Range
<p><u>Dangerous Items:</u>*</p> <p>Airsoft Gun, BB Gun, Pellet Gun, Knife with blade 2.5 inches or Less, Laser Pointer, Mace, Stun Gun, Simulated Knife, Box Cutter</p> <p><u>Firearms:</u>**</p> <p>Handgun, Pistol, Shotgun, Rifle, Starter Gun, Other Destructive Items (Including Bombs)</p> <p><u>Other Weapons:</u>**</p> <p>Billy Club, Brass Knuckles, Knife with blade 2.5 inches or Bigger, Nunchakus</p>	<p>1. Off Campus 9 Days + District Due Process Hearing</p>

**\* Required Report to the Arizona Department of Education (ADE)**

**\*\* Mandated Report to Local Law Enforcement and also (ADE)**

### ACCEPTABLE USE POLICY AND GUIDELINES

Technology is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support end devices.

**Purpose:** SCHS provides access to technology for the purpose of supporting the educational goals of the district. Access to technology is designed to create engaging teaching and learning environments, and to provide staff with 21st Century educational tools. Access to technology is a privilege, not a right and can be restricted or revoked at any time.

**Privacy:** Students have no expectation of confidentiality or privacy with respect to any usage of a computer, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student computer at any time for any reason related to the operation of the school district. By using a school-issued computer, students agree to such access, monitoring, and recording of their use.

**Responsibilities:** To the extent possible, and in compliance with the Children’s Internet Protection Act (CIPA), SCHS filters and monitors Internet access on all devices capable of accessing SCHS resources. No technology measure can block 100% of the undesirable content; therefore, it is also the responsibility of all staff to:

- Guide students in the selection and evaluation of educational materials.
- Help students develop information literacy skills including conformity to copyright laws and the concept of intellectual property.
- Help students develop safe practices while learning in an online world.
- Student will maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
- Students shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
- Students shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the SCHS.
- Students shall not install unauthorized software or connect unauthorized hardware to SCHS systems.
- Students should not use school email to create any social media accounts.

- Student shall not attempt to subvert the firewall established by SCHS in addition to the unacceptable uses listed above, the following policy statements apply regarding personally owned devices:
- SCHS will not be held liable for any damage that may occur as a result of the use of technology.
- SCHS will not be held responsible for any physical damage, loss, or theft of any personal device.
- SCHS is not obligated to supply electrical power access for any personal device.

### General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the SCHS. Students are responsible for their ethical and educational use of the technology resources of the SCHS.
- Access to SCHS technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with applicable District policies.

### Privacy And Safety

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not use school email address to create any social media accounts.
- Do not open, use, or change files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or those of other people. ● Remember that storage is not guaranteed to be private or confidential as all computer equipment is the property of the SCHS.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site and notify staff immediately.

### Legal Property

- Comply with trademark and copyright laws and all license agreements.
- Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. (Reference Academic Integrity)
- Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline.
- Do not transmit language or material that may be considered profane, obscene, racist, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email and communications sent and/or received should be related to educational needs.
- Email and communications are subject to inspection by school administration at any time.

**Student Choice High School  
Student Handbook Awareness Statement  
2019-2020**

Enrollment at Student Choice High School requires that each student becomes familiar with ALL information contained in the student handbook. Student Choice High School has provided each student and his/her parent a link or copy of the Student Handbook and school personnel/officials have discussed school policy and procedures.

***My signature acknowledges that I have received the link to Student Choice High School or a copy, to have reviewed, and abide by the contents of the Handbook. (This form is required by each student and should be kept on file by the Administration of each campus).***

Print Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Campus: \_\_\_\_\_

**MEDIA RELEASE**

On occasion, representatives from and/or employees of Student Choice High School wish to photograph, videotape, and/or interview individuals in connection with school programs, projects, or events. In order to release photographs, video footage, and/or comments, and/or post on district website/publications, we need written permission. To give consent, please complete below.

\_\_\_\_\_ I give permission

\_\_\_\_\_ I do not give permission

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Choice High School is committed to supporting the needs of our students and families. Should you need this handbook translated to your native language, please contact the following individual at our district office:

Dr. Amy Fuller  
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[afuller@schsaz.com](mailto:afuller@schsaz.com)  
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Office: 623-223-7875