



**PARENT/STUDENT
HANDBOOK**

2014-2015 SCHOOL YEAR

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**HOME OF THE
SLA RAMS**

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STUDENT FORMS

RETURN TO CAMPUS

Southwest Leadership Academy

Receipt for Student Attendance, Discipline, and Due Process Procedures

School _____ Student Name (*print*) _____

Last First MI

Student Number _____ Grade _____ Date _____

I have read and understand the following Board Policy Regulations of Southwest Leadership Academy and further understand that these violations could result in exclusion from school. I understand that because of past problems, campuses or portions of campuses may be under electronic surveillance.

Academic Misconduct	Alcohol, drugs, and paraphernalia, possession or using	Alcohol and drugs, selling, dispensing, or dealing
Arson	Assault	Bullying/General Harassment
Computer usage, improper	Defiance of Authority	Disruptive conduct
Dress and appearance	Emergency Alarm and fire control devices	Endangering the health and safety of others
Fights	Forgery	Gambling
Hazing and initiation	Multiple and repeated violations	Obscenity, profanity, defamation, or abusive language
Sexual harassment	Sexual misconduct	Theft/Extortion/Misrepresentation
Threatening an educational institution	Tobacco possession or use	Traffic rules (use of a motor vehicle) Transit Rules (use of school & city transportation)
Trespassing	Unauthorized entry/Burglary	Unauthorized visits to other campuses
Vandalism destruction of property	Violation of school procedures and rules	Weapons and dangerous items

I acknowledge receipt of Student Attendance, Discipline, Due Process Procedures and Governing Board Policies and Regulations.

Parent/Guardian Signature

Date

Student Signature

Grade

Date

**Please detach this form, complete the other side, and
return it as instructed.**

Southwest Leadership Academy

Student Safety Agreement

Student Name (*print*) _____
Last First MI

Student Number _____ Grade _____ Date _____

As a student in Southwest Leadership Academy, I agree to follow the safety rules listed below while on my way to and from school:

If I walk to school

- To cross streets only in properly marked crosswalks and to not jaywalk.
- To avoid horseplay near busy streets and intersections.
- To be alert and not be distracted by cell phones and electronic devices.

If I ride the school bus or use public transportation

- To behave appropriately while on the bus/ public transportation, at loading zones/ stops, and at Transit Centers.

If I drive to school

- To drive safely and follow all rules of the road.
- To be alert and not be distracted by cell phones and electronic devices.

At all times

- To call my parents or guardians if I am not going directly home.
- To immediately notify the school administration if an incident occurred where I felt unsafe on the way to or from school.
- To be respectful of the community (businesses, parks, homes, etc.).
- To be mindful of loitering and trespassing laws.
- To be mindful of curfew as established by the City of Phoenix. (Curfew hours for youth 15 years and younger is 10 p.m. to 5 a.m. and for youth 16 and 17 years of age is midnight to 5 a.m.)

If I attend school-sponsored activities, I

- must be transported safely to and from school-sponsored activities.
- must be picked up no longer than 30 minutes after the end of any school-sponsored scheduled event such as a game, dances, practice, etc.
- may have my activity privileges revoked for the remainder of the school year for violation of the 30-minute time limit.

I agree to do this for my own personal safety.

Student Signature Date

Parent/Guardian Signature Date

**Please detach this form, complete the other side, and
return it as instructed.**

Southwest Leadership Academy

Receipt for Policy on Threatening an Educational Institution

School _____ Student Name (*print*) _____
Last First MI
Student Number _____ Grade _____ Date _____

Safe schools are a priority to Southwest Leadership Academy. Safety and security are the essential elements of an effective learning environment for excellence in student achievement and academic success. Students need to be held accountable for behavior that threatens the safety and security of students and staff members.

Southwest Leadership Academy is *required by law to expel from school for at least one year* a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case-by-case basis if the student takes responsibility for the result of the threat. The School will adhere to all federal and state requirements and procedures for students afforded protection under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

The policy on threats is explained in detail in the **Student Procedures Handbook**. The following categories of misconduct may fall within and be included with the general category of “Threatening an Educational Institution” depending upon the circumstances of each case:

- Assault on another student
- Aggravated assault or assault on a staff member
- Arson/reckless burning
- Bomb threats
- Bus misconduct
- Destruction or defacement of property
- Endangerment
- Explosive devices
- Extortion
- Sexual misconduct
- Threat, intimidation, or verbal abuse of a student
- Threat, intimidation, or verbal abuse of a staff member
- Incitement
- Weapons

**I have read and understand the Board Policy on threatening an educational institution.
I further understand that violation of this policy could result in expulsion from school.**

Parent/Guardian Signature _____ Date _____

Student Signature _____ Grade _____ Date _____

**Please detach this form, complete the other side, and
return it as instructed.**

Southwest Leadership Academy

Directory Information Non-Release Request Form

(Return the request below to your school office within two weeks after the student enrolls.)

Student's Name (please print): _____ Student #: _____

Pursuant to FERPA (the Family Educational Rights and Privacy Act), the District may permit access to or the release of directory information to the public unless the parent or eligible student gives written notice to the District that such information should not be made public without prior written consent. **Parents who do not wish information released about their children must complete this form and return it to the school office.**

If you have no objections to the release of directory information, you do not need to take ANY action.

Directory information includes the following: **a)** student's name, **b)** class designation (grade), **c)** the student's extracurricular participation, **d)** the student's achievements, awards or honors, **e)** the student's height and weight if a member of an athletic team, **f)** the student's photograph, **g)** the student's enrollment status, and **h)** the school or school district the student attended before enrollment in this District.

State Universities and Community Colleges may request directory information for admission and scholarship purposes. If you do not want your child's name, address and telephone number released to State Universities and Community Colleges, please check the second box at the bottom of the Directory Information Non-Release Request Form.

Armed Forces and Military Recruiters may also request directory information. If you do not want your child's name, address and telephone number released to Armed Forces and Military Recruiters, you must check the third box at the bottom of the Directory Information Non-Release Form.

Directory information is also used to compile such publications as newsletters, yearbooks, plays, athletic programs, etc. If you do not want your child's name or picture used in newsletters, yearbooks, plays, athletic programs, etc., you must check the box at the bottom of the Directory Information Non-Release Form.

Directory Information may be released for any purposes at the discretion of the Phoenix Union High School District. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, you have the right to withhold the release of directory information.

If you would like to limit the release of directory information, please check below all the situations in which you would like to deny release of directory information:

- Deny all Directory Information Releases. Selection of this option will also prohibit release of information to Military Recruiters and State Universities and Community Colleges.**
- Deny release of Directory Information to State Universities and Community Colleges. Checking this option allows all other releases.**
- Deny release of Directory Information to Armed Forces and Military Recruiters, or Military Schools. Checking this option allows all other releases.**
- Do not use my student's name or picture in newsletters, yearbooks, nor play, graduation or athletic programs, etc.**

Parent/Guardian Name

Signature of Parent/Guardian

Date

**Please detach this form, complete the other side, and
return it as instructed.**

Southwest Leadership Academy

District News and Media Opt Out Form

(Return the request below to your school office within two weeks after the student enrolls.)

Student's Name (please print): _____ Student #: _____

Your student may be interviewed, recorded, photographed or videotaped by the media or district staff for a story in the newspaper, radio or television. In some cases, stories, news photos or video may be posted on the internet for public access. Your student's name, photo, or interview may be used in school or District level publications or the media unless you direct otherwise. Such requests must be approved by Southwest Leadership Academy Relations office, which will assure that the best interests of your child, the school and District are protected. Your student's safety and welfare are our primary concerns. We will be prudent and cautious in all of our practices regarding this issue.

Please check the appropriate box(es) below if you would like your student to be excluded from these activities. Students who are 18 may complete this form without parent or guardian permission. Please submit this form to the school office within two weeks of receipt of this notice. This form must be re-submitted at the beginning of each school year.

Note: Authorization is not required for events that are open to the community or take place in a public setting such as field trips, athletic events or performances.

- I do not want District staff to interview, record, photograph or videotape my student for use by the school or District in publications or videos, or in promotions such as advertisements.
- I do not want the news media to interview, record, photograph or videotape my student for a story in the newspaper, radio or television or Internet.

My student and I waive and release any claim we may have against the school and Southwest Leadership Academy arising from possible interviews, photographs, videotapes or audio recordings whether known or unknown, and shall hold SLA and any successors in interest harmless from the same.

Parent/Guardian Name	Signature of Parent/Guardian	Date
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If student is over 18 years old (*Parent/Guardian signature not needed*):

Signature of Student	Date
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Notification of Confidentiality Rights Regarding Education Records of Students and Their Parents

Confidentiality of education records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, “education records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student’s and parents’ names, address and telephone number, the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, but are not limited to, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of the student and the student’s parents including the maintenance of accurate records of the student’s progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education (FAPE) in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent’s rights under FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are as follows:

- The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Governing Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Leadership Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Student Surveys, Analyses, and Evaluations

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Southwest Leadership Academy has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Southwest Leadership Academy will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Southwest Leadership Academy

Use of Technology Resources in Instruction

Electronic Information Services User Agreement

Student's Name (please print): _____ Student #: _____

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette.

Therefore, I will:

- **Be polite and use appropriate language.** I will not send, or encourage others to send, abusive messages.
- **Respect privacy.** I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- **Avoid disruptions.** I will not use the network in any way that would disrupt use of the systems by others.

Observe the following considerations:

- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name: _____

Signature: _____ **Date:** _____
(Student or employee)

School: _____ **Grade (if a student):** _____
Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner:

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent/Guardian Name **Signature of Parent/Guardian** **Date**

Southwest Leadership Academy

Student Incident Report/Complaint Form

Report it!

This form may be given to any School District employee who will forward it to the Principal or Dean.

Name _____ **Student #** _____ **Date** _____

Please check the box for the violation* you are alleging has occurred. More than one box may be checked.

- Bullying
- Dating violence
- Discrimination
- Harassment - Please circle the type you are alleging has occurred: Disability / Race, Color, National Origin / Other
- Intimidation
- Sexual harassment
- Title IX (gender based/equal access)
- Other, please specify _____

I WISH TO COMPLAIN AGAINST:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name _____ *Address* _____ *Telephone Number* _____

The projected solution: Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant _____ **Date** _____

Document received by _____ Date _____

Investigating official _____ Date _____

*Please refer to the PUHSD Board Policy or the PUHSD Student Procedures Handbook for complete definitions.
ADAPTED FROM AN ARIZONA SCHOOL BOARDS ASSOCIATION FORM, rev. 6/13

Student Concerns, Complaints, and Grievances

Students may present a complaint or grievance regarding one (1) 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 by 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 an administrator or other professional staff member.
- The person receiving the complaint will gather information from 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 high school students may be made only by the students on their own behalf. A parent or guardian who wishes to complain should do so by completing the forms following policy SLA's policy on Public Concerns.

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 suspensions or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

ATTENDANCE PROCEDURES

Student Attendance

Purpose

- To motivate students to attend school daily.
- To provide teachers, administrators, and parents an opportunity to assist students to stay in school and to acquire an appropriate education.
- To minimize student absences and emphasize the necessity/benefit of daily participation in classroom instructional activities.
- To provide students the opportunity to participate in documented school-based interventions.

ARS §15-802: Compulsory School Attendance; Violation

A. Every child between the ages of six and sixteen years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private, charter or home school as defined in this section to provide instruction.

B. The parent or person who has custody shall do the following:

1. If the child will attend a public, private, or charter school, enroll the child in and ensure that the child attends a public, private, or charter school, for the full time school is in session. If a child attends a school which is operated on a year-round basis the child shall regularly attend school sessions that total not less than one hundred seventy-five school days, or two hundred school days, as applicable, or the equivalent as approved by the superintendent of public instruction. . .

C. Unless otherwise exempted in this section or **§15-803**, a parent of a child between six and sixteen years of age or person who has custody of a child, who does not provide instruction in a home school and who fails to enroll or fails to ensure that the child attends a public, private, or charter school pursuant to this section is guilty of a Class Three misdemeanor. A parent who fails to comply with the duty to file an affidavit of intent to provide instruction in a home school is guilty of a petty offense.

ARS §15-843: Pupil Disciplinary Proceedings & Absenteeism

The Arizona Legislature has amended ARS §15-843, concerning proceedings dealing with student discipline and absenteeism. Student absenteeism caused by chronic health problems, illnesses, disease, or accidents, certified by a licensed health professional, will not be considered as part of a strict requirement that a student not be absent for any reason more than a designated number or percentage of days during a semester or school year. All attendance procedures will be consistent with ARS §15-843, as amended.

ARS §15-844: Suspension and Expulsion Proceedings for Children with Disabilities

Notwithstanding sections 15-841 and 15-842, the suspension or expulsion of children with disabilities, as defined in section 15-761 shall be in accordance with the individuals with disabilities education act (20 United States Code sections 1410 through 1485) and federal regulations issued pursuant to the Individuals with Disabilities Education Act.

Guidelines

- All assignments missed through absences shall be made up (completed) in accordance with the teacher's "Plan for Success."
- Policies, Administrative Regulations, and Procedures pertaining to student attendance will be distributed to all students and parents at the beginning of the school year or upon entrance during the year.
- At the beginning of each semester, each teacher shall include in the "Plan for Success" the District Attendance Procedures and how these procedures relate to their grading standards.
- Each high school shall establish a procedure to monitor the implementation of the attendance policy which will include interventions and an appeal process.
- Students may fail the class for the semester in any course, when reaching a total of 12 excused/unexcused absences and after school-documented interventions have been exhausted.
- Appeals must be submitted, in writing, to the Principal's office within five (5) days of receipt of a drop notice.

Definition of Terms Related to Student Attendance

Attendance

A student is to be counted present if (a) he/she is in attendance more than half a class period or (b) if he/she is participating in a school-authorized activity.

Absence

Absence is defined as nonattendance in an assigned class or activity for more than one-half of the period. Suspensions will not be coded as unexcused absences.

Tardy

Tardy is defined as not being in the assigned class or activity when the tardy bell has finished ringing. Enforcement of a tardy policy is the classroom teacher's responsibility with administrative assistance as requested by the teacher.

Each campus may institute a program to address excessive tardies, which may include temporary exclusion from class. The Superintendent or designee must approve such programs.

Excused Absences

A health care professional (doctor, dentist, health plan, etc.) must verify student absences (See Procedures) or verified by parent(s), legal guardian(s), or person(s) responsible for a student, with submittal of a signed excuse stating the reason for the absence upon the student's return to school. Parents are to call the school's attendance office, if possible, on or before the day of the absence.

Procedures

SLA will implement various positive reinforcement measures for the improvement of student attendance. When a student has been absent, it is the student's responsibility to discuss make-up assignments with the teacher without delaying or disrupting the regular classroom procedure. It is also the student's responsibility to appear for any make-up time the teacher directs with consideration for any special arrangements the student must make for transportation. This should be consistent with the teacher's course statements. Teachers shall notify students and parents when attendance affects class work.

Each high school shall establish a procedure to monitor the implementation of the attendance policy, to hear referred cases, to recommend intervention criteria, and to recommend resolution. Final disposition of such cases will rest with the principal.

The campus procedure shall include guidelines for parent notification of student absences at no more than (3) three absences. Campus personnel will make reasonable effort to contact the parents of students having attendance problems.

Cases involving prolonged illness or mitigating circumstances that cannot be explained to the satisfaction of the school administration will be dealt with in accordance with the school's attendance procedure. Parents should notify the school's attendance office when their student will be absent for an extended number of days or when their student is absent due to chronic illness.

When a student has accumulated nine (9) excused/unexcused absences in a class in a semester, administration will notify the parents by both a certified and regular posted letter that a review of the

student's educational program and attendance must take place. The student's counselor will be notified. When a student has participated in the aforementioned review and referral programs/recommendations and excessive absences continue, he/she will be subject to review as determined by the campus procedure.

Students may fail a course due to excessive absences in accordance with the school's attendance procedures.

Only after a student sixteen (16) years of age or older is reviewed according to the campus plan (including implementation of appropriate intervention procedures) can he/she be recommended for withdrawal from school for excessive absences. Before a student is *dropped*, he/she will be afforded a hearing to be conducted by the designated campus administrator.

Parents/Students may appeal administrative action dealing with dropping students for violation of the attendance policy. Appeals must be made *in writing*, within five (5) school days of receipt of a drop notice. The appeal hearing will be conducted within nine (9) school days of receipt of the written parent request. Pending the outcome of the appeal, the student will be allowed to return to class(es) with no further absences allowed during the appeal process.

The student's name will remain on the teacher's roll sheet until the hearing and appeal process is completed. Grades and cumulative discipline will be addressed and considered as part of the outcome of the hearing. If dropped from a portion of the day, all efforts will be made to consolidate the student's schedule.

No students who are subject to jurisdiction of the State Compulsory Education Law under sixteen (16) years of age will be dropped for nonattendance. They will be referred to the Maricopa Juvenile Court **only** after the campus intervention procedures have been exhausted and the administration has reviewed the student's record of excessive absences.

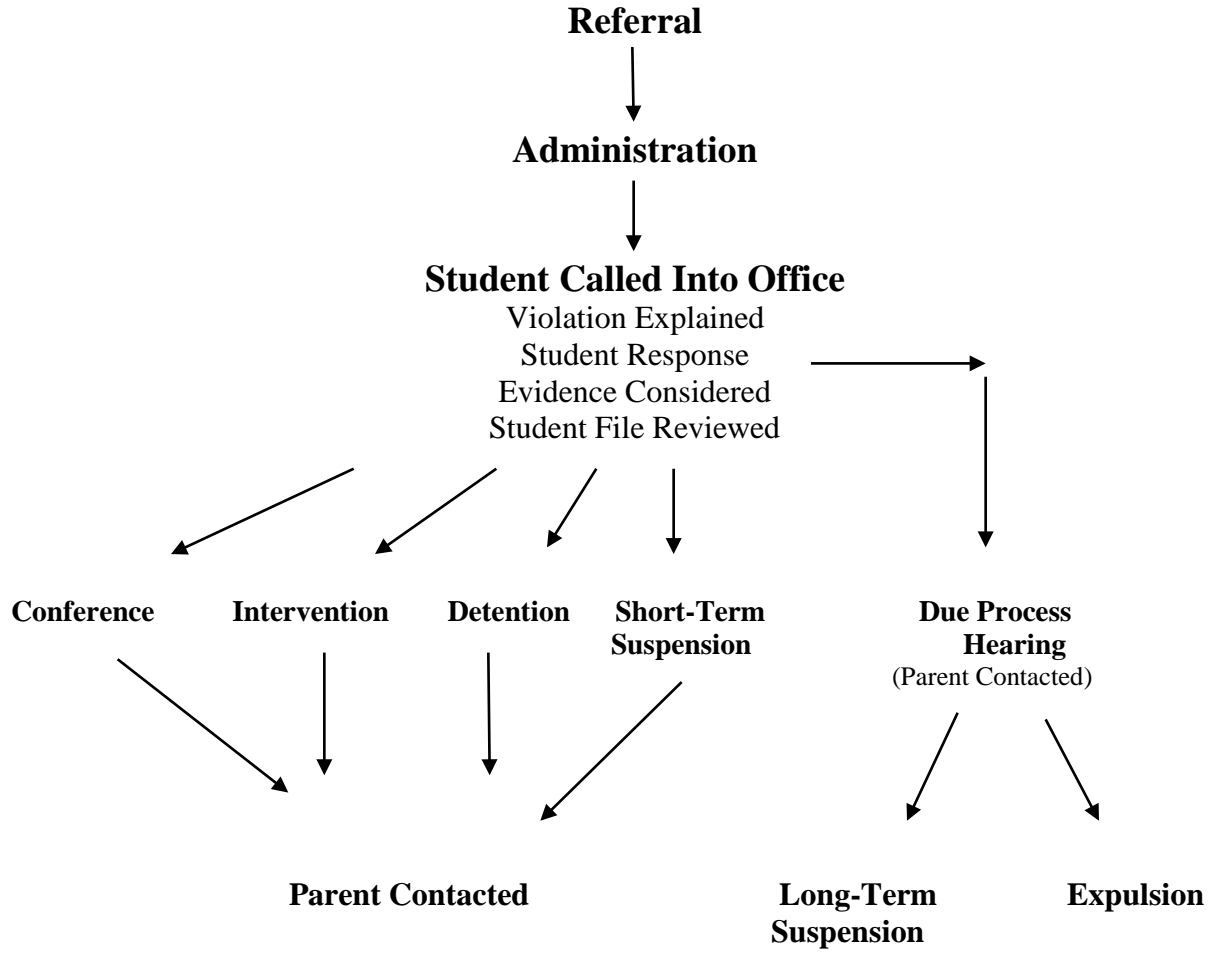
This Administrative Regulation and the operational procedures are to be implemented in each of the high schools effective the beginning of each school year. Alternative programs and special function schools will develop attendance procedures which reflect the needs of their student populations.

A copy of these attendance procedures is to be given and explained to each student attending Southwest Leadership Academy. A "sign-off sheet" will be kept on file at each campus indicating that the student has read and understands the policy and procedures.

These procedures may be subject to staff and parent review at the close of each school year.

STUDENT CONDUCT – DISCIPLINE PROCEDURES AND PENALTIES

Referral Procedure



A student's discipline record is cumulative and will be used as evidence in all discipline matters until graduation.

Purpose of Regulation

- To define conduct that may result in discipline of a student.
- To set forth due process procedures for various types of discipline.

Application of Regulation

A student who engages in conduct prohibited by this Regulation may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand; parent conferences; detention; temporary exclusion from the classroom; loss of privileges; withdrawal from class; in-school or off-campus suspension or expulsion; referral to appropriate law enforcement agency.

This Regulation (A.R.S. §15-341) is intended to regulate conduct of a student when the student is: (1) attending school; (2) on school grounds or at a school sponsored event; (3) traveling to or from school or a school sponsored event; or (4) engaged in misconduct that is in any other manner school related or affects the operation of the schools.

It is anticipated that any two (2) or more violations of the same rule or any combination of the rules shall result in more severe penalties than the guidelines for a single offense.

In-school suspension, detention, and/or alternative programs should be utilized in lieu of off-campus suspension as the preferred means of discipline for students unless otherwise deemed appropriate by the principal/designee. Violations that create a clear and present danger to persons shall not be considered for in-school suspension.

Whenever a student is assigned an off-campus suspension of nine (9) days or less for an offense contained herein, it is the administrator's option to allow the student to work at an approved volunteer community service project for half the number of days of the suspension. Upon proof of the performance of the community service for half the suspension time, the student shall be re-admitted. This option shall only be available once per semester for a given student. An administrator assigning suspensions shall not offer this option if he finds that the actions of the student indicate he is a clear and present danger to himself or others.

Discipline rendered to students for "ditching" should not involve the use of off-campus suspension provisions. Students caught "ditching" should instead be assigned to in-school suspension programs, detention, and/or alternative programs. Alternative programs should be offered in appropriate situations.

Long-term suspensions and other penalties that affect the completion of a block may result in the loss of credit for the courses affected.

A student's discipline record is cumulative and shall be used as evidence in all disciplinary matters until graduation.

Definitions of Terms Related to Discipline Procedures

Academic Misconduct

Academic misconduct includes, but is not limited to:

- Cheating
- Plagiarism
- Lying
- Forgery

Aggravated Assault

A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:

1. If the person causes serious physical injury to another
2. If the person uses a deadly weapon or dangerous instrument
3. If the person commits the assault after entering the private home of another with the intent to commit the assault
4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under
5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties
6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Approved Agency

A District approved agency is one that is licensed by the state as a behavioral health agency with services specific to adolescent, family, and chemical dependency issues. (District Definition)

Arson of an Occupied Structure

A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

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.

Clear and Present Danger

Case law has defined a clear and present danger as a threat to the health, safety, or welfare of the public. "Clear" has been interpreted to mean that the threat of danger is real or actual, not speculative or imagined. "Present" means that which currently exists as opposed to what does not yet exist or has ceased to exist.

Cyberbullying

Cyberbullying 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 lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Dating Abuse

All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment. Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- Physical Abuse: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- Emotional Abuse: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- Sexual Abuse: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- Threats: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

Detention

"Detention" is defined as any one or more of the following activities to which a student may be assigned for a specified number of days as a penalty for misconduct.

- Before school/after school or Saturday detention: A student may be required to report to a specific school location for a specific period of time.

Disruptive Conduct

A student shall not engage in any conduct that might disrupt any school function, process, or activity.

- Classroom disruption is any disruption that occurs within the classroom during instructional time.
- Campus disruption is any disruption that occurs before, during, or after school, but not occurring in the classroom.
- Verbal provocation is the use of gestures or language including rumors that may incite another student(s) to fight.
- Minor aggressive act occurs when a student engages in non-serious, inappropriate physical contact such as slapping or pushing with the intent to cause harm. It also includes other conduct that demonstrates low level hostile behaviors.

Due Process

Due process consists of a set of constitutionally required procedures designed to ensure that every student is treated fairly in determining whether or not the student's conduct justifies discipline.

Expulsion

"Expulsion" is defined as the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending the school. The authority to expel students rests exclusively with the Principal. Reinstating a student rests exclusively with the Governing Board.

An expelled student shall not be eligible to participate in or attend school-related activities including, but not limited to, graduation ceremonies, athletic events, after-school organizations, or school-sponsored activities.

General 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 orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Gun-Free Schools Act

The *Gun-Free Schools Act* (GFSA) requires that each state or outlying area receiving federal funds under the *Elementary and Secondary Education Act* (ESEA) have a law that requires all local educational agencies (LEAs) in the state or outlying area to expel from school for at least one year any student found bringing a firearm to school or possessing a firearm at school. Their laws must also authorize the LEA chief administering officer to modify, in writing, any such expulsion on a case-by-case basis. In addition, the GFSA states that the law must be construed so as to be consistent with the *Individuals with Disabilities Education Act* (IDEA).

Hazing

“Hazing” is defined as 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; and
- The act may contribute to a substantial risk or actually cause 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.

Illicit Drugs

Illicit drugs include but are not limited to ecstasy, cocaine or crack, hallucinogens, heroin, marijuana, methamphetamines, other illicit drugs, or other unknown drugs.

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.

Mandated Intervention

Mandated Interventions may be assigned in lieu of a longer suspension. These mandated interventions provide a safe place where students can learn resiliency techniques and receive support in areas such as decision making, self-esteem, anger management, substance abuse, communication and positive choices. If a student is assigned a specific mandated intervention, the group/intervention must be completed in its entirety or the original suspension may be reinstated. If a student transfers from one school to another school within the Phoenix Union High School District or withdraws and re-enrolls in the same school, he/she will still be required to complete the mandated intervention group.

New Evidence Discovered

“New Evidence Discovered” is defined as evidence consisting of a new and important fact, testimony, or information that is discovered after a decision has been made.

School Day

A “school day” is defined as any day school is in session.

School Year

The “school year” is defined as the fall-spring semesters or the equivalent for the year-round school.

Sexting

Sexting is the act of sending sexually explicit messages or photos electronically, primarily between cell phones and other mobile devices (National Crime Prevention Council).

Sexual Harassment

Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Any student who engages in sexual harassment while acting as a member of the school community or while on school property shall be in violation of this policy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a student to another student or staff member. Sexual harassment may include, but is not limited to:

- Touching, pinching, grabbing, impeding or blocking movement, and lewd gestures.
- Continuing to express sexual interest after being informed that the interest is unwelcome.

Any student who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the principal or his designee(s).

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

Sexual Misconduct

“Sexual misconduct” is defined as inappropriate conduct of a sexual nature, which a school community or the general public would likely find offensive, indecent, or grossly inappropriate.

Suspension

“Suspension” is defined as the temporary withdrawal of the privilege of attending a school for a specified period of time.

- Long-term: The exclusion of a student from class for a period of more than ten school days.
- Short-term: The exclusion of a student from class for a period of ten school days or less.
- Students with a disability, as defined by IDEA, shall be entitled to a review of placement prior to a long-term suspension or expulsion.
- A suspended student shall be ineligible to participate in school-related activities including, but not limited, to graduation ceremonies, athletic events, after-school organizations, or school-sponsored activities.
- “The length of suspensions” is defined below:
 - A one-semester suspension is the remainder of the current semester;
 - A two-semester suspension is the remainder of the current semester, in addition to the next immediate semester.
 - A two-semester suspension equals a one-year suspension.

Threat

A threat occurs when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.

Threat Assessment

A gathering of available information to determine relevant causal factors via a multi phased procedure as adopted by the School Safety and Prevention Division of the Arizona Department of Education including an initial incident investigation to be followed-up (as deemed necessary) with a collection of education records, interviews with others involved or knowledgeable of the situation, a possible brief screen and/or full clinical risk and protective factors assessment. All the above is reviewed by the Threat Management Team to determine not only the degree of potential danger posed but also the appropriate recommendations considered necessary to manage the student and/or situation.

Threat Management Team

A group of trained professionals from their assigned school who meet on an as needed basis to assess and manage a person(s), situation or event that poses a threat of danger to students, staff, visitors, school premises or an off school sponsored activity. All Threat Management Teams are composed of no less than four, (4) trained professional staff that will include an administrator, social worker and/or prevention / intervention specialist, counselor, psychologist, and may also include the special education department facilitator, a behavior intervention specialist, security and the nurse. When appropriate, and/or needed, professional staff familiar with the student(s) or situation may be included as well.

Threatening an Educational Institution

“Threatening an Educational Institution” is defined as interfering with or disrupting an educational institution by engaging in any one or more of the following, including but not limited to:

- Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution;
- Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution;
- Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others; and
- Refusing to obey a lawful order to leave the property of an educational institution. The general category of “Threatening an Educational Institution” may include, but is not limited to the following, depending upon the circumstances of each case:

Assault on another student	Explosive devices
Aggravated assault/assault on a staff member	Extortion
Arson/reckless burning	Incitement
Bomb threats	Threat, intimidation, verbal abuse of a student
Destruction or defacement of property	Threat, intimidation, verbal abuse of a staff member
Endangerment	Weapons

The District is required by law (A.R.S. §13-2911) to expel from school for at least two (2) semesters a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case-by-case basis if the student takes responsibility for the result of the threat. The District shall adhere to all federal and state requirements and procedures for students afforded protection under Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act (IDEA).

Trespassing

“Trespassing” is defined as unauthorized presence on school property.

Work Detail

“Work Detail” is defined as a student being required to perform tasks assigned by a school official. These tasks may be assigned to be completed before school, after school, during lunchtime or on Saturdays and should be designed so as not to endanger the health and safety of the student.

Student Due Process Rights

As directed by the United States Constitution and interpreted by the courts, every student is entitled to due process before he/she may be suspended or expelled from school. Such action requires a reasonable basis for the imposition of discipline.

Exclusion from Class

If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day.

The teacher shall explain to the student the reason he/she is being excluded from class and issue the student a pass to the appropriate administrator.

A Discipline Referral form will be completed by the teacher and given to the appropriate administrator explaining the offense committed by the student.

For any situation that necessitates the exclusion of a student from class, the teacher shall complete a proper pass directing the student to the appropriate administrator.

A conference shall be held with the student by an administrator to determine what actions shall be taken.

A teacher may remove a student from the classroom if either of the following conditions exists:

1. The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with other students in the classroom or interferes with the ability of the other students to learn; or
2. The teacher has determined that the student's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of the other students to learn.

The placement review committee will determine the placement of the student if the teacher refuses to readmit the student beyond one period. The placement review committee process, to determine the placement of the student in a new class or replacement in the existing class, shall not exceed three business days from the date the student was first removed from the teacher's class. **(In the case of a student with a disability, the placement review committee will defer to the IEP team.)**

Emergency Suspension

An emergency suspension occurs when a student is removed from school without prior use of formal due-process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person(s) or property or an ongoing threat of disruption to the academic process.

Short-Term Suspension

A short-term suspension is defined as a period of nine (9) school days or less.

During the conference with the student regarding any alleged violation, and prior to the imposition of the suspension, the administrator shall advise the student of the allegations and evidence supporting the charges of misconduct.

The student shall be given an opportunity to explain his/her version of events dealing with the alleged misconduct.

For all short-term suspension hearings, which may result in a student being excluded from school for nine (9) school days or less, a record shall be made of action taken by the administrator.

If, as a result of the informal short-term suspension hearing, the student is suspended, the following procedure shall be followed:

- An attempt will be made to notify parent(s) or guardian(s) by telephone;
- Written notification shall be made to the last address on file at the school;
- The student's teachers, counselor, school's registration office, security, and the Governing Board shall be advised of the length of the suspension;

No appeal is available from a short term suspension.

Long-Term Suspension

A long-term suspension is defined as a period of more than ten (10) days.

If it is determined by the administration that the alleged student misconduct is serious enough to recommend a suspension of more than ten (10) school days, notification of a formal due process hearing shall be made to the parent(s) or guardian(s) at least five (5) school days prior to the hearing.

The parent(s) or guardian(s) shall be notified by certified and regular mail:

- the time;
- the date;
- the place of hearing;
- the name of the hearing officer;
- a description of the alleged misconduct;
- the Board policy or administrative regulation violated and discipline prescribed therein;
- a copy of A.R.S. §15-843; and
- a statement that they shall have a right to present witnesses and cross-examine witnesses.

The students and parent(s) or guardian(s) shall be advised that:

- They have a right to be represented by legal counsel; and
- Notice must be given to the appropriate campus administrator at least 48 hours before the hearing if the student or his/her parent(s) or guardian(s) shall have an attorney or other representative present.

There shall be no more than two other representatives present in a student discipline hearing.

At the conclusion of the hearing, the hearing officer may render a decision immediately or notify the parent(s) or guardian(s) and student within 48 hours in any event. This notification shall be made by certified and regular mail.

During the period of time between the alleged misconduct and the day of the hearing, the student may remain in school unless it has been determined by the appropriate administrator that he/she is a clear and present danger to him/herself or other persons.

If the student is a child with a disability under the Individuals with Disabilities Education Act (IDEA), as amended, see section on Suspension of Students with Disabilities.

Appeal Process

Parent(s) or guardian(s) have five (5) school days to appeal a long-term suspension. This appeal should be written to the principal of the school indicating any violations of due process during the long-term suspension hearing or any new evidence not presented during the hearing.

Pending the final resolution of such appeal(s), the student shall be returned to class or placed on in-school suspension and required to complete assignments unless it is determined that he/she is a clear and present danger to self or others.

The Principal shall review the evidence and respond to the parent(s) or guardian(s) appeal within five (5) school days after receipt of the appeal letter.

Parent(s) or guardian(s) may appeal long-term student suspensions to the Superintendent or designee. This may be done only after the principal has made a determination. Appeals to the Superintendent or designee must be made within five (5) school days after receipt of a decision regarding long-term suspension from the local campus principal. The letter must describe any objections to the hearing or the decision rendered.

Upon reviewing the student file, the designated District Hearing Officer may decide to conference with the student and parent/guardian or to hold a new hearing if the review determines that the student was not afforded his/her due process rights. The decision or modifications of the District Hearing Officer are final.

Student due process procedures regarding appeal hearing notification, right to legal counsel, right to cross examine and present witnesses, etc. are contained in the long-term suspension section of this handbook on page 34.

If the student is a child with a disability under the Individuals with Disabilities Education Act (IDEA), as amended, see the section on Suspension of Students with Disabilities.

Expulsion

Expulsion is defined as the exclusion of a student from school permanently. The authority to expel a student rests exclusively with the Governing Board.

The principal of the school shall make any recommendations to expel a student to the Governing Board based upon the results of a student due process suspension hearing conducted by the principal dealing with alleged extremely serious offenses.

The Governing Board may appoint a hearing officer in cases of recommendation for expulsion, or they may conduct the hearing themselves. The final decision to expel or reinstate a student rests with the Governing Board. There is no administrative appeal from the Governing Board's decision to impose discipline.

Student due process procedures regarding expulsion hearing notification, right to legal counsel, right to cross examine and present witnesses, etc. are contained in the long-term suspension section of this handbook on page 34.

If the student is a child with a disability under the Individuals with Disabilities Education Act (IDEA), as amended, see the section on Suspension of Students with Disabilities.

Alternative to Suspension or Expulsion Program

Alternative to suspension or expulsion may include removing a student from a regular school setting and providing educational services in an alternative setting. Such a program is discipline intensive and requires academic work, and may require community service, grounds keeping and litter control, parent(s) or guardian(s) supervision, and evaluation or other appropriate activities, which could include, but are not limited to, parent conference, behavioral plan, behavioral contract, interventions to include probation which will include weekly meetings with social worker or counselors, or assignment to a mentor.

For a student who is determined to have threatened an educational institution, the District may modify the expulsion requirement on a case-by-case basis. The student may be transferred to an alternative to suspension or expulsion program at a location on school premises that is isolated from other students or transferred to a location that is not on school premises. The student may participate in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. The District may require the student's parent or guardian to participate in mediation, community service, restitution, or other programs in which the parent or guardian takes responsibility with the student for the threat, as a condition of student participation in this alternative program.

Application for Re-Entry Following Expulsion

The application for re-admittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed. The student's application for re-admittance shall contain information indicating resolution of the problems that resulted in the expulsion.

It is the prerogative of the Governing Board to grant or deny re-admittance or to stipulate appropriate conditions for re-admittance.

The Governing Board, in its discretion, may, but is not required to, hold a hearing on any application for re-admittance to school. Re-admittance may occur only at the beginning of a semester.

Primary Language Other Than English

If the student's parent(s) or guardian(s) inform the Superintendent that the primary language used in the home is other than English, all documents pertaining to student discipline sent to the student or parent(s) or guardian(s) shall be in both English and, if practicable, the primary language used in the home. If the services of an interpreter are needed at the hearing, the parent(s) or guardian(s) shall contact the school and request an interpreter at least 48 hours before the hearing.

Student Support Programs

Southwest Leadership Academy has a rich history of providing intervention programs for students in need of emotional support. Our student support programs are designed to identify issues which prevent students from learning and being successful in school. These programs provide education, prevention, early identification, intervention referral, and support groups for students. These groups provide a safe place in which students are free to express their feelings and concerns as they develop positive relationships with peers and adults. Currently, there are as many as twenty support groups available on some of our campuses. Newer research-based programs may be added to our intervention programs as funding becomes available.

STUDENTS WITH DISABILITIES

Special Education Process

It is Southwest Leadership Academy's responsibility to inform the general public, and all parent(s) or guardian(s) within our boundaries of the availability of special education services for students with disabilities eligible for high school through 21 years of age, and how to access those services.

We are responsible for identifying, locating and evaluating all children with disabilities eligible for high school through 21 years and for referring children from birth through two (2) years of age to Arizona Early Intervention Program and from three (3) years to 13 or 14 years of age to the elementary school district in which the student resides for evaluation and appropriate services.

Southwest Leadership Academy is also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction without charge to the parent(s) or guardian(s).

For all students new to the district, the teacher will complete screening activities within 45 calendar days of enrollment. The teacher/counselor will look at the student's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted, the student may be referred for additional help.

If you have concerns about your child, please contact the campus for more information.

Referral Procedure for Special Education Services

Referral to the Intervention Team

- review records
- conduct and document pre-referral activities
- evidence of scientifically research based interventions when a specific learning disability is suspected
- notice to parent

Initial Evaluation and Determination of Special Education Eligibility by Multi-Evaluation Team

- review of existing data is required
- prior written notice to parent documenting decision to test
 - parental consent for the evaluation is mandatory
- parental participation in the multi-evaluation team is mandatory
 - general education teachers' participation is required

Individual Education Plan (IEP)

- developed if student is eligible for special education
- general education teachers' participation is required
 - parental notification is required
 - parental participation is essential
- prior written notice documenting decisions of the IEP Team

Initial Placement with Parental Consent

Implement IEP in the Least Restrictive Environment

Review and Revise IEP Annually

- general education teachers' participation is required
 - parental notification is required
 - parental participation is essential
- prior written notice documenting decisions of the IEP Team

Re-evaluation and Re-determination of Eligibility

- re-determination of eligibility must be held three years from the previous eligibility determination
 - must be held three years from the initial evaluation
 - parental notification and participation is required
- prior written notice documenting decisions of the IEP Team

Dismissal from Special Education

- re-evaluation requirement except for graduation
- prior written notice regarding termination of services

Suspension of Students with Disabilities

All students should generally expect to be disciplined pursuant to the same standards of conduct and due process procedures. A separate process has therefore been developed to determine what discipline to impose on students with disabilities that is consistent with the requirements of the IDEA. It is the policy of the district to comply with the requirements of the IDEA as they relate to disciplinary measures taken with a student with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary action under 300.520 or 300.521, the student will remain in the placement determined by the school authorities until then completion of the evaluation and eligibility determination.

Emergency Suspension and Temporary Exclusion from Class of a Student with a Disability

A student with a disability may be temporarily removed from class and/or may receive an emergency short-term suspension using the same procedures as for a student without a disability, provided that the short-term suspension does not constitute a change of placement. A change of placement occurs if a removal is for more than 10 consecutive days or if the student is subject to a series of removals that constitutes a pattern because of factors such as the length of each removal, total amount of time the student is removed and the proximity of the removals to one another.

Short-Term Suspension of a Student with a Disability

A short-term suspension may be imposed on a student with a disability pursuant to the following procedures:

1. Discussion with the Student

A school administrator authorized to suspend a student from school shall inform the student with a disability of the alleged misconduct and shall describe to the student the evidence known at the time to support the allegations of misconduct. The notice may be given to the student orally or in writing. The administrator shall invite the student to discuss with the administrator his/her version of the situation. The student has an opportunity to rebut or explain the allegations of misconduct.

2. Discussion with a Special Education Professional

The school administrator must contact the Special Education Facilitator designated by the district as being responsible for managing or administering special education. The school administrator shall discuss with the facilitator the student's alleged misconduct. The facilitator shall advise the school administrator on the procedures to be followed in effecting a short-term suspension and ensuring that an actual or constructive change of placement does not occur without a review of placement.

3. Decision to Impose Suspension

If, as a result of the above discussions, the administrator determines that the student engaged in the misconduct and a short-term suspension is imposed, the student's parent(s) shall be informed of the suspension. A student with a disability cannot be given intermittent short-term suspensions totaling more than ten cumulative days during one academic year that cumulatively would constitute a change of placement without conducting a manifestation determination review.

4. Decision to Review Placement

The parent, administrator, designee or teacher may request an Individualized Education Plan (hereinafter referred to as “IEP”) review at any time to review the student’s special education program and revise it if necessary. A review of placement must be held each time a suspension of more than ten (10) days is imposed or each time the number of cumulative suspensions effectively results in a change of placement for the student. The school does not have to provide Special Educational services for removals of ten days or less in a school year.

Long-Term Suspension of Students with Disabilities

Mandatory Manifestation Determination Review

Before a student with a disability receives a long-term suspension, a manifestation determination review shall be conducted, followed by a long-term suspension hearing where appropriate. The purpose of the manifestation is to determine whether the student’s alleged misconduct is or is not the manifestation of his/her disability, whether the student’s educational placement is appropriate, and to develop or review the functional behavioral assessment and behavioral intervention plan. The manifestation determination shall be conducted by relevant members of the Individualized Education Plan (IEP) Team, (300.523) and must include the campus administrator who is responsible for discipline.

The IEP Team must ensure that any change in the student’s educational placement complies with the least restrictive environment provisions of the IDEA. All of the appropriate placement options available on campus must be explored prior to the student being referred to an off-campus placement. The continuum of placement options shall include, but not be limited to, regular education classes with development of a behavioral intervention plan, special education resource support, special education self-contained classes, in-school suspension where the IEP continues to be implemented by qualified staff, or revising the IEP to add or increase the level of support services.

A behavioral intervention plan must be developed and implemented for every student who exhibits significant behavioral problems.

Notice of Review of Placement

Notice of the manifestation shall follow the notification requirements of the IDEA (20 USC 1400 *et seq.*).

Decision that Discipline May Be Imposed

A due process hearing for long-term suspension may occur only after the manifestation determination has been held. If it is determined that the student’s misconduct is not a manifestation of the student’s disability the student may be suspended by following the District policies for students in general, provided that the student’s IEP services are continued and that the student has the opportunity to participate in the general education curriculum during the period of disciplinary removals for a student with a disability under IDEA (300.121(d)).

Student due process procedures regarding hearing notification, right to legal counsel, right to cross examine and present witnesses, etc. are contained in the long-term suspension section of this handbook on page 34.

Decision That Discipline May Not Be Imposed

If the IEP Team determines that the misconduct is a manifestation of the student’s disability, the student may not be suspended for that behavior. The IEP team shall conduct or update the student’s functional behavior assessment and develop or review the student’s behavioral

intervention plan to determine whether revisions are needed and whether a change in the student's educational placement is necessary in order to meet his/her special education needs.

Emergency Procedures for Weapons and Drug Violations

When a student with a disability is charged with drug or weapons offenses or infliction of serious bodily injury on another, any emergency provisions permissible under the IDEA may be employed. These emergency provisions allow for a unilateral placement in an interim alternative educational setting, for up to 45 school days, with the continuation of IEP services until a mandatory manifestation determination and a hearing can be held.

The procedural safeguards of the IDEA apply to all decisions, which affect the identification, evaluation, placement and provision of a free appropriate public education to students with disabilities, including disciplinary decisions. A copy of the procedural safeguards shall be provided to the parent(s) each time a manifestation determination occurs.

Appeal Process

Parent(s) or guardian(s) have five (5) school days to appeal a long-term suspension. This appeal should be written to the principal of the school indicating any violations of due process during the long-term suspension hearing or any new evidence not presented during the hearing.

Pending the final resolution of such appeal(s), the student shall be returned to class or placed on in-school suspension and required to complete assignments unless it is determined that he/she is a clear and present danger to self or others.

The Principal shall review the evidence and respond to the parent(s) or guardian(s) appeal within five (5) school days after receipt of the appeal letter.

Parent(s) or guardian(s) may appeal long-term student suspensions to the Superintendent or designee. This may be done only after the principal has made a determination. Appeals to the Superintendent or designee must be made within five (5) school days after receipt of a decision regarding long-term suspension from the local campus principal. The letter must describe any objections to the hearing or the decision rendered.

Upon reviewing the student file, the designated District Hearing Officer may decide to conference with the student and parent/guardian or to hold a new hearing if the review determines that the student was not afforded his/her due process rights. The decision or modifications of the District Hearing Officer are final.

Student due process procedures regarding appeal hearing notification, right to legal counsel, right to cross examine and present witnesses, etc. are contained in the long-term suspension section of this handbook on page 34.

VIOLATIONS

A student's discipline record is cumulative and will be used as evidence in all discipline matters until graduation.

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Violations of Arizona Revised Statutes (A.R.S.) may result in the notification of the appropriate law enforcement agency.

1. Academic Misconduct

Academic misconduct includes, but is not limited to, cheating, plagiarism, forgery, and lying.

A student shall not use, or attempt to use, the academic work, or research of another person and represent it as his own. Academic cheating, including the use of electronic devices, may result in loss of credit.

A student shall not use, or attempt to use, the identity or signature of another person and represent it as his own for his own benefit or with intent to defraud.

A student shall not make an untrue statement with intent to deceive or create a false or misleading impression.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- All offenses will be dealt with on a case-by-case basis. Severity of the offense will determine length of detention, suspension, loss of credit, or expulsion.

2. Alcohol, Drugs and Paraphernalia – Possessing and Using

A student shall not possess, use, or be under the influence of alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies and regulations). For the purpose of this regulation, drugs are defined as narcotic drugs, dangerous drugs, toxic substances, marijuana, and peyote as those terms are defined in A.R.S. §13-3401, and imitation controlled substances as defined by A.R.S. §13-3451. It shall include the use of over-the-counter medication and hallucinogenics. A student shall not possess, or use drug paraphernalia as defined by A.R.S. §13-3415.

FIRST OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- A medical assessment may be a part of the data collected to determine if a student may be under the influence of a controlled substance;
- Notification to parent(s) or guardian(s);
- Notification to police if illicit drugs or inappropriate use of prescription drugs are involved (see Definitions section);
- Suspension for nine (9) school days, three (3) days to be served in off-campus suspension, and six (6) days to be set aside if student completes eight (8) hours of approved on-campus chemical dependency education;
- Referral for urinary analysis will be recommended;
- The parent(s) or guardian(s) is encouraged to attend one or more hours with the community agency and be involved in the treatment plan;
- Entry into and successful completion of a minimum of eight (8) hours of approved chemical dependency education will be reason to rescind the final six (6) days of suspension. **Failure to complete the program will result in immediate reinstatement of the balance of the original suspension;**
- **Depending on the quantity, possession or distribution of alcohol, drugs or paraphernalia can be the basis for beginning discipline at the second violation level;** and
- The student must provide written evidence to the suspending administrator or designee that eight (8) hours of approved chemical dependency education has been completed.

SECOND OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- A medical assessment may be a part of the data collected to determine if a student may be under the influence of a controlled substance;

- Notification to parent(s) or guardian(s);
- Notification to police if illicit drugs or inappropriate use of prescription drugs are involved (see Definitions section);
- Suspension for up to eighteen (18) school days, with nine (9) days to be served off-campus pending the due process hearing determination, during which time the student is to participate in an evaluation and screening by a campus social worker or an approved agency;
- Upon return to school the student must check in with the suspending administrator or designee and provide written evidence that the evaluation has been completed;
- The parent(s) or guardian(s) is encouraged to attend one (1) or more hours with the community agency and be involved in the treatment plan;
- The student must provide written evidence to the suspending administrator or designee that treatment has begun, through an approved agency, within one (1) month of the violation;
- The student must provide written evidence to the suspending administrator or designee that treatment has been completed within the prescribed time set forth by the campus social worker or by approved agency;
- **Failure to complete the program will result in reinstatement of the remaining nine (9) days of suspension; and**
- If funding is available, the District may provide an on-campus substance recovery group for second offenses. The on-campus program may be used in place of the above mentioned “approved agency” program.

THIRD OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- A medical assessment may be a part of the data collected to determine if a student may be under the influence of a controlled substance;
- Notification to parent(s) or guardian(s);
- Notification to police if illicit drugs or inappropriate use of prescription drugs are involved (see Definitions section);
- Suspension for two (2) semesters, and referral to an approved community agency for chemical abuse treatment;
- The parent(s) or guardian(s) is encouraged to attend one (1) or more hours with the community agency and be involved in the treatment plan;
- At the discretion of the principal/unit supervisor, the student may be placed in an alternative school upon receipt of written evidence that treatment has been initiated;
- Upon proof of successful completion of an approved chemical abuse program, the principal/unit supervisor will determine if the student will be reinstated to the home campus or will remain in the alternative school for the balance of the term of suspension;
- Upon return the student must check in with the suspending administrator or designee and provide written evidence that treatment has been completed, or that treatment has been initiated by an approved agency, and a schedule to complete treatment has been established; and
- Completion must be verified by the agency.

3. Alcohol and Drugs – Selling, Dispensing or Dealing

A student shall not sell, possess for sale, offer to sell or dispense, alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies and regulations). For the purpose of this regulation, drugs are defined as narcotic drugs, dangerous drugs, toxic substances, marijuana, peyote, and imitation controlled substances.

A student shall not sell, offer to sell, transfer, or use drug paraphernalia.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to police if illicit drugs or inappropriate use of prescription drugs are involved (see Definitions section); and
- A student who has committed this offense may be suspended to at least the end of the semester, or may be suspended for up to one (1) full school year, or may be expelled, depending on the severity of the offense.
- If the disposition is less than an expulsion, the student who has committed this offense shall be (A) referred to an approved community agency for chemical abuse treatment; (B) The parent/guardian is encouraged to attend one or more hours with the community agency and be involved in the treatment plan; (C) Upon returning from the long-term suspension, the student must check in with the Principal/designee and provide written evidence that treatment has been completed, or that treatment is in progress with an approved agency, and a schedule to complete treatment has been established; and (D) Completion of the program must be verified by the agency.
- If it is the Governing Board's decision to expel the student, the student shall be referred to an approved community agency for chemical abuse treatment. If the student applies for readmission from expulsion, the Governing Board may consider if the student completed an approved chemical dependency program and may consider if the student enrolled in and completed credits at another educational institution during the time of the expulsion.

4. Arson

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved class activities such as an approved and supervised experiment in a chemistry class.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Student is subject to detention, suspension, or expulsion, depending on the severity of the offense;
- Notification to the appropriate law enforcement agency if the incident involved the arson of an occupied structure (see Definitions section), fire department, and district facilities administrator; and
- Students may be required to attend an approved counseling program and pay restitution.

5. Assault 5A. Aggravated Assault

For purposes of this rule, assault is defined as intentionally, knowingly, or recklessly causing physical injury to another person, intentionally placing another person in reasonable apprehension of physical injury and knowingly touching another person with intent to injure, insult, or provoke such a person.

Aggravated Assault

A person commits aggravated assault if the person commits assault under any of the following circumstances: causes serious physical injury to another, uses a deadly weapon or dangerous instrument, is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, knows or has reason to know that the victim is a peace officer or a school employee engaged in the execution of any official duties.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to law enforcement if the assault meets the definition for aggravated assault (see Definitions section);

- A student who has committed assault may be suspended to at least the end of the semester, or may be suspended for up to one (1) full school year, or may be expelled, depending on the severity of the offense;
- Student may be referred to an on-campus positive choices educational group. All six (6) hours of this group must be completed in lieu of a portion of the suspension;
- Failure to complete all six (6) hours of this group will result in reinstatement of the full suspension; and
- Student may be referred to an alternative educational program.

6. Bullying

6A. General Harassment

Bullying

Bullying may occur when a student or group of students engages in any form of behaviors 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 cyberbullying,
- 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.

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 orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to police, depending on the severity of the offense;
- A student who has committed the offense shall receive detention, suspension, or expulsion, depending on the severity of the offense; and
- Student will be placed on a behavior contract and counseling will be required upon return to campus.

7. Defiance of Authority

A student shall obey the reasonable inquiries and directions of teachers, administrators, and other District employees and shall respond to requests for information from these persons in a truthful manner.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);

- Assignment to detention or suspension for up to nine (9) school days, depending on the severity of the offense; and
- Student may be referred to an on-campus positive choices educational group. All six (6) hours of this group must be completed.

8. Disruptive Conduct

A student shall not engage in any conduct that might disrupt any school function, process, or activity.

- Classroom disruption is any disruption that occurs within the classroom during instructional time.
- Campus disruption is any disruption that occurs before, during, or after school, but not occurring in the classroom.
- Verbal provocation is the use of gestures or language including rumors that may incite another student(s) to fight.
- Minor aggressive act occurs when a student engages in non-serious, inappropriate physical contact such as slapping or pushing with the intent to cause harm. It also includes other conduct that demonstrates low level hostile behaviors.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Assignment to detention or suspension for up to nine (9) school days, depending on the severity of the offense; and
- Student may be referred to an on-campus positive choices educational group. All six (6) hours of this group must be completed.

9. Dress and Appearance

A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, inappropriate slogans, or graphics shall not be worn or displayed. Immodest or indecent attire is not acceptable and footwear must be worn.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Change of clothing may be provided or the student may be sent home to correct the problem; and
- Assignment to detention or suspension for up to nine (9) school days.

10. Emergency Alarms and Fire Controls

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists warranting use of the device.

The student and/or parents or guardian(s) shall be responsible for any fees assessed by the city, or county or government agency.

FIRST OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Suspension for five (5) to nine (9) school days; and
- Notification to law enforcement.

SECOND OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Suspension for balance of semester; and
- Notification to law enforcement.

THIRD OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Expulsion; and
- Notification to law enforcement.

11. Endangering the Health and Safety of Others

A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Assignment to detention or suspension for up to nine (9) school days, depending on the severity of the offense; and
- Student may be referred to an on-campus positive choices educational group. All six (6) hours of this group must be completed.

12. Fights

A student shall not mutually engage in a physical fight with any student, school employee, or any other person.

FIRST OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Assignment to suspension for nine (9) school days, six (6) of which shall be set aside according to the following conditions:
 - Three (3) days shall be set aside for completion of six (6) hours of on-campus positive choices education group; failure to complete will result in reinstatement of days set aside; and
 - Three (3) days shall be set aside for participation in mediation that results in an agreement; failure to come to an agreement will result in reinstatement of days set aside.

ANY ADDITIONAL OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Suspension for more than ten (10) school days, to the end of the semester, or may be suspended for up to one (1) school year;
- May be assigned to Jumpstart (on-campus alternative to suspension program).

13. Gambling

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s); and
- Detention or suspension for up to nine (9) school days, depending on the severity of the offense.

14. Hazing and Initiation

Hazing is prohibited. A student may be involved in an initiation ONLY when the activity has received the express approval of the principal and is properly supervised. All initiations that might involve verbal, physical, sexual, or any other actual or threatened abuse are absolutely prohibited. Initiations related to any school club, athletic team, or other group is subject to the above prohibitions, whether or not the conduct occurs on school grounds.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to law enforcement if appropriate; and
- Suspension for up to nine (9) school days, depending on the severity of the offense.

15. Multiple and Repeated Violations

Multiple violations: If the student's discipline file contains violations of multiple rules, this may result in more severe penalties than the guidelines for a single offense.

Repeated violations: If the student's discipline file contains two or more violations of the same rule, this may result in more severe penalties than the guidelines for a single offense.

16. Obscenities, Profanity, Defamation, or Abusive Language

A student shall not use profanity or defamatory or obscene language or gestures in oral, visual, or written form or knowingly distribute defamatory or obscene materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office. Obscene materials may include, but are not limited to those that an average person, applying contemporary standards of the school community, would find, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political, or scientific value. The standard to be used is of the school community, recognizing that students are, as a group, younger and more sensitive than the general adult population.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s); and
- Assignment to detention or suspension for up to nine (9) school days, depending on the severity of the offense.

17. Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when made by a student to another student or staff member. Dating abuse is a form of sexual harassment.

See "Definition of Terms" section (page 29) for complete definitions of sexual harassment and dating abuse.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s), and Police if appropriate;
- A student who has committed sexual harassment or dating abuse shall receive detention, suspension, or expulsion, depending on the severity of the offense; and
- Counseling required upon return to school.

18. Sexual Misconduct

When on campus or at a school event, a student shall not engage in sexual conduct which a school community or the general public would likely find offensive, indecent, or grossly inappropriate. Such conduct includes acts such as inappropriate exposure of a private body part; intimate contact with a private body part of another individual; or intensely affectionate kissing, fondling, or caressing. A private body part in this context is defined as an area of the body which is generally associated with sex and normally covered by clothing when in public.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s) and Police if appropriate;
- A student who has committed sexual misconduct shall receive detention, suspension, or expulsion, depending on the severity of the offense; and
- Counseling required upon return to school.

19. Technology, Improper use of

Improper computer usage, network infraction, improper usage of telecommunication device or any other technology

may include, but is not limited to, any of the following:

- Threatening or abusing any student, school employee, or any other person through electronic messages,
i.e. cyberbullying, sexting;
- Using a school computer in any way to gain access to obscene materials;
- Allowing obscene material to remain on computer system without immediate notification to appropriate school personnel;
- Providing or using another student's computer identification number and password;
- Inappropriately using a school computer identification number and password while off school premises;
- Entering into school's computer directories, files or programs without written authorization from appropriate school personnel; and
- Copying computer software from the school's computer system.
- Use of technology that might disrupt any school function, process or activity.

ANY OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s) and police as appropriate;
- Detention, suspension or recommended expulsion; and
- Depending on the severity of the offense or for repeated violations, the use of school technology (i.e. internet) may be revoked for up to one semester. If the student has required district, state or national assessments, the student's technology use will be monitored closely by the teacher and school technology staff for the duration of the revocation.

20. Theft 20A. Extortion, Misrepresentation

Theft

A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.

Extortion/Misrepresentation

A student shall not take, use, or borrow any property by misrepresentation, deception, or expressed or implied threat.

FIRST OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to law enforcement if appropriate;
- Restitution or suitable arrangements for restitution prior to returning to school; and
- Suspension for three (3) to nine (9) school days.

SECOND OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to law enforcement if appropriate;
- Restitution or suitable arrangements for restitution prior to returning to school; and
- Suspension for ten (10) school days or up to one semester.

THIRD OFFENSES WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to law enforcement if appropriate;
- Restitution or suitable arrangements for restitution prior to returning to school; and
- Suspension for up to one school year or recommend expulsion if appropriate.

21. Threatening an Educational Institution

A student shall not, by word or conduct threaten to cause physical injury to any employee or person attending an educational institution; threaten to cause damage to an educational institution or property of anyone attending an educational institution; enter or remain on property of an educational institution for the purpose of interfering with an educational institution or refuse to obey a lawful order to leave the property.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Notification to police;
- Threat Management Team will be convened if needed;
- Recommended for expulsion from school for at least one (1) school year;
- A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion for at least one (1) school year. However, the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis. This modification may take place if the student takes responsibility for the threat and for the results of the threat. The student must then agree to participate in mediation, community service, restitution or other program(s) established by the administration.

22. Tobacco/Cigarettes/Smoking Supplies - Possession or Use

According to state law, it is unlawful to possess or use tobacco in any form on the school campus, a school activity, or any type of school property. Electronic cigarettes or cigarettes in any form, and smoking supplies such as pipes, hookah pipes, etc., are also not permitted on the school campus, a school activity, or any type of school property.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Completion of tobacco curriculum packet as assigned; assignment of tobacco curriculum to be completed during in-school suspension in addition to regular classroom assignments;
- Confiscation of tobacco/cigarette products/smoking supplies; review of policy and assignment to a stopsmoking/cessation group; and
- If the above conditions are not met, the student may be assigned to detention or suspension for three (3) to nine (9) school days.

23. Traffic Rules (Use of Motor Vehicle)

When operating a motor vehicle on campus or at a school event, a student shall follow all school and public traffic rules. The student shall operate the motor vehicle in a safe and prudent manner. In order to park on campus, students must show proof of license, registration, and liability coverage.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- A student who has violated traffic rules shall receive detention, suspension, or expulsion, depending on the severity of the offense; and
- Driving and parking privileges on campus may be suspended or revoked.
- Vehicles may be towed at the discretion of the Principal; and
- Vehicles may be towed, with notification to parent(s) or guardian(s), after appropriate interventions have been exhausted.

24. Transit Rules (Use of School and Public Transportation)

All students who ride the school bus or any public transportation shall not violate the policies in the Southwest Leadership Academy Student Procedures Handbook on the way to or from school.

- Bus Operators may contact the police when necessary.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s);
- Assignment to detention or suspension for up to nine (9) school days, depending on the severity of the offense;
- A student may lose privileges to ride the bus.

25. Trespassing

A student shall not be present on a school campus without authorization. This includes a suspended or expelled student.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s) and police;
- A student who trespassed may receive detention or suspension.

26. Unauthorized Entry / Burglary

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s) and police; and
- A student who has committed unauthorized entry shall receive suspension or expulsion, depending on the severity of the offense.

27. Unauthorized Visits to Other Campuses

A student shall not be present on any other school campus without administrator approval except to attend appropriate extracurricular or public events.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s) and police as appropriate; and
- A student who has committed unauthorized visits shall receive detention or suspension, depending on the severity of the offense.

28. Vandalism, Destruction of Property

A student shall not damage, destroy, or deface including, but not limited to, graffiti, tagging, etc., any school property or property belonging to any other person.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s)
- Notification may be made to police;
- Restitution or suitable arrangements for restitution prior to returning to school;
- A student who has committed vandalism or destruction of property shall receive detention, suspension, or expulsion depending on the severity of the offense; and
- May be referred to an on-campus positive choices educational group in lieu of a portion of the suspension.
- All six (6) hours must be completed. Failure to complete all six (6) hours of this group will result in reinstatement of the full suspension.

29. Violation of School Procedures and Rules

Violation of school procedures can occur when on campus, going to or from school, or attending a school event; For example: A student not wearing his/her picture identification card may be requested by the appropriate authority to present and wear the identification card. If unwilling to do so, he or she may be subject to removal from District premises. Excessive tardies are also considered a violation of school procedures.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- All offenses will be dealt with on a case-by-case basis. Severity of the offense will determine length of detention, suspension or expulsion.

30. Weapons and Dangerous Items

A student shall not possess or use weapons, explosives, dangerous items, or items that can be interpreted as being able to cause bodily harm to a person or persons.

Weapons and dangerous items, include but are not limited, to guns, realistic toy guns, simulated weapons, chains, knives, clubs, brass knuckles, fireworks, explosives, etc.

Simulated weapon is defined as an instrument displayed or represented as a weapon.

Dangerous item is defined as anything that, under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. This definition may include, but is not limited to, weapons, bombs, lighters and other incendiary devices, and firearms.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

- Notification to parent(s) or guardian(s) and police; and
- The student may be suspended for a period of up to one (1) school year, with loss of credits if so ordered, or may be expelled, depending on the severity of the offense.
- Per the Gun-Free Schools Act, any student found guilty of bringing a firearm to school or possessing a firearm at school shall be expelled for at least one year,
- For all other weapons and dangerous items, the student may be suspended for a period of up to one school year, with loss of credits if so ordered, or may be expelled, depending on the severity of the offense.

**LEGAL: A.R.S. §13-1201, 1202, 1203, 1401, 1501, 1506, 1602, 1701, 1709, 1802, 1804, 2001, 2911, 3101, 3301, 341, 3405, 3411, 3415, 3622
A.R.S. §15-2301, 341, 381, 841, 842
A.R.S. §28-3473, §36-798, §4-241, §8-309**