

Sedona Red Rock Jr./Sr. High School 2019-2020



Student/Parent Handbook & Discipline Policies and Procedures

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Dear Parents and Students,

Welcome to the 2019-20 school year! Education is a team effort, and we know that students, parents, and teachers all working together can make this a successful school year for our students. We strive to never be satisfied and continuously improve our district in every aspect possible. This is a district that believes in and supports its students. I am very proud of the work we have accomplished in our schools and look forward to the work that we have yet to do.

One of the priorities of our District Strategic Plan, *One District, One Team is Positive, Safe, and Healthy Environment*. The policies and procedures in this handbook are designed to create and maintain a culture in which all students have the opportunity to learn and grow. We ask that parents carefully read this Parent/Student Handbook, so everyone will clearly know what is expected of their children.

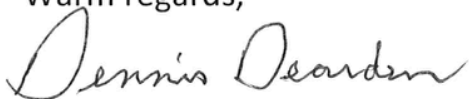
Please join with us as Sedona Oak Creek Unified School District promotes our vision:

- ✓ Relationships
- ✓ Relevance
- ✓ Rigor
- ✓ Results

In a unified effort to provide all students a solid foundation in academic, social, and workplace skills

I sincerely thank you for your support of our schools, and for the opportunity to work with you as a leader of this extraordinary school community.

Warm regards,



Dennis W. Dearden
Superintendent/Principal

District/School Phone Numbers and Emails

Superintendent/Principal	Dennis Dearden	204-6801	dearden@sedonak12.org
Assistant Superintendent	Deana DeWitt	204-6836	dewitt@sedonak12.org
Director of Operations	Jennifer Chilton	204-6828	chilton@sedonak12.org
Business Manager & HR	Heather Shaw-Burton	204-6803	shaw-burton@sedonak12.org
Director of Special Services	Aaron Coleman	204-6700	coleman@sedonak12.org
Director of Transportation	Vicki Gann	204-0639	gann@sedonak12.org
Director of Technology	John Parks	204-6739	parks@sedonak12.org
Athletic Director/AP	Don Burton	204-6702	burton@sedonak12.org
Guidance Counselor (7-9)	Deanna Hernandez	204-6700	hernandez@sedonak12.org
Guidance Counselor (10-12)	Jennifer Constantineau	204-6700	constantineau@sedonak12.org
Health Office	Judy York	204-6761	york@sedonak12.org
School Resource Officer	Jackie McQuaid	204-6705	mcquaid@sedonak12.org
Administrative Asst.	Kim Edwards	204-6720	edwards@sedonak12.org
Administrative Asst.	Teresa Lamparter	204-6737	lamparter@sedonak12.org
Assistant Business Manager	Stacy Saravo	204-6802	saravo@sedonak12.org
Acct. Clerk/Board Secretary	Sally Cadigan	204-6800	cadigan@sedonak12.org
Payroll & Benefits	Leslie Singletary	204-6831	singletary@sedonak12.org
Accounts Payable	Terri Prigge	204-6832	prigge@sedonak12.org
Special Services Asst.	Sue Elliott	204-6700	elliott@sedonak12.org

Teacher Phone Numbers and Emails

A107	Andrea Bagnall	Sports Medicine	bagnall@sedonak12.org	204-6771
C201	Rodd Baumbach	JH Science	bambach@sedonak12.org	204-6784
D115	Haley Clark	World History/AP	hclark@sedonak12.org	204-6700
D117	Mal Cooper	Photography	cooper@sedonak12.org	204-6725
C224	Andy Galley	JH Social Studies	galley@sedonak12.org	204-6741
D101	George Gleason	JH Lead/Worthy	gleason@sedonak12.org	204-6709
E202	Karyl Goldsmith	English 12/Capstone	goldsmith@sedonak12.org	204-6787
D124	James Hart	SEI/Title I	hart@sedonak12.org	204-6716
A107	Marlayne Hatler	Criminal Justice	hatler@sedonak12.org	204-6771
E205	Kate Hennessey	English 9 & 11	hennessey@sedonak12.org	204-6786
D103	Whitney Miley	Special Education	miley@sedonak12.org	204-6729
C103	Dennis Mobley	Calculus/AP/Mathmtrx	mobley@sedonak12.org	204-6728
D125	Richard Morris	Math 8/Geometry	morris@sedonak12.org	204-6712
C223	Becky Parks	JH Math	bparks@sedonak12.org	204-6739
D116	Paul Pavlich	Spanish	pavlich@sedonak12.org	204-6736
A173	Maxwell Peters	Theater	peters@sedonak12.org	204-6790
C118	TBD	Chemistry		204-6700
C106	Ben Scamihorn	Biology	scamihorn@sedonak12.org	204-6713
C104	Brian Setterlund	Algebra I & II	setterlund@sedonak12.org	204-6730
C215	Solomon Smart	Special Education	smart@sedonak12.org	204-6735
C210	Heidi Thorne	JH English	thorne@sedonak12.org	204-6782
E201	Mark Tibbett	US Hist/Gov & Econ	tibbett@sedonak12.org	204-6700
C128	Geoffrey Worssam	Visual Arts	worssam@sedonak12.org	204-6715
A159	Nathaniel Wolkstein	Orchestra	wolkstein@sedonak12.org	204-6792
E204	Bri Young	Eng 8/English 10	byoung@sedonak12.org	204-6785
A106	Robert Young	PE/Sports Performance	young@sedonak12.org	204-6737

Bell Schedule

Monday, Tuesday, Thursday, Friday

1 st Period	8:15 - 9:15
2 nd Period	9:20 - 10:20
3 rd Period	10:25 - 11:25
JH Lunch	11:30 - 12:00
JH 4 th Period	12:05 - 1:05
HS 4 th Period	11:30 - 12:30
HS Lunch	12:35 - 1:05
5 th Period	1:10 - 2:10
6 th Period	2:15 - 3:15

Wednesday (Early Release)

1 st Period	8:15 - 8:55
2 nd Period	9:00 - 9:40
3 rd Period	9:45 - 10:25
JH Lunch	10:30 - 11:00
JH 4 th Period	11:05 - 11:45
HS 4 th Period	10:30 - 11:10
HS Lunch	11:15 - 11:45
5 th Period	11:50 - 12:30
6 th Period	12:35 - 1:15

Sedona Red Rock Jr./Sr. High School

Vision

VISION

**Sedona Oak Creek
School District promotes**

- ✓ **Relationships**
- ✓ **Relevance**
- ✓ **Rigor**
- ✓ **Results**

**in a unified effort to
provide all students a solid
foundation in academic,
social, and workplace skills**

Mission

Mission Statement

Sustain a highly qualified staff by supporting professional development opportunities.

Achieve the delivery of a quality and challenging curriculum that promotes life long learning and prepares all students to be successful in an ever changing global society.

Foster an educational atmosphere, which creates high academic expectations for all stakeholders.

Engage students, parents, staff and community members in open communication to support all students

Core Values

Core Values
We believe in...

- Integrity of Word and Action
- Social, Emotional and Physical Safety for All
 - Professionalism
 - Personal Responsibility

Student Rights and Responsibilities

Sedona Oak Creek Unified School District maintains that students are afforded many basic rights. Students' basic rights include the right to a meaningful learning experience. While the District strives to provide a school experience in a learning environment that is safe and that values students' viewpoints, opinions, and unique needs and characteristics; students must also demonstrate a commitment to honoring the rights of all members of the school system. To that end, students must balance their right to an education with their responsibility for their actions, particularly when their actions are inappropriate. When students choose to demonstrate behavior that is inappropriate in accordance with SRRJ/SHS policies and procedures, they must accept the consequences.

Students have the following rights subject to reasonable limitations upon the time, place, and manner of exercising such rights:

1. Receive a relevant education consistent with the stated district goals.
2. Expect the maintenance of high rigor in the district.
3. Use established channels to voice their opinions in the development of curriculum.
4. Physical safety and protection of personal property.
5. Safe buildings and sanitary facilities.
6. Consultation with teachers, counselors, administrators and other school personnel.
7. Hold free election of their peers in student government. (All students with a cumulative GPA of 2.5 have the right to seek office.)
8. Have Democratic representation on any committees affecting students and student rights.
9. Review his/her own cumulative academic folder at reasonable times during school hours.
10. Be involved in school activities provided they meet reasonable qualifications of the sponsoring organizations.
11. Know the requirements of the course of study and to know on what basis the grade will be determined.
12. Be free from the unlawful interference of the pursuit of an education while in the custody of the Sedona Oak Creek Unified School District.
13. Be aware that a copy of exhibit (JII-EB) concerning student concerns, complaints, grievances, and appeals is available to parents and students. Contact the District Office or Sedona Red Rock Jr./Sr. High School for more information.

Students have the responsibility to:

1. Follow the Academic Integrity Code.
2. Pursue their course of studies.
3. Attend school daily and be on time to all classes.
4. Be aware of all rules governing student behavior and conduct themselves accordingly.
5. Express their opinion and ideas in a respectful manner so as not to libel or slander others.
6. Dress in a manner that does not interfere with the educational environment and that conveys an image of appropriateness and respect consistent with participation in a professional organization.
7. Conduct themselves in a manner which will not disrupt their education or the education of others around them.
8. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations.
9. Follow established procedures in seeking changes in those policies, rules, or regulations which affect them and with which they disagree.
10. Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events, or on the school bus.
11. Comply with reasonable requests of school employees in the performance of their duties.

Benefits of a Small School

Research shows that students in a small school, like Sedona Red Rock Jr./Sr. High School, experience a lively curriculum that encourages their full involvement in a program of study that can be tailored to individuals, develop greater self-confidence, and have an increasingly more positive attitude toward school.

Five Transformations in student relationships in small schools:

1. Encourage expansion of the students' roles.
2. Heighten students' sense of responsibility and accountability.
3. Stimulate a collegiality among students and teachers.
4. Increase students' access to adults.
5. Develop a sense of belonging to a community.

Parent Involvement

If you want to get involved but wonder how to go about it, the answer is simple. You are welcome wherever and whenever you have an interest and willingness to participate. Please consider the following ways to participate for something that suits you. Put it on your calendar and get involved. Remember, however, that you must pick up a volunteer packet from the officer that includes a background check and fingerprinting---the process can take from six to eight weeks.

Volunteer in a classroom
Volunteer in our library
Contribute your secretarial skills
Participate in/Chaperone Field Trips
Assist in the Computer Labs
Assist with Community Service/Ecology Clean Up
Tutor or Mentor
Event Ticket Takers/Concessions

We value parents as partners in our educational community and welcome your commitment to supporting your student's academic and behavioral success at school. Regular communication between home and school is instrumental to students' achievement. You can check your student's progress, attendance, and more by accessing PowerSchool online. Call the school office for login information.

Site Council

The SITE COUNCIL is a 15-member body of committed parents, staff, students, and community members who serve as an advisory board to the Principal and are a communication link to the community. The Site Council is committed to the long-range planning of our school and short-term issues as they impact our long-range goals. We have By-Laws that govern the organization and its operation. The By-Laws are available for your review in the school office.

Our group consists of:

- SRRHS/JH principal
- Four Parents of SRRJ/SHS students
- Four SRRJ/SHS staff members (certified and non-certified)
- Four SRRJ/SHS students
- Two Community members

The Work of the Site Council is to:

- Maintain the communications bridge between parents, community, School Board, and SRRJ/SHS
- Review, advise, and recommend programs that support and strengthen the school's goals
- Empower subcommittees to help with the work of the Council
- Provide diversity and continuity of representation of the Council

The Site Council Does Not:

- Exceed the authority of the Principal
- Become involved in the day-to-day operations of the school, or deal with the issues of personnel evaluation, individual teachers, students, or legal contracts

Counseling

The Counseling Center is prepared to assist students in the areas of social and emotional support, crisis intervention, school related issues, college admissions, scholarships, vocational advice, course registration, and schedule changes. The center is located in the Main Office.

Enrollment Requirements

All students must be enrolled in at least six courses. Seniors may be eligible for an alternative schedule, with administrative approval; however, seniors must be enrolled in at least five courses.

Late Enrollment Policy:

If a student enrolls after the 10th day of the beginning of the semester or re-enrolls after ten days of non-attendance, the student may be enrolled but ineligible to receive credit.

Exit/Withdrawal From School:

Students who wish to withdraw from school must obtain and complete the proper forms at the school office and have parent/guardian signatures.

Important Registration Dates:

Classes may not be dropped or added after the first five school days of the Fall Semester. Final Exams are administered during the last week of each semester. All students must take Final Exams in order to earn course credit.

Grading System

<u>Percentage</u>	<u>Grade</u>	<u>GPA Points</u>	
100% - 90%	A	4.0*	*Advanced Placement and on-site Dual Enrollment courses may be eligible for weighted GPA based on a 5.0 point scale.
89% - 80%	B	3.0	
79% - 70%	C	2.0	
69% - 60%	D	1.0	
Below 60%	F	0	

Incompletes will not be given.

Grading Assessment Systems (Board Policy IKA-R)

The subject grade will be based upon pupil mastery of the content (measured by state standards) of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects as well as a uniform system of grading.

Report Cards:

Official grade reports are issued at the end of the grading period. Student progress can also be checked online any time by logging in to Power School. Should any area of the report be questioned, call 204-6700 to arrange a conference with the teacher immediately. Students must receive a passing grade at the end of the grading period in order to receive credit for a course. Grade appeals are subject to the District Appeal Policy.

Credit Recovery:

Students who do not achieve a passing grade in a course they are enrolled in have the opportunity to recover lost credit. Credit Recovery is an online, after school program at a cost of \$50.00 for every half credit. Credit Recovery courses that are not completed within the semester of enrollment will receive no credit and fees will be forfeited.

Credit Lab:

Students who are absent (excused or unexcused) for more than 8 days per semester in any course will not earn credit for that course (NC = No Credit). Absences exceeding 8 days (up to 12 days) can be made up after school in Credit Lab.

Graduation Requirements / General Diploma

Required Courses	Required Credits		
	SRRHS	Arizona	In-State University
English	4	4	4
Math Algebra, Algebra II, Geometry, +1	4	4	4
Science	3	3	3
Social Studies World History, US History	2	2	2
Government/Economics/Personal Finance	1	1	1
Fine Arts	1	1	1
Career & Technical Education (CTE)	3	1	1
Physical Education	1		
Foreign Language	1	0	2
Additional Electives	2	6	4
Total Credits:	22.0	22.0	22.0

AP Capstone Diploma Requirements:

To earn the AP Capstone Diploma, students must earn a score of 3 or higher in both AP Seminar and AP Research as well as a score of 3 or higher on FOUR additional AP Exams of their choosing. The exams may be taken at any time during high school and need not be concurrent with the AP Seminar and AP Research courses. The AP Capstone Diploma is awarded by College Board.

AP Seminar & Research Certificate Requirements:

To earn the AP Seminar & Research Certificate, students must earn a score of 3 or higher in both AP Seminar and AP Research. The AP Seminar & Research Certificate is awarded by College Board.

Discipline Policy:

The SRRJ/SHS discipline standards are designed to provide a safe, healthy environment for our students and to protect the rights of all students to learn in an orderly, positive climate that is conducive to individual and group success. The student behavior we expect at SRRJ/SHS is none other than the behavior demonstrated by good citizens at work, in the home, and in the community. Sedona Red Rock Jr./Sr. High School's progressive discipline process is based on our mission. These procedures are designed to provide a safe and orderly school climate that supports learning and teaching.

Progressive Discipline Policy:

LEVEL I-TEACHER ACTIONS: Conference with teacher, parent contact, or other appropriate classroom-based intervention.

LEVEL II-ADMINISTRATIVE ACTIONS: When behavior does not change as a result of interventions at Level I, a referral will be made to administration for disciplinary action. Discipline may include after school detention, parent conference, and/or short-term on- or off-campus suspension.

LEVEL III-ADMINISTRATIVE ACTIONS: Serious violations of school rules, such as behavior that is dangerous to oneself or others, or behavior that substantially interferes with the learning process, contract violations, or multiple disciplinary infractions will result in disciplinary actions up to long-term off-campus suspension and/or expulsion.

ACCUMULATION OF VIOLATIONS: Students who repeatedly violate school rules, policies, or regulations will be subject to long-term off-campus suspension and/or expulsion, regardless of the seriousness of the violations accumulated.

Disciplinary Actions:

On-Campus Suspension

Assignment of on-campus suspension will result in the loss of privilege to attend or participate in school activities during the dates of the suspension and may result in long-term or permanent loss of privilege to attend or participate in school activities. Each day of on-campus suspension will carry one day of ineligibility for athletic participation.

Off-Campus Suspension

A suspension of one or more days in which the student is not allowed on any school district campus for any reason without administrative approval. Short-term suspensions range from 1 to 10 days. Long-term suspension involves more than 10 days and requires a disciplinary hearing. In both cases, a parent or guardian will be notified.

Substance misuse/abuse

Students shall not possess, use, or be under the influence of any illicit drugs, marijuana, alcohol, tobacco/nicotine products, or any substance purported to be such while at school, at school-sponsored activities, or while en route to/from school. Students shall not distribute and/or sell alcohol, illicit drugs, marijuana, tobacco/nicotine products, and/or prescription or non-prescription medications while at school, at school-sponsored activities, or while en route to/from school. Students violating the above rules may be subject to long-term suspension and/or expulsion, even for a first offense. *Students may also be required to complete an intervention/counseling program before returning to school.*

Saturday School:

Students may be assigned to Saturday School for multiple violations or in place of suspensions. Saturday School will be held from 8:00 a.m. - 12:00 noon and may involve ecology clean up or other community service activities.

Due Process Rights:

District policies and Arizona state law provides the District authority to hold students accountable for inappropriate behavior on school property at any time, including but not limited to: on the way to and from school; whenever it impacts the educational environment, during any school-sponsored activity; at school bus stops; and in other locations outside of the school grounds. School administrators shall handle each report of inappropriate student behavior by conducting a thorough investigation to gather information. Administrators may interview students without parent participation or consent. When gathering information from a student accused of a violation of the Student Code of Conduct, the administrator will afford the student due process.

- a. Student will be informed of the accusation against him/her and be provided with the supporting facts.
- b. Student will have the opportunity to accept or deny the accusations.
- c. Student will have the opportunity to present his/her version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation has occurred. If it is determined that a violation has occurred and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent or guardian will be contacted.

Appeals of disciplinary actions may be initiated by the students themselves or by parents of minor students. All appeals must be directed to the Principal within two school days of the date the disciplinary action was taken. The appeal must state the adjustments being requested and the reasons. The reporting staff will be informed that an appeal is in progress.

Search and Police Involvement:

A student's right to privacy and unreasonable search and seizure must be balanced with the school's ultimate responsibility to protect the health, safety, and welfare of all students and staff. Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence a violation of the Student Code of Conduct has occurred or that a law has been violated. Administrators may search student desks, lockers, backpacks, purses, or other personal belongings including vehicles when reasonable suspicion exists and in order to determine if a violation has occurred or a law has been broken. Through a partnership with the City of Sedona, School Resource Officers (SROs), are present at SRRJ/SHS. The school cooperates with law enforcement in the following ways:

- a. When parents are being investigated for suspected child abuse or other criminal activity, the District is prohibited from notifying the parents.
- b. When students are being investigated for something unrelated to the school, the parents will be contacted prior to the law enforcement officer being allowed to speak with the student.
- c. When the school has called the police for a suspected crime committed by a student in relation to the school, the District will allow the law enforcement officer to speak with the student unless the student refuses to be interviewed or requests to have a parent present.
- d. If law enforcement takes a student into custody, the school must comply. Administration will notify the parent unless directed otherwise by law enforcement.

Factors in Determining Discipline Consequences:

Potential Aggravating Factors:

- a. The severity of the actual result of the conduct.
- b. The potential and actual jeopardy to the members of the educational community and/or their property resulting from the misconduct.
- c. The extent of the disruption or potential disruption to the educational environment.
- d. The attitudes of the student and parent concerning the misconduct a potential disciplinary consequence.
- e. The repetition of incidents of misconduct either with or without disciplinary intervention between separate incidents.
- f. The apparent or expressed motivation of the student.
- g. Whether the student's behavior violated civil or criminal laws.

Potential Mitigating Factors:

- a. The age of the student.
- b. The ability of the student to understand that the conduct was prohibited.
- c. The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property.
- d. The ability of the student to understand the potential of the disruption to the institution.
- e. The ability of the student to understand the potential for disciplinary consequences.
- f. The apparent or expressed motivation of the student.
- g. Reasonableness of use of physical force in self-defense, defense of others, and defense of property.
- h. Frequency, type, and magnitude of previous misbehaviors by the student.
- i. Special intellectual, psychological, emotional, environmental, or physical conditions.

Additional Policies:

1. Bus Transportation is a Privilege

All school rules and consequences apply on the bus, and transportation privileges can be suspended or denied permanently for student violations.

2. Student Vehicle Use/Parking:

Failure to comply with the following safety rules may result in suspension of parking privileges:

- a. Student parking is by permit only. Students must complete the Parking Contract and purchase the parking permit for \$50 in the school office.
- b. There is no assigned parking, all spaces are first-come, first-served.
- c. The speed limit on campus is 10-MILES PER HOUR.
- d. Students who drive must be licensed by the State of Arizona, and vehicles must have current registration.
- e. Students are asked to keep their vehicles locked at all times.
- f. Students need permission to go to their cars during the school day.
- g. Student parking is in the north parking lot only. Students MAY NOT park in the trailhead, faculty lot, or other areas outside of student parking lot.
- h. Students in violation of parking rules may be warned, ticketed (\$25), have a wheel lock (boot) applied, and/or lose parking privileges.

3. School Dress Code:

General Attire For All Students

- a. Tube tops, strapless, spaghetti straps, or halter-tops are not permitted.
- b. Necklines on tops shall not expose cleavage.
- c. Pants must be secured at the hips.
- d. Entire bottom of upper garment should extend past the top of the lower garment. No bare midriffs, bellies, or backs should be exposed.
- e. Underwear cannot be worn as outerwear, such as boxers and white tank tops or undergarment hosiery.
- f. Shoes **MUST** be worn at all times for health and safety reasons.
- g. Shorts must be at least as long as the fingertips when arms are at your sides. Skirts must extend at least two inches beyond fingertips, unless shorts or opaque leggings are worn underneath.
- h. Net, lace, sheer, or see-through clothing can only be worn as over-wear; underwear shall not be visible.
- i. Clothing that is associated with substances not legally available to minors; or that have racial, sexual, violent, and/or profane connotations; or that are associated with gangs (i.e. neo-Nazi symbols or gang "colors") are NOT permitted.
- j. No sunglasses are to be worn in the classroom.
- k. No trench coats. No chains. No spiked collars, spiked bracelets, or belts/jewelry that look like or can be used as weapons.

Teachers, at their discretion, may have students remove their hats inside buildings.

Enforcement Procedures

Students who violate the dress code policy will be provided a T-shirt and/or PE shorts/sweats in exchange for the clothing in violation. (Student will return the school clothing, in exchange for their clothing, at the end of the school day.) Refusal to comply with these requests will require the student to be sent home and he/she will accrue an Out of School Suspension for the refusal. Repeated offenses represent insubordination and may carry more severe consequences.

****For all violations, teacher and administrator discretion applies, especially as it relates to concerns about the severity of the offense.***

4. Electronics Policy:

Restrictions:

- a. Electronic devices must be turned completely silent (not on vibrate or any other setting) while in class.
- b. Electronic devices must be out-of-sight during class time (e.g.: in a backpack or purse).
- c. Backpacks and purses that contain cell phones/electronic devices must be placed on the ground or on the chair back. They cannot be accessed during class time.
- d. Students must have teacher permission to use electronic devices in class for educational purposes.
- e. Students who use their electronic device to send harassing text messages, obscene photos, or to cyber-cheat will lose the privilege of bringing devices to school in addition to further disciplinary action and potential legal action.
- f. If there is a legitimate reason that requires a student be in touch with a parent and/or to have access to their electronic device during class, the main office and the teacher(s) must be notified in writing.
- g. All emergency calls for students should always go through the main office at 204-6700. Office personnel have faster access to administration and the nurse, etc.

Students may use their electronic devices before school, during passing times, during lunch, and after school. These are appropriate times to check for messages and/or texts.

Enforcement Procedures

For the **first violation**, the electronic device will be confiscated and returned to student at the end of the period. The teacher will notify Parent/guardian. Should the student refuse to turn over the electronic device, an administrator will be called to pick up the device. The student can pick up the device from the school office **at the end of the school day**.

Continual **violations** will result in the confiscation of the device. It will be turned over to administration. Parent/guardian will be notified and a disciplinary conference will be scheduled for the student, parent, and administrator. Student will be placed on a Behavior Contract and will be assigned disciplinary consequences.

5. Code of Academic Integrity:

Academic Integrity is the agreement between faculty and students to adhere to a code of conduct that builds a trusting academic relationship at SRRJ/SHS. We believe that your success is dependent on a strong work ethic and making good choices. You are expected to complete all of your work with honesty and integrity. Cheating and/or plagiarism have absolutely no role in the SRRJ/SHS learning community.

There is zero tolerance for any academic dishonesty.

Cheating or academic dishonesty includes, but is not limited to, the following:

- a. Copying homework/class work or letting someone copy yours.
- b. Providing access to a test or quiz or letting someone look on yours.
- c. Giving test/quiz information or answers to another student.
- d. Using any secretive method of supplying answers or information to you or to others.
- e. Collaborating with others on an assignment when it should be done individually.
- f. Taking someone else's assignment or a portion of an assignment and submitting it as your own.
- g. Stealing or passing off the ideas or words of another as your own.
- h. Copying and pasting any work directly into your work.
- i. Utilizing unauthorized resources during exams or school projects.

You are expected to complete all of your assignments on your own, individually, unless directed by your teacher to work with a partner or in a group. Your highest purpose is to learn, and the only way to do that is to do your own work to the best of your ability. *The challenge is yours alone.*

6. Skipping or Ditching Class:

Skipping or ditching class is truancy. It is illegal and parents can be held legally responsible for this behavior. Ditching is an unexcused absence from class or another activity when the student is expected to be present. Skipping or ditching includes missing all or part of a class period without permission, but may also include being out of class with permission for longer than necessary.

Students must sign out in the front office *before* leaving campus during school hours. If the student fails to do so he/she will be considered truant.

Students caught ditching will have disciplinary consequences including, but not limited to, after school detention and loss of privileges (e.g. participation in extracurricular activities) at administrative discretion.

***The school cannot be held responsible for a student skipping or ditching class either on or off-campus.**

7. Tardies

A student is considered tardy when she/he arrives *after* the tardy bell has rung. Being tardy negatively affects learning and is unprofessional and disrespectful.

- a. Tardies are excused only when the student has a note written by a staff member, if a bus is late, or a student has documentation from a medical appointment.
- b. Tardies due to other transportation issues will not be excused.
- c. Calls for tardies will not be excused.
- d. Excessive tardiness can have a negative impact on a student's grade.

Individual teacher may put in place his or her own tardy policies. In addition, the following consequences apply:

- a. 3rd - 5th Tardy: Detention with teacher and parent notification
- b. 6th Tardy: Office referral and After-School Detention **Teachers must notify the administration
- c. Chronic Tardies (7+): Office referral for further disciplinary action

The Attendance Office will record multiple tardies by a student during a single day. Administration will assign consequences to those students. Random TARDY SWEEPS may be used at administrator's discretion.

8. Bullying and Harassment

SRRJ/SHS has a **ZERO Tolerance** policy for any acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Types of Bullying/Harassment

Physical: Violence and/or aggression against a victim; tends to be the least sophisticated in tactic and easily observed (i.e. shoving, hitting, fighting, spitting, and tripping; also includes inappropriate touching)

Verbal/Emotional: The use of words intended to degrade, insult, and humiliate. Name calling, teasing, and spreading rumors intended to inflict harm; often the most difficult to identify. Emotional bullying is the most prevalent type of bullying.

Relational (or psychological): Efforts to exclude victims from peer groups and other social groups. Especially damaging for students who depend heavily on peer acceptance.

Cyber: Incidents take place online, through email or text messages, instant messages, and on websites and/or social media, such as Facebook, Instagram, Snap Chat, etc.



Examples of Bullying (include, but not limited to):

Hitting	Kicking	Punching	Choking	Spreading Rumors
Pinching	Slapping	Pushing	Taunting	Religious/Racial Slurs
Teasing	Excluding	Threatening	Name-calling	Hazing
Intimidating	Insulting	Stealing	Scaring	Sexual Harassment

Examples of Sexual Harassment (include, but not limited to):

- Sexual comments about the body
- Making sexual advances/propositions/suggestions
- Touching others inappropriately/sexually
- Creating sexual graffiti
- Using sexual gestures; telling "dirty" jokes
- Spreading rumors about sexual activity
- Touching oneself in a sexual fashion in front of others
- Talking about one's own sexual activities in front of others
- Showing offensive/sexual pictures, stories, and/or objects

Consequences will be immediate and will include student and/or staff reports of the incident, staff intervention, conference, remediation, Saturday School for Anti Bullying, suspension, and/or expulsion. It may also include restitution.

Reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying is strictly prohibited. The administration shall determine the consequences and appropriate remedial action for a student who engages in reprisal or retaliation after consideration of the nature and circumstances of the act.

Duty to Report

All staff and students have a duty to report to a teacher, administrator, or other adult employee of the school any threat made to the health or safety of any student, employee, or other person at school and to report any knowledge of drugs, alcohol, or a weapon at school as soon as the student may safely make the report. Any student who fails to make a report as required by this policy will be subjected to disciplinary action. *Students also have a duty to report incidents involving the Academic Integrity Code.

Family Educational Rights and Privacy Act (FERPA)

Dear Parent:

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.561 And 300.572] 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. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act (ESSA);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records maintained by the District may include, but are not limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons, or organizations without prior written consent of the parent [34 C.F.R. 99.7].

Parents/guardians shall be informed when personally identifiable information (PII) collected, maintained, or used is no longer needed to provide educational services to their child. The information must be maintained for four years after the date their child was last enrolled in the school district.

Parents/guardians have the right to inspect and review any and all records related to their child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents/guardians who wish to review their child’s records should contact the principal for an appointment or submit to the principal a written request that identifies the records they wish to inspect. School personnel will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to the parent/guardian. Copies of student education records will be made available to the parent/guardian when it is not practicable for them to inspect and review the records at the school. Charges for the records copies will be applied, unless the fee prevents the parent/guardian from exercising their rights to inspect and review those records.

Parents/guardians have the right to request that an amendment be made to the student’s education records and to add comments of their own if they believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. Parent/guardian should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested by parent/guardian, the school will notify them 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 parent/guardian when notified of a right to a hearing.

Parents/guardians have 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), or a person serving on a school board. A school official also may include a contractor or consultant who, while not employed by the schools, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records (such as an attorney, auditor, medical consultant, or therapist), a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Parents/guardians have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Copies of the district student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

Student Records

DESIGNATION OF DIRECTORY INFORMATION The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the school or district to the contrary in accordance with our procedures. The primary purpose of directory information is to allow the district to include:

- A playbill showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to educational and occupational organizations without a parent's prior written consent. The District will not disclose directory information, except as required by law, to any organization other than school-related organizations. "School-related organization" means (a) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (b) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Education Programs, the Arizona Interscholastic Association, and other organizations and clubs

affiliated with the District and its schools. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

In addition, federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student’s information disclosed without their prior written consent.

A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must notify the District in writing within two weeks after enrolling in the Sedona Oak Creek Unified School District. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter’s designated directory information listed below:

- Student's name • Address • Student’s school email address • Telephone listing • Photograph
- Date and place of birth • Grade level • Participation in officially recognized activities and sports
- Weight and height of members of athletic teams • Degrees, honors, and awards received
- The most recent educational agency or institution attended
- The names of parents/guardians of the student

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, applications for scholarships and honors, and responses to military recruiters.

Protection of Pupil Rights Amendment (PPRA) PPRA affords parents 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.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202-5920

Student Surveys

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations. The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the following which are listed in A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownerships.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
7. Mental health histories or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent of a pupil that has a reasonable belief that a school district has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920 Telephone number: (800) 872-5327

Annual Notification At the beginning of every school year, every school district shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other

school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

Notification

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Every homeless student shall have access to the same educational opportunities as students who are not homeless. The Superintendent has designated a liaison for homeless students to carry out duties per the McKinney-Vento Homeless Assistance Act. A student identified as homeless has the following rights: immediate enrollment, school selection, the opportunity to remain enrolled in their school of origin, participation in programs for which they are eligible, transportation assistance, and dispute resolution. For homeless status qualification or more information, refer to: <http://www.azed.gov/homeless/>.

Sedona Red Rock Jr./Sr. High School McKinney-Vento Homeless Liaison:
Deana DeWitt at dewitt@sedonak12.org or 928-204-6836

Sedona Red Rock Jr./Sr. High School

2019-2020 PARENT/STUDENT HANDBOOK SIGNATURE PAGE

Dear Student and Parent(s)/Guardian(s):

The SRRJ/SHS Parent and Student Handbook serves as a guide for students and parents to reference for school procedures and expectations. The Handbook includes school safety information, various procedures to be followed on campus, and helpful information about our school. The Handbook is aligned to and supplements the SOCUSD #9 Student Rights and Responsibilities Handbook, in addition to state laws and Governing Board Policies. The Sedona Red Rock Jr./Sr. High School Handbook is located on our website at http://www.sedonak12.org/sedonaredrockhighschool_home.aspx.

We ask that you review the Handbook and sign this page as evidence that you were informed of this Handbook and are aware of SRRJ/SHS policies and procedures. Please return this paper to your second period teacher. Paper copies of the Parent/Student Handbook are available in the office upon request.

I have been informed of the Sedona Red Rock Jr./Sr. High School Parent and Student Handbook and its location. I have read and understand the content that is provided in the Parent and Student Handbook regarding Sedona Red Rock High Jr./Sr. High School policies and procedures.

Signature of Parent/Guardian _____

Signature of Student _____

Date _____ 2nd Period Teacher _____