

2019-2020

WEST SEDONA SCHOOL

Sedona - Oak Creek Unified School District

Student / Parent Handbook

SEDONA-OAK CREEK UNIFIED SCHOOL DISTRICT

West Sedona School



570 Posse Ground Road, Sedona, Arizona 86336
Phone 928-204-6600

WSS Principal

Brenda Buck 928-204-6601
buck@sedonak12.org

WSS Administrative Assistants

Amanda Stanfield 928-204-6602
Kurt Constantineau 928-204-6610

District Spanish Translator

Maria Ortega 928-204-6622

Superintendent & JH/HS Principal

Dennis Dearden
dearden@sedonak12.org

Assistant Superintendent & Director
of Curriculum and Instruction

Deana DeWitt
dewitt@sedonak12.org

Director of Operations

Jennifer Chilton
chilton@sedonak12.org

Director of Human Resources &
Finance

Heather Shaw-Burton shaw-
burton@sedonak12.org

Director of Special Education

Aaron Coleman
coleman@sedonak12.org

Athletic Director & JH/HS
Assistant Principal

Don Burton
burton@sedonak12.org

Director of Transportation

Vickie Gann gann@sedonak12.org

Director of IT

John Parks parks@sedonak12.org

West Sedona Team

Administrative Staff					
Principal	Brenda Buck	204-6601	Admin. Assistant	Amanda Stanfield	204-6602
District Translator	Maria Ortega	204-6622	Admin. Assistant	Kurt Constantineau	204-6610
Counselor 401	Karen Hughes	204-6615	Registered Nurse	Kathy Gorchesky	204-6605
Special Services Staff					
Special Education 306A	Jessica Beaman	204-6629	District Psychologist 307A	Mel Monahan-Breusch	204-6636
Special Education 309	Tiffany Colburn	204-6634	District Speech 306B	Emily Sakievich	204-6680
Gifted Teacher 402	Deb Sanders	204-6616	District OT 308	Jaci Watson	204-6619
Title 1 Room 206	Elizabeth Tavasci	204-6632	District PT 308	Dana Brooks	204-6619
Title 1 Aide Room 206	Kim Lugviel	204-6632	Teacher on Assignment	Eric Rice	204-6600
Early Childhood & Pre-K					
Head Start 303-305	204-2776	204-2776	Room 203 Pre-K	Sonia Feldtkeller	204-6634
Kindergarten					
Room 201	Mindy Zarlingo	204-6647	Room 202	Holly Kreun	204-6648
1st Grade					
Room 207	Kim Jackson	204-6620	Room 208	Sophie Menzies	204-6650
2nd Grade					
Room 209	Theresa Zaun	204-6621	Room 210	Maureen Barton	204-6652
3rd Grade					
Room 204	Michelle Johnson	204-6682	Room 205	Rosa Ryan	204-6607
4th Grade / 5th Grade & SEI					
Room 403 (4 th)	Shawn Konter	204-6644	Room 404 (5 th)	Trevor Turner	204-66__
Room 405 4/5 SEI	Amber Miles	204-66__	Room 406 5/6 SEI	Lizelda Durazo	204-6683
6th Grade					
Room 408	Barb Robles	204-6642	Room 407	Shalimar Rodgers	204-6645
Specials					
Art	Jessica Nelson	204-6638	PE/ Leadworthy	Gabe Holland	204-6653
Informational Sciences / Library	Viviane Kraus	204-6608	Band/ Music	Chris Wise	204-66__

Table of Contents

DISTRICT VISION AND MISSION STATEMENT	3
DISTRICT VISION AND MISSION STATEMENT	3
DISTRICT CORE VALUES	3
WEST SEDONA MISSION STATEMENT	3
STUDENT RIGHTS AND RESPONSIBILITIES	4
STUDENT RIGHTS AND RESPONSIBILITIES	4
BENEFITS OF A SMALL SCHOOL	5
PARENT INVOLVEMENT	5
WSS SITE COUNCIL	5
GRADING SYSTEM	6
HONOR DISTINCTIONS	6
END OF QUARTER DATES	6
AWARD ASSEMBLIES DATES	6
PARENT TEACHER CONFERENCES DATES	6
DISCIPLINE POLICY	7
DISCIPLINE MATRIX GUIDE	9
ATTENDANCE POLICES & PROCEDURES	12
PROMOTING POSITIVITY & PRIDE	13
C.A.T.S PRIDE	13
CAPTURING KIDS' HEARTS	13
POSITIVE BEHAVIOR INTERVENTION SYSTEM	13
WILDCAT WEDNESDAY!	13
AFTER SCHOOL ACTIVITIES	
STUDENT GUIDE TO SCHOOL RULES	14
BULLYING AND HARASSMENT	15
DUTY TO REPORT	16
FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	16
MCKINNEY-VENTO	20
PARENT/SIGNATURE PAGE	21

District Vision & Mission Statement

Sedona-Oak Creek Unified School District aligns itself to one vision and mission statement to ensure that both campuses are fostering a S.A.F.E. learning environment.

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

SOCUSD MISSION

Sustain a highly qualified staff by supporting professional development opportunities.

Achieve the delivery of quality, challenging, curriculum that promotes lifelong learning and prepares all student 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 that align to the mission and vision statement:

We believe in...

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

West Sedona Mission Statement:

Student Rights and Responsibilities

Sedona-Oak Creek Unified School District embraces that students are afforded basic rights. Students' basic rights include the right to a meaningful experience. While the District strives to provide a school experience in a learning environment that is safe and that value students' viewpoint, 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 school policies and procedures, they will accept the consequences.

District policies and Arizona state law provide the District the 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 the bus stops; and in other locations outside of the school grounds, additionally if the behavior has a negative impact on other school district employees, students or activities. School administrator shall handle each report of student disciplinary situation by speaking with students to gather information. Administrators may gather information from 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 due process.

Student Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.

Student Responsibilities

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Key take-away: Students have a right to learn and the responsibility to respect others' right to learn.

Benefits of a Small School

Research shows that students in a small school, like West Sedona 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 office that includes a background check and fingerprinting---the process takes 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

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

WSS Site Council

The SITE COUNCIL is a group 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 WSS Site Council is comprised of parents, students, staff and community members.

Our group consists of:

- Principal
- Two-Four Parents of WSS students
- Two-Four WSS staff members (certified and non-certified)
- Two Community members

The Work of the Site Council is to:

- Maintain the communications bridge between parents, community, School Board, and WSS
- 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, individuals, teachers, students or legal contracts

Key take-away: Active parents make active students.

Grading System

Level	Grade	Percentage
Kindergarten	E=Exceeds	90%-100%
	S=Satisfactory	80%-89%
	N=Needs Improvement	70%-79%
	U=Unsatisfactory	Below 69%
1 st -6 th Grade	A	90%-100%
	B	80%-89%
	C	70%-79%
	D	60%-69%
	F	59% and Below

Honor Distinctions

Principal's List: All A's or E's.

Honor Roll: All A's & B's or E's and S's.

End of Quarter Dates

Quarter 1 = October 11, 2019

Quarter 2 = December 20, 2019

Quarter 3 = March 6, 2020

Quarter 4 = May 21, 2020

Parent Teacher Conferences

October 23 & 24, 2019

March 18 & 19, 2020

**Early release @ 1PM*

Award Assemblies

Quarter 1 = October 25, 2019

Quarter 2 = January 10, 2020

Quarter 3 = March 20, 2020

Quarter 4 = May 21, 2020

6th Grade Promotion: May 21, 2020

Key take-away: Choose to be great every day by learning to your full potential.

West Sedona Discipline Policy

Our discipline standards are designed to provide a safe, healthy environment for our students and 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 West Sedona is none other than the behavior demonstrated by good citizens at work, in the home, and in the community.

West Sedona's progressive discipline process is based on our mission. These procedures are designed to provide a safe and orderly school climate. This is a climate that supports learning and teaching by providing appropriate behavior standards. Established standards of behavior protect the rights of all students to learn in a climate that is conducive to individual and group success.

Progressive Discipline Policy:

LEVEL I-TEACHER ACTIONS Conference with teacher. Detention or make-up assigned, parent called or other interventions made.

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 short-term 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 suspension.

ACCUMULATION OF VIOLATIONS Students, who repeatedly violate school rules, policies, or regulations, will be subject to suspension and in severe cases either withdrawal or long-term suspension regardless of the seriousness of the violations accumulated.

Disciplinary Actions:

In School Suspension

A suspension of one or more days in which the student will serve the suspension on campus in an alternative location. A parent or guardian is notified by phone, by mail, or in person. Assignment of ISS will result in the loss of privilege to attend or participate in school activities during the dates of the ISS. Each day of ISS 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 unless accompanied by a parent or guardian. Short-term suspensions are considered from one to ten days. "Long Term Suspension" involves more than ten days. In both cases, a parent or guardian is notified by phone, by mail, or in person. Assignment of OCS will result in the loss of privilege to attend or participate in school activities during the dates of the OCS and may include long term or permanent loss of privilege to attend or participate in school activities. Each day of OCS will carry one day of ineligibility for athletic participation.

Substance misuse/abuse

Students shall not possess, use, or be under the influence of any narcotic drug(s), hallucinogenic drug(s), amphetamine, barbiturate, marijuana, alcoholic beverage, or any substance purported to be such. Students shall not distribute and/or sell alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school sponsored activities. Students violating the above rules may be subject to immediate expulsion and/or suspension for a first time offense.

Students may also be required to complete an intervention/counseling program before returning to school.

Due Process:

District policies and Arizona state law provides the District the 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, additionally if the behavior has a negative impact on other school district employees, students or activities. School administrators shall handle each report of a student disciplinary situation by speaking with students to gather information. Administrators may gather information from 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 due process.

Due Process Rights:

- a. Students will be informed of the accusation against them and be provided with the supporting facts.
- b. Students will have the opportunity to accept or deny the accusations.
- c. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Student Code of Conduct occurred. If the administrator determines that a violation of the Student Code of Conduct occurred, and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent will be contacted.

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 that 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 and vehicles when reasonable suspicion exists and in order to determine if a school violation has occurred or a law has been broken. Through a partnership with the City of Sedona, School Resource Officers (SROs) are present on campuses.

- 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 relationship 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.

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 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 the 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

Depending on the individual circumstances of each violation, the factors listed above as typically mitigating circumstances may be applied as aggravating circumstances and vice versa.

Appeal procedures:

Due process must be adhered to in any disciplinary proceeding. 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 in written the adjustments being requested and the reasons. The teacher will be informed that an appeal is in progress.

Discipline Matrix Guide: Elementary School

BEHAVIOR	DEFINITION	RANGE	FIRST OCCURANCE	REPEATED OCCURANCES
Abuse of Staff	Verbal or physical disrespect or injury to staff members acting in their capacity as District employees.	Min. Max.	Short-term suspension Expulsion	Long-term suspension Expulsion
Alcohol/ Drugs	Use, sale or distribution, possession, or being under the influence of alcohol or non-prescription drugs on school property or at school events; possession of paraphernalia associated with drug use.	Min. Max.	Suspension Expulsion	Long-term suspension Expulsion
Assault	Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.	Min. Max.	Short-term suspension Long-term suspension	Short-term suspension Expulsion
Destruction of Property	Defacing or damaging school property or the personal property of others.	Min. Max.	Detention and/or restitution Expulsion	Short-term suspension and/or restitution Expulsion
Disorderly Conduct	Behavior disruptive to school climate or the educational process	Min. Max.	Detention Short-term suspension	Detention Long-term suspension
Dress Code	Failure to comply with the school dress code	Min. Max.	Conference/compliance Detention	Detention Short-term suspension
Electronic Devices	Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to all radios, tape players, games, pagers, and cellular telephones.	Min. Max.	Conference/confiscation Return to parent	Confiscation Item kept until last day of school
Fighting	Physical contact with another person intended to cause injury or encouraging others to fight.	Min. Max.	Short-term suspension or detention Long-term suspension	Short-term suspension Expulsion
Gambling	Possession of equipment or materials associated with gambling;	Min.	Detention/confiscation	Detention

WSS: POLICIES & PROCEDURES

	participating in games of chance for the purpose of gain.	Max.	Short-term suspension	Long-term suspension
Harassment, Verbal Abuse, Threats	Statements or actions which intimidate or demean others. This especially includes any form of sexual harassment.	Min. Max.	Detention/ conference Short-term suspension	Detention Long-term suspension
Insubordination Non-compliance	Failure/refusal to comply with the reasonable rules or requests of school personnel.	Min. Max.	Detention Short-term suspension	Detention Long-term suspension
Theft	Stealing or concealing school property or the property of others or participating as an accomplice.	Min. Max.	Detention and/or restitution, short-term suspension Expulsion	Short-term suspension and restitution Expulsion
Tobacco	Use, possession, or distribution of tobacco products on or within 300 feet of school property or at school events.	Min. Max.	Short-term suspension Long-term suspension	Long-term suspension Expulsion
Trespassing	Unauthorized presence on District property and/or refusal to leave District property upon request of school authorities.	Min. Max.	Conference Police notification	Call parents/home school Police notification
Truancy, Leaving Campus	Absence from one or more classes that has not been excused by parent or guardian and confirmed by school personnel.	Min. Max.	Detention and/or short-term suspension Short-term suspension	Detention Short-term suspension
Vulgarity, Profanity, Obscenity, Disrespect	Vulgar, profane, obscene or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.	Min. Max.	Detention Short-term suspension	Detention Long-term suspension
Weapons, Explosive Devices, Dangerous Instruments	Possession or use of any instruments of offensive or defensive combat, or any instrument used or normally construed as a weapon; possession or use of fireworks, combustible substances, or explosives.	Min. Max.	Long-term suspension Expulsion	Long-term suspension Expulsion

WSS: POLICIES & PROCEDURES

Public Display of Affection	Holding hands, kissing, etc. An outward display of affection towards another person.	Min. Max.	Conference Detention	Detention Short-term suspension
Forgery	The act of falsely and fraudulently making or altering information.	Min. Max.	Detention Short-term suspension	Short-term suspension Expulsion
Plagiarism	To steal and pass off the ideas or words of another as one's own.	Min. Max.	Conference and/or detention Short-term suspension	Short-term suspension Class failure
Reasonable Standard of Right/Wrong	Other behaviors that a reasonable person would consider to be wrong.	Min. Max.	Conference and/or detention Expulsion	Detention and/or short-term suspension Expulsion
Cumulative Violation	Documented misconduct which occurs frequently enough to show lack of intent to abide by school rules.	Min. Max.	Short-term suspension Long-term suspension	Long-term suspension Expulsion

Key take-away: If you violate a code of conduct, there is a consequence.

Attendance Policies & Procedures

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

When Absent from School

State law mandates that the school record the reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused. **ATTENDANCE LINE: 928-204-6602.**

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#).

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

Key take-away: If you're not at school, you are not learning to your full potential.

Promoting Positivity & Pride

C.A.T.S. Pride: New 2019-2020 C.A.T.S. Pride is part of a positive behavior intervention system that promotes behaviors that we encourage here at West Sedona School. Every adult on campus will have tickets to recognize students that exhibit being a Wildcat.

Character – Be Safe, Be Respectful, and Be Responsible in all areas of the campus. Do your best to make it safe, caring and clean.

Attitude – You are in control of your attitude both positive and negative. There will be difficult situations but how you choose to handle them is up to you.

Tolerance – It is our responsibility to be kind and accepting to all different types of people. Showing tolerance means to show respect for the rights or opinions of others.

Scholarship – We encourage you to do your best and take pride in everything you do. Push through tough assignments or challenges in learning to be better today than you were yesterday. Be a scholar!

Capturing Kids' Hearts – New for 2019-2020 Sedona- Oak Creek Unified School District has adopted Capturing Kids' Hearts as an additional social-emotional positive support system. The system supports connecting relationally, common language, common practices, and consistent behaviors. West Sedona School will be fully implementing year 1 of Capturing Kids' Hearts school wide. As an addition to common language and practices, all 5th and 6th grade students will attend *LeadWorthy* sessions as part of their special areas.

Wildcat Wednesday! – New for 2019-2020 Join us in Wildcat Pride every Wednesday. Our school colors are maroon and white which means every Wednesday we will try to color out the school with our pride. Throughout the year we will celebrate those who partake in Wildcat Wednesday by class prizes, student drawings, and color contest. Our PTA will be selling student and staff Wildcat gear but we are happy to see any kind of school appropriate clothes that are maroon! #WeAreWildcats!

After School Activities Research shows that students, who are active and invested in their school are more successful socially, have more emotional stability, more academically sound, and have increased school attendance. West Sedona School offers a wide variety of after school activities on all regular school days. Our opportunities change throughout the year based upon student interest and teacher expertise. Some of our activities are: Band, Girls on the Run, Cheerleading, Robotics, Pine Derby, Art, Yoga, Folklórico, Chess, Mountain Biking, Softball, Volleyball, Hiking, Track and Field, Gardening, Green Team, and Academic Support. In order to participate in our after school activities, students must uphold school rules. After school activities are a privilege. To help our families, we offer activity busses that leave West Sedona at 4PM and take students to their stop. After school activities begin late August. All opportunities will be communicated via Friday folders home, newsletter, and auto dialers/emails.

Key take-away: Together we can achieve.

Student Guide to School Rules

1. **Bus:** Riding the Bus is a privilege, not a right. All school rules and consequences apply on the bus. The safety of all passengers is our number one priority. Students are to remain in their seats at all times, respect the bus driver and other passengers, keep all objects inside the bus at all times, speak with reasonable volume, and continue to only use school appropriate language on the bus. Pushing, hitting, fighting, bullying, and possession of inappropriate items on the bus will result in discipline and possible suspension of all bus privileges.
2. **Dress for Success:** We expect all students to dress appropriately for school.
 - a. Tube tops, strapless, spaghetti straps, or halter-tops are not permitted.
 - b. Necklines on tops shall not expose chest.
 - c. Pants must be secured at the hips.
 - d. No midriffs, bellies, or backs should show
 - e. Underwear cannot be worn as outerwear, such as boxers and white tank tops.
 - f. Shoes or sandals **must** be worn at all times for health and safety reasons. Sneakers must be worn for PE.
 - g. Shorts must be at least as long as the fingertips when arms are at your sides. Skirts must extend at least 2 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 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.

3. **Be Smart:** Cell phones

- a. Cell phones must be turned completely off (not on vibrate or any other setting).
- b. Cell phones must be out-of-sight during class time (e.g. in a backpack or purse).
- c. Students must have teacher permission to use their electronic devices in class for educational purposes.
- d. 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.
- e. If there is a medical 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 (nurse) and the teacher must be notified in writing with supporting documentation from doctor.
- f. All emergency calls for students should, as always, go through the main office at 204-6600. Office personnel have faster access to administration and the nurse, etc.

For the **first violation**, the device will be confiscated and returned to student at the end of the day. The teacher will notify Parent/guardian. Should the student refuse to turn over the phone the administration will pick up the device. Possible discipline action for defiance may occur. 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. The parent can pick-up the device from the school office at the end of the school day.

4. **Toys Safely at Home:** School is a place of learning. When students bring toys or games to school it disrupts the learning environment. This includes gaming devices, trading/gaming cards, figurines, stuffed animals, etc. The school is not responsible for items that are lost or stolen. Bringing toys to school could result in discipline action.
5. **Your Mind Matters:** Code of Academic Integrity
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 West Sedona School 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 meant to 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

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

Academic Dishonesty Consequences

First Offense

- a. Teacher holds a conference with the student
- b. Zero on assignment, which may negatively affect the student's grade
- c. Referral sent to discipline administrator and documented on student record (**Extra-curricular activities may place the student on probation or on notice of removal for any further infractions*)
- d. Teacher contacts parent/guardian

Repeated Offense (May result in one or more of the following)

- a. Zero on assignment.
- b. Reduction of student's final course grade *by a minimum of one letter grade*
- c. Referral sent to discipline administrator and documented on student record
- d. Removal from elected position(s) and/or honorary organizations
- e. Teacher contacts parent/guardian
- f. Discipline administrator contacts parent for parent/guardian conference
- g. Consequences determined by the administration including, but not limited to, suspension from school



6. Bell-to-Bell Learning: We expect students to be on time to school. We begin school at 8AM that means students are to be in their classrooms at 8AM or they are marked tardy. School opens at 7:40AM for students to grab a breakfast and head to class. If the bus is late we are notified and the student is not marked tardy. Students who are late interrupt the learning environment for themselves, students, and teacher. The teacher will call home after 3 tardy marks to determine how to support. The principal will call home after 5 tardy marks to determine how to support.

7. Be Kind: Bullying and Harassment: West Sedona has a **ZERO Tolerance** policy regarding any acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Bullying types can be physical, verbal/emotional, relational, or cyber. Bullying is repeated acts over time that involves real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Consequences will be immediate and will include student and/or staff reports of the ongoing incidents.

- a. **Physical:** uses violence and aggression against his/her victims and tends to be the least sophisticated in his/her tactics. (i.e. shoving, hitting, fighting, spitting and tripping; also includes inappropriate touching)
- b. **Verbal/Emotional:** uses words intended to degrade, insult, and humiliate. Name calling and teasing are the easiest to inflict while the harm is often the most difficult to identify. Emotional bullying is the most prevalent type of bullying.
- c. **Relational (or psychological):** works to exclude victims from peer groups and other social groups. Especially damaging for students who depend heavily on peer acceptance.
- d. **Cyber:** takes place online, through email or text messages, instant messages, and on websites and/or social media, such as Facebook, Instagram, Snap Chat, etc.

Key take-away: Be kind to self and others.



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.*

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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 this 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.

WSS: POLICIES & PROCEDURES

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); 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); 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/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 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

WSS: POLICIES & PROCEDURES

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.

WSS: POLICIES & PROCEDURES

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

WSS: POLICIES & PROCEDURES

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>.

West Sedona School

PARENT/STUDENT HANDBOOK SIGNATURE PAGE 2019-2020

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

The West Sedona 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. This handbook is aligned to and supplements the SOCUSD #9 Student Rights and Responsibilities Handbook, in addition to state laws and Governing Board Policies.

We ask that you review the handbook and sign this page as evidence that you were informed of this handbook and are aware of West Sedona policies and procedures. Please return this paper to your first block teacher. Paper copies of the Parent/Student Handbook are available in the office as needed upon request.

I have been informed of the West Sedona School Parent/Student Handbook and its location. I have read and understand the content that is provided in the Parent/Student handbook regarding West Sedona School policies and procedures.

Signature of Parent/Guardian & Date

Signature of Student & Date