
St. David Tigers



Student Handbook

2022 - 2023

NON-DISCRIMINATION NOTICE

(Governing Board policies AC and GBA)

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The St. David Unified District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available, such as agriscience, early childhood, culinary arts, nursing, and info technology. The lack of English language skills will not be a barrier to admission and participation in the Career and Technical Education programs of the school. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kyle Hart Superintendent
70 E. Patton Street St. David AZ 85630
520-720-4781

Mr. Andrew Brogan Principal Title 2
70 E. Patton Street St. David AZ 85630
520-720-4781

Mr. Jonathan Watts Title IX Director
70 E. Patton Street St. David AZ 85630
520-720-4781

Mrs. Nancy Dever 504 Coordinator
70 E. Patton Street St. David AZ 85630
520-720-4781

ABSENCES EXCUSED / UNEXCUSED AND MAKEUP WORK / CREDIT

When a student has had an excused absence from 1 - 3 days in duration, the student shall have one day for each day absent to make up the schoolwork. In situations where the student will be absent for more than three (3) days, a parent or guardian should contact the office to obtain assignments. For any unexcused absence, the time allotted to complete make-up work and the amount of credit to be awarded will be at the discretion of each teacher. Students that miss a class due to an extra-curricular event will be **REQUIRED TO MEET ALL DEADLINES FOR THEIR DAILY ASSIGNMENTS**. This will mean that students will need to turn in any assignments that are

due prior to leaving, and pick up the assignments that are **due upon their return**. If a student fails to meet this standard, their work can be treated as all late work by the individual teachers. If there is a test or quiz the day of an extra-curricular event, it is the **student's responsibility to meet with the teacher and make arrangements to complete the material**.

ABSENCES / LOSS OF CREDIT

A student accumulating five unexcused absences or seven total absences for the semester may lose academic credit for the class or classes where these absences occurred under the provisions of A.R.S. 15-843 and 15-803. Students who accumulate 7 or more absences in a semester will need to file an appeal for credit. Students could also be placed in Enrichment electives if their absences are affecting academic success. Exceptions for circumstances such as a prolonged illness will be addressed on a case-by-case basis. In some cases Juvenile Probation will be notified per A.R.S. 15-805.

ARIZONA SCHOOL BOARDS ASSOCIATION

State Law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, MMR (measles/mumps/rubella), Hepatitis B series, Varicella, Meningococcal, Tdap and Varicella.

ARRIVAL AND DISMISSAL

Normal school hours are from 7:57 AM until 3:30 PM. A crosswalk guard will be on duty at 7:45 AM. Students are not to arrive before 7:45 AM unless a coach, teacher or sponsor has arranged differently.

ATTENDANCE

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that will carry over into adult life. It is also required by state law that school age children maintain classroom attendance of 90% or better. Whenever possible, appointments should be scheduled after school hours. In the event of a necessary absence, parents are expected to inform the school on or before the day of the absence. Students are not allowed on campus after school when they are absent all day from school (this includes sports practices.) For absences greater than one day in length, parents should notify the school for each day of the absence. Absences will be classified according to the following guidelines:

EXCUSED ABSENCES: An absence due to illness, medical or dental appointments, bereavement, family emergencies (with written administrative approval) or observance of major religious holidays of the family's faith will be considered excused. When an excused

absence is in question, parents and students may be required to provide additional proof (i.e. a doctor's note).

UNEXCUSED ABSENCES: An absence that does not get cleared by a note or phone call from a parent or guardian within two days of the date of the absence will stay an unexcused absence. Students may receive a grade of zero for work missed.

AUTOMOBILE USE

Student operation of a motor vehicle on school property **is a privilege, not a right.** The Administration may restrict the use of motor vehicles on campus. Students must possess a valid driver's license and must register the vehicle through the principal's office for on-campus use. A \$2.00 parking permit fee will be charged. Violations of any state or federal law will be reported directly to the proper authorities. Administration maintains the right to search vehicles parked on school property when given reasonable suspicion. Students may only park in the designated areas in the west parking lot. Students may not park in the teacher parking lot at any time except for public activities. **Violations may result in towing of vehicles at the owner's expense in addition to disciplinary action.**

BELL SCHEDULE - HIGH SCHOOL/MIDDLE SCHOOL

REGULAR BELL SCHEDULE – Monday thru Thursday

Zero Hour: 7:05 AM (Tardy bell) Period Ends: 7:55 AM
1st Period: 7:57 AM (Tardy bell) Period Ends: 8:57 AM
2nd Period: 9:00 AM (Tardy bell) Period Ends: 9:57 AM
3rd Period: 10:00 AM (Tardy bell) Period Ends: 10:57 AM
4th Period: 11:00 AM (Tardy bell) Period Ends: 11:40 AM (MS Split Schedule)
4th Period: 11:00 AM (Tardy bell) Period Ends: 11:57 AM (HS only)
Middle School Lunch: 11:40 AM - 12:10 PM
High School Lunch: 11:57 AM – 12:30 PM
MS 4th Period: 12:10 PM(Tardy bell) Period Ends: 12:30 PM
5th Period: 12:30 PM (Tardy bell) Period Ends: 1:30 PM
6th Period: 1:33 PM (Tardy bell) Period Ends: 2:33 PM
7th Period: 2:33 PM (Tardy bell) Period Ends: 3:30 PM
School Releases at 3:30 PM

Half-Days 2022-2023

October 6
December 15
May 18

BUS TRANSPORTATION (Bus Safety EEAE-R & EEAE-EA)

Bus riding is a privilege. Safe transportation of students requires that all students follow bus rules and that these rules be strictly enforced. If a student fails to follow the rules they are subject to disciplinary action, and/or loss of bus riding privilege. A bus riding privilege form must be signed by the student and the parent/guardian and returned to the Principal's office during the first three days of riding the bus. Please also see "Conduct on Bus".

CAFETERIA

The cafeteria serves hot meals at reasonable prices. The food is tasty, nutritious and convenient. Free or reduced price lunches are available to students who qualify. Information about the free lunch program is available from the Principal's Office. Menus are available online at the St. David School website and in the Principal's Office. Menus are subject to change due to availability of certain foods. Changes will be posted in the daily bulletin.

Kindergarten – 8th Grade...\$2.45

Adult.....\$4.60

9th – 12th Grade.....\$2.95

Milk.....\$0.50

CHANGE OF ADDRESS/TELEPHONE/EMAIL ADDRESS

It is very important that every student maintain an up-to-date address, telephone number and email address record at the school office. For safety reasons please notify the school immediately if you have a change of address, telephone number or email address during the school year.

CLASS SPONSORS AND ASSIGNMENTS

All teachers' grades 6 through 12 are involved in one degree or another with class sponsorships. A class sponsor assignment list has been developed that seeks to share the load and rotate assignments. *All assignments are subject to change.

Teacher	Sponsor for	Extra Curricular	Team Leader
Brett Bailey	7th Grade		
Greg Barker	9th Grade	FBLA / Community Weight Room	
Matt Brogan	9th Grade		
Sean Brogan	10th Grade		
Trevor Derksen	11th Grade	Skills USA	
Barbie Grapp	6th Grade		
Dustin Hancock	11th Grade	FFA	Team Lead 9-12
Connie Haynie	12th Grade	FCCLA/Concessions	
Aubri Jacquez		HOSA	
Liz Kading	8th Grade	MS Knowledge Bowl/Sunshine Club	Team Lead 6-8
Madison Lewis	12th Grade	NHS	
Cristina Lopardo	8th Grade		
Joshua Lunt	10th Grade	StuGo	
Daniel Sprenkle	7th Grade		
Jonathan Watts		Band/Music	
Jean Weisling	6th Grade		

CLASSIFICATION OF STUDENTS

Criteria for Student Classification are as follows:

- Freshman - The student is in the 1st year of high school or has earned less than 5 ½ credits.
- Sophomore- The student must have successfully completed at least 5 ½ credits.
- Junior - The student must have successfully completed 11 credits.
- Senior - The student must have successfully completed 16 credits.

CLUBS

Clubs are the cornerstones of extracurricular activities at our school. FBLA, FCCLA, FFA, HOSA National Honor Society, TSW, and Knowledge Bowl are the clubs recognized at this time. Club meetings will be held on campus at least once per month during the school year as the faculty

determines best. We encourage all high school students to join one of these clubs. All school clubs must be officially recognized by the school in order to meet in the school building and to enjoy the privileges of using school facilities. Recognition requires a faculty advisor and the filing of club bylaws and membership with the administration.

CODE OF CONDUCT

St. David Unified School District has adopted this Academic Code of Conduct to address a concern of increased cheating and as a statement that we believe that any form of cheating or plagiarism is detrimental to our students' future and our society's well being. As a district we have adopted the Pillars of Character Counts which is an expectation for all students, staff, and guests on our campus. We affirm that Honesty is an essential value of St. David Unified School District.

Learning is an essential responsibility of students that enroll in our district (See Rights and Responsibilities). Learning can only occur when there is a desire, hard work, and academic honesty. A grade earned has greater value than any GPA or accolade awarded because of academic fraud. Though some students feel that there is no way to succeed in school without cheating, achievement and proficiency in a subject matter cannot be reached by academic dishonesty.

The definition of cheating or plagiarism has become convoluted over the course of the past years. Though we attempt to address most forms of cheating no document can cover all, so generalities will be used and the expectation of the student is to seek guidance and understanding from individual teachers about their courses and what is not permitted. Any student that knowingly assists or aids another student in plagiarism, or other acts of cheating is just as guilty of cheating, even when there was no apparent academic benefit. Remember that when someone asks you to help them cheat they are placing your grade at risk. The consequence that is issued can be done so without determining whether you have met the academic standards and have a passing knowledge of the material. Cheating will invalidate scores.

Consequences:

First offense—If determined to have violated the Academic Code of Conduct the students will lose credit for the assignment in which the academic fraud occurred. Student's parents will be contacted. This consequence may be given by the teacher or by the administrator. The student will also be required to write a research paper on the impacts of cheating and academic honesty. If the teacher believes that the act was so egregious, administration may also provide additional disciplinary consequences.

Second Offense—If it is determined that a student has violated the Academic Code of Conduct for a second time in a class, a committee will determine if the student should receive a failing grade for the class in which the infraction took place or for the assignment based upon the evidence presented. Students will also receive additional administrative consequences.

Examples of violations of the Academic Code of Conduct.

Violations are not limited to those listed here. It is not feasible to address every form of academic misconduct.

Cheating on Assignments and Tests

- Using notes, books, calculators, phones, photos, computer, websites, social media, or other aides during the quiz when not approved by the instructor.
- Speaking during the test or quiz unless it is specifically permitted by the instructor.
- Looking at another student's work
- Continuing to work on a quiz when the time period allotted has come to an end.
- Stealing, reproducing, circulating, gaining access to the quiz, test, exam, homework materials etc. prior to being authorized by the teacher.
- Ignoring guidelines provided by your teacher for take home tests
- Using materials or study aides that the teacher has forbidden.

Plagiarism

Plagiarism is the act of taking someone's thoughts, ideas, work, and representing them as your own.

- Using words, sentences, arguments, or ideas of another without properly citing the source.
- Copying data, facts, graphs, images, photos, or other material without properly citing the source.
- Copying homework, answers on quizzes or tests, solution manuals, items from other students and presenting them as your work.
- Failing to use quotation marks properly and when needed
- Failing to give source to quoted material
- Failing to paraphrase language completely
- Failing to give source of paraphrased material
- Failing to cite sources correctly and completely

Unauthorized Collaboration

- Receiving help with academic assignments when not permitted by the teacher.

- Accepting credit for group work without doing your portion or share of the work.
- Helping others with their assignments when not permitted by the instructor.
- Allowing others to view your answers or copy your assignments when not permitted by the teacher.
- A group doing another student's work while presenting the work as if done by the entire group equally.

Facilitating Academic Dishonesty of Others

- Writing a paper for another student
- Allowing another student to use your past homework or assignments, research papers, or similar items.
- Sharing homework with another student when not permitted by the teacher.
- Allowing or helping another student look at your test or exam.
- Sharing with other students your notes, books, calculators, phones, social media sites, or other aides during a quiz or exam when not permitted by the teacher.
- Completing another student's quiz or exam
- Providing material, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for a dishonest purpose.
- Providing any person any material that contains questions or answers to a quiz or test.

Willful Misrepresentation

- Fabricating or modifying quotations, sources, or data
- Altering graded work, and then resubmitting for a new grade.
- Altering grades or scores
- Providing false information regarding your absences to secure additional time for academic purposes.
- Submitting the same paper to multiple classes without the knowledge of the teachers involved.
- Utilizing a research paper from a previous class for a currently enrolled class.
- Intentionally obstructing or interfering with a student's academic work to gain an unfair academic advantage over other students.

COLLEGE CAREERS, SCHOLARSHIPS, FINANCIAL AID

The guidance counselor, Mrs. Natasha Stearns, or the Principal's office is available for help in these areas. Students may go there for the following services:

- To check on grades and credits to make sure all the graduation requirements are met.
- To pick up application forms for colleges, grants and scholarships.
- To request certain tests such as the **ACT** and **SAT**.

COLLEGE COURSES (off campus courses)

Parents and students, who are interested in pursuing this option, should contact the principal. The courses must be evaluated to determine if high school credit can be given. If the course meets the requirements, the principal will sign indicating the course can be given high school credit. These courses will be placed on the student's transcript as a CR (credit). A Pass/Fail grade will be given. This class will count towards course load requirements and will not affect the students GPA.

CONDUCT ON THE BUS

Riding the bus is a privilege and may be suspended at any time. Students are expected to follow the rules listed below while riding the bus.

- Passengers are to face forward and remain seated while the bus is in motion.
- Place books, parcels, and musical instruments on your lap. The bus aisle must be kept clear.
- Loud talking, screaming, and unnecessary movement could distract the driver and create an unsafe condition and therefore is not permitted.
- Normal conversation is permitted, but vulgar or profane language is prohibited. When stopped for railroad tracks, passengers are to be quiet so the driver may listen for the sound of approaching trains.
- Do not change seats. Stay in the first seat selected.
- Arms, head, and other parts of the body are to be kept inside the bus.
- Throwing objects inside or out of the bus may cause an accident and is not allowed.
- Chewing gum, drinking pop, eating food/candy is not permitted on the bus.
- Do not damage any part of the bus.
- The emergency door and exit controls shall be used by pupils only during supervised drills or actual emergencies.

CONFINEMENT

At times, students will be isolated in order to provide a quiet place to complete tasks and/or for discipline. Though they are supervised and egress from the location is available, the state defines this as confinement requiring parental notification and permission unless the student poses imminent physical harm to self or others.

CONCERNS, COMPLAINTS, AND GRIEVANCES

(Exhibit JII-EB)

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

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

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

The guidelines to be followed are:

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

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of elementary school students.

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

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

Forms for Public Concerns/Complaints about Personnel are also available in the Principal's office.

DANCES

Dances are a very important part of SDHS and several are sponsored throughout the year. We expect our students to have fun and be safe.

DRESS CODE AND BEHAVIOR FOR DANCES:

- Must follow district dress code, with the exception that a hat can be worn.
- Shoes must remain on feet at all times.
- No admittance to a dance after 10:00 PM., without approval of administration.
- Unruly or uncooperative students will be asked to leave. Subsequent loss of dance privileges may follow depending on cause for removal and student cooperation. No refund of entrance fee.
- Students are not to loiter in parking areas.
- Once in the dance, students may not leave the dance and return.
- Students entering or leaving a dance other than by the entrance door are subject to disciplinary action, as are students who assist them.
- No smoking or drinking on campus.
- No inappropriate displays of affection.
- Special dress codes for specialized dances will be enforced. It is the student's parent's responsibility to be aware of the dress code.
- These rules apply to all dances held on the SDHS campus regardless of sponsoring unit or season of the year (i.e. summer.) With the exception of special dances such as Prom and Dream Boy, dances should be concluded by no later than 11:00 PM.

Guest passes are required for any non-St. David High School Student. These may be obtained in the Principal's office. The Guest Request form must be signed and returned to the Principal's office for approval by 2:00 PM the day before the dance (only high school age students will be issued a pass).

FORMAL DANCES

In order to maintain the level of modesty expected in our community **students will not wear backless, strapless, or spaghetti strap dresses without a shawl, jacket, or wrap covering them at all times.** Dresses shall meet the requirement of the school dress code and **must fall to the middle of the thigh.** Students who are deemed to violate the dress code will not be admitted to the dance.

DISCIPLINE

ST. DAVID UNIFIED SCHOOL DISTRICT DISCIPLINE PLAN

The purpose of the discipline plan is to:

- Improve the educational environment for students, parents and staff.
- Inform students, parents and staff of rules and policies.
- Record discipline violations in a systematic way.
- Predetermine consequences for violations, when possible.

Students, parents, and staff must be knowledgeable of the handbook and the procedures outlined in the handbook concerning what is acceptable and unacceptable behavior in our school. St David School District's Discipline Plan is based upon the belief that an individual student does not have the right to infringe upon the rights of others. Also, all people connected with the school have the responsibility to create a positive environment within each building, on all school property, and/or at any school event. This policy applies to the entire academic year and all grades K-12.

The progressive discipline system implemented is determined by grade level in the following manner: K-2, 3-5, 6-8, and 9-12.

- There will be positive rewards in each grade and consequences for infractions.
- The level of the infraction will determine the severity of the consequences.
- Discipline will be designed to support social, emotional, developmental, and academic maturity.
- Each incident of misconduct will be carefully noted.
- All students are expected to exhibit proper conduct at school, to obey the law, and district/school/classroom rules.
- Parents are encouraged to review appropriate conduct with their children; parents will be contacted by phone or in writing of disciplinary incidences.

TIGERS ARE RESPONSIBLE, RESPECTFUL, AND SAFE

ALL SETTINGS:

RESPONSIBLE

- On Task
- Give Best Effort
- Prepared
- Clean Up After Yourself

RESPECTFUL

- Kind
- Respect Others Personal Space
- Help/Share With Others
- Use Appropriate Voice Volume
- Respect And Listen To All Adults
- Use Proper Titles

SAFE

- Walk
- Climb Only On Playground Equipment
- Keep Hands, Feet And Other Objects To Yourself

BEFORE / AFTER SCHOOL:

RESPONSIBLE

- Follow Directions From Staff
- Collect Personal Items
- Arrive By 7:55 AM

RESPECTFUL

- Use Appropriate Volume
- Line Up Correctly

SAFE

- Walk
- Walk Bikes And Scooters Off School Grounds (Use Feet Not Wheels)
- Use Sidewalks And Crosswalks

CORRIDORS:

RESPONSIBLE

- Keep Hands At Your Side

RESPECTFUL

- Use An Appropriate Voice
- Walk

SAFE

- Use Walking Feet
- Keep Hands, Feet And Other Objects To Yourself

BATHROOM:

RESPONSIBLE

- Use Restroom Correctly And Return To Class Quickly

RESPECTFUL

- Clean Up After Yourself
- Use A Quiet Voice

SAFE

- Wash Hands And Practice Healthy Habits

CAFETERIA:

RESPONSIBLE

- Clean Up After Yourself

RESPECTFUL

- Use Good Table Manners
- Use Appropriate Voice Volume

SAFE

- Report Spills To An Adult
- Keep Hands, Feet And Other Objects To Yourself
- Line Up Properly

PLAYGROUND:

RESPONSIBLE

- Clean Up & Collect Personal Items

RESPECTFUL

- Include Others
- Share

- Use Kind Language

SAFE

- Play Appropriately
- Report Unsafe Behavior

LIBRARY / COMPUTER LAB:

RESPONSIBLE

- Return Books On Time
- Follow Directions
- Clean Up
- Handle Things Carefully

RESPECTFUL

- Use Clean Hands
- Use Appropriate Voice Volume

SAFE

- Use Walking Feet
- Follow Internet Safety Guidelines

PE:

RESPONSIBLE

- Keep Hands, Feet And Other Objects To Yourself
- Enter Quietly
- Listen
- Play Fair
- Be Kind

SAFE

- Use Equipment As Intended
- Only Adults In PE Closet
- Play Safely

Teachers and staff have the authority and the responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. To effectively manage their classrooms teachers will as necessary:

- Use classroom or school grounds disciplinary procedures.
- Have a conference with the parent and student.
- Refer a student to the principal.

Examples of possible Administrative imposed student consequences but not limited to:

- Formal Intervention
- Detention / Loss of Recess
- In-School Suspension
- Long and short term suspension
- Monetary fines for destruction of school property
- Loss of extracurricular participation

The administration has established regulations governing the conduct of students in school, traveling to and from school, and at school functions. In addition to compliance with regulations established by the administration, students are expected to obey all rules and regulations established by the governing board and to obey any order given by a member of the faculty or staff relating.

SCOPE OF AUTHORITY

School rules may be enforced for conduct occurring off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the education and orderly mission and function of the school or district.

The Board may expel a student for continued open defiance of authority, continual disruptive or disorderly behavior, violent behavior which includes use or display of a dangerous instrument or a deadly weapon. The disciplinary consequences for misconduct are suggested on the basis of a first occurrence. This is done only as a convenience for the student and parent to understand the potential severity of consequences for the usual type of misconduct that occurs in this category. Occasionally a student commits an unusually grievous act that should be categorized in an area where the maximum penalty for the first occurrence is insufficient punishment. In those cases the student will be subject to the maximum for repeated occurrences. This is likely to be the situation where there has been injury or near injury to a member of the school community. In addition, students who attempt to engage or assist/encourage others to engage in misconduct are subject to disciplinary action. This can also occur where there has been substantial damage or loss or destruction to property and the student likewise should have had an appreciation of the consequences of his misconduct.

Students who are referred to the administration for misbehavior in the presence of a substitute will be assigned time in In-house suspension, after school detention, or Saturday school. This includes, but is not limited to: excessive talking, failure to be in your assigned seat, restlessness and annoying behavior toward your classmates, failing to cooperate with the substitute or rude and discourteous behavior.

All Infractions will be considered on a case by case basis. In each instance several actions are possible when consequences are imposed. If a student has demonstrated excellent behavior and then becomes involved in a discipline problem, school officials will consider the record of that student's good behavior before action is taken. If a student continually has been involved in misconduct, then the disciplinary action could be the maximum permissible. Such factors as length of time since the student's last problem, and their attitude will be taken into account. It is the discretion of the administrator as to the consequences given for discipline infractions. Student's disciplinary record is cumulative and shall remain in the student's permanent file, and may pass to a new school upon the request of the new school. The rules of conduct apply to students who engage, assist, or encourage others to engage in misconduct.

DRESS AND GROOMING

We encourage students to take pride in their attire as it relates to the school setting. Students should dress in a manner which in addition to the following guidelines takes into consideration the educational environment, safety, health, and welfare of self and others. The following rules serve as the expectation of dress on campus.

Tops/Shirts/Sweatshirts:

- May not be worn with any obscene, or derogatory language or symbols of sex, drugs or alcohol.
- No spaghetti straps, halter-tops, fishnet and or jerseys without T-shirts underneath.
- All shirts, blouses or tops are to cover the entire midriff, back, and cleavage. This includes shirts worn under overalls, halter tops, backless, string ties, crop tops, low cut, or spaghetti straps.
- Sleeveless blouses and shirts are acceptable as long as they come to the end of the shoulder. Tank tops will not be permitted at any time if they do not follow the above rule for a sleeveless blouse or shirt.
- Clothing with gaping parts that expose the back or sides will not be allowed.

Bottoms/Shorts/Skirts/Pants/Dresses:

- Shorts, skirts and dresses must fall mid-thigh or longer.
- Holes in jeans are permissible if they fall in the guidelines outlined for shorts.
- Pants and shorts must be worn around the waist so as not to show the undergarments or flesh. No sagging. Pants should not extend beyond the heel.
- Pajama pants should not be worn except on approved days.
- Skirts, mini-skirts or shorts that are deemed distracting by the faculty or staff will not be permitted.
- In the interest of student safety, shoes must be worn at all times.

Headgear/Jewelry/Accessories:

- Jewelry shall not be worn if it presents a safety hazard to self or to others.
- Belts must be tucked in belt loops with no “tails” hanging out.
- Headgear should not be worn inside buildings. This includes hats, sunglasses, helmets, headbands, hairnets, or visors.
- Due to the inherent risks to both the safety and the educational environment, bandanas will not be allowed on school property.

DROPPING A CLASS AFTER THE FIRST WEEK

If a student drops a class that he/she is ineligible in, the dropped class will not be removed from the ineligible list. He/she will remain ineligible until the end of the semester. Students will not be permitted to enter into another class after the first 10 days. Students must also maintain compliance with policy IIE. (Student course load, six classes for freshman - juniors, 5 classes for seniors.) All students who wish to drop a class after one week need to make an appointment with the Principal.

DRUG USE IN SCHOOL ACTIVITIES A.R.S. §J-4461 A.R.S. §JJIE-R

(Random Drug and Alcohol Testing)

Consent Form

Each student who participates in an extracurricular activity (as defined in Policy JJIE) and the student's parent or guardian are required to sign and return the Consent Form prior to the student's participation in any activity. A student who fails to sign and return the Consent Form will not be allowed to practice or participate in any extracurricular activity.

Testing Program

Students participating in any extracurricular activity will be subject to random drug testing at the beginning and during the respective activity season. Before random drug testing begins, an orientation session will be held by appropriate school personnel to inform students of the testing procedures, privacy arrangements, and other pertinent information to assist students in understanding the process.

On a periodic basis during the course of the school year, a sampling of current extracurricular participants will be drawn for drug testing through a random selection process. Initial testing will be done with an over-the-counter screening test, conducted under the direction of the school nurse. Only if the screening test demonstrates the presence of illegal drugs will a confirmation test be done by sending a urine sample to a certified testing laboratory, which follows the standards set by the Department of Health and Human Services and is certified in accordance with the Clinical Laboratory Improvement Act (CLIA) and/or the Joint Commission of Accreditation of Healthcare Organizations (JCAHO). A second sample will be available for the student's parents to submit for independent testing, should they so desire, and at their expense. Any student who refuses to submit to a random drug test, or who deliberately avoids testing, will be in violation of the District Random Drug Testing Policy and will immediately be removed from the respective extracurricular activity.

Testing Procedures

The District will hire a certified testing laboratory to assist in training the school nurse and the school nurse's designees on providing an appropriate collection protocol and on how to supervise the chain of custody. All aspects of the program will be conducted in a manner that is designed to minimize the nature of intrusiveness during collection of the sample, while ensuring an accurate chain of custody.

Confidentiality and Statistical Reporting

Test results will be kept in confidential files separate from the student's educational records and will be released to District employees on a need to know basis. Except for the purpose of parent/guardian disclosure, District employees who may have knowledge of the results of a random drug test will not release the actual physical results of the test unless directed to do so by a court of competent jurisdiction or upon receipt of a lawfully issued subpoena and after notification to the parent/guardian of the subpoena. District employees may only share their knowledge that a test was failed with law enforcement officers and then only to the extent necessary to comply with A.R.S. §13-3411.

Consequence of Positive Finding

If use of drugs is confirmed through the random testing program, intervention by school personnel will be initiated in the form of parental involvement, referral for counseling, and/or other measures deemed appropriate to promote the student's rehabilitation and positive behavior modification.

Additionally, the student who is the subject of the intervention shall be excluded from participating in any present or future extracurricular activity until the student and/or parent has presented proof of enrollment in a drug counseling and/or rehabilitation program and the student has presented a clean drug test. Notwithstanding the above, a student who has tested positive for drugs and who wishes to continue to participate in extracurricular activities may also be required to continue to provide "clean" drug tests for the duration of participation in any extra-curricular activities, if, in the sole discretion of the District, it is deemed to be in the best interests of the student and/or the other students participating in the activity/activities. The additional tests shall be paid for by the student and/or parent/guardian.

Consent to (Sign Student Signature Page 2020-2021 given the first day of school or day of enrollment)

ELECTRONIC DEVICES

The school has established the following rules for students and parents to follow if students would like to have and use their electronic devices (laptops, cell phones, I-pods, Air Pods etc.) on campus. The following are guidelines for electronic device usage:

1. Electronic Device usage on campus should be seen as an educational tool; however, it is a privilege, not a right. Students will be required to follow Policy & Exhibit IJNDB-EB as well as other procedures set by the administration while using personal electronic devices on campus, at school related activities, and/or utilizing the District Network. An “Electronic Device Usage” agreement must be signed by student and parent. Students using electronic devices on campus without the agreement could face disciplinary action and/or lose the privilege for the remainder of the school year.
2. Electronic Devices must be **POWERED OFF And Air pods and Headphones removed from Ears** during all classes and assemblies. Teachers may make exceptions for instructional use.
3. Parent(s)/Guardian(s) are not to contact students via his or her cell phone during classes. If you need to contact your child, please contact the office. The office will get a message to your child.
4. Students may not attach external speakers to their devices – these devices should be considered ‘personal’ not public and thus should not be used in such a manner as to affect the other students and staff around them.

The consequences for breaking this agreement are listed below:

1. First Offense – Electronic devices will be confiscated and held in the office until the end of the school day. At the end of the day, the parent must pick up the device.
2. Second Offense—Electronic devices will be held in the office for 2 full weeks (10 working days) at the end of the second week the parent must pick up the device.
3. Third Offense – Electronic devices will be held until the end of the current semester. At the end of the semester, the parent must pick up the device. If the device is confiscated during the last week of the semester, a longer penalty may be assigned OR he/she may lose the privilege to have such devices on campus in the future.

ELIGIBILITY

The Arizona Interscholastic Association rules of eligibility pertaining to domicile, physical examination, and season of competition will prevail for all students.

Extracurricular activities are those endeavors in grades nine (9) through twelve (12), for which no credit is earned in meeting graduation or promotional requirements and are organized, planned or sponsored consistent with district policy.

Eligibility to participate in athletics and extracurricular activities must follow the following policy.

1. During the season of the activity, students must be eligible in all classes for which they are enrolled. Please follow the schedule below for eligibility: **Students must have at least a 60% (D) or higher in all classes to be eligible.**
2. There will be a grade check conducted each Tuesday at 10 am. Each grade will be based on a cumulative grading period from the beginning of the semester to the end. The end of the semester will establish a new cumulative grading period. Failure to meet the standard will remove the student from participation for the week. (Tuesday through following Monday). If a student is on the eligibility list 3 times during a sport season the student will be removed from the team. This resets each season.
3. Eligibility checks will begin the 2nd Tuesday of each semester and end the last day of each semester.
4. Teachers are encouraged to communicate with students each Thursday regarding their progress and academic success in order to academically maximize the opportunity of the weekend.
5. Eligibility requires students to be enrolled in at least five (5) classes for a whole semester—this does not include release time.
6. If a student drops a high school class with a failing grade during the semester; that constitutes ineligibility for the remainder of the semester.
7. **Any student that has earned a referral for a category 3 violation or higher and has been found guilty of such violation will become ineligible to participate in the next official contest within a seven day period. The principal reserves the right to assess the situation and reverse any decision mandated by this policy.**

Legitimate home schooled students who reside within St. David Unified School District are invited to participate in SDHS extracurricular programs. To be eligible for participation parents must provide the following: proof of residency and child's age to the school office. In addition, parents are responsible for notifying the school office of a student's grades every Monday before 3:30PM during the sports season or extracurricular activity. Home schooled students will be held to the same extracurricular participation guidelines as SDHS students.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have the following information on file at the school office.

1. Names of parent(s) or guardian(s)
2. Complete and up-to-date physical and mailing address
3. Up-to-date email address of parents
4. Home, cell, and work phone of parents
5. Emergency phone number of friend/relative
6. Name and phone of Physician
7. Medical alert information

FEES

The school charges a variety of fees for extracurricular services and materials. Fees should be paid promptly. If a student or his family has financial problems, which affects the payment of school fees, the situation should be brought to the attention of the administration where suitable arrangements can be made. Tax credit money can be used for sport fees, band fees, and photography fees.

The following fee schedule was adopted by the Board:

- High School Sports Fee \$40.00 (Paid for every season played, \$100 cap per athlete)
- Middle School Sports Fee \$35.00 (Paid for every season played, \$100 cap per athlete)
- Optional Student Game Pass \$45.00
- Family Game Pass \$140.00
- Band \$25.00 (per semester if renting school instrument)
- Parking Permit \$2.00 (Replacement will be an additional \$2.00)
- Printing \$.05 (per page)

FIELD TRIPS

- Field trips are very useful to encourage learning through exploration.
- Academic eligibility and discipline may be used by administration to determine participation on non-academic, reward or overnight trips.
- The senior trip has other requirements for participation that include no truancy in the two weeks prior to senior trip, academic difficulty, and disciplinary difficulty.

FIRE DRILLS

Fire drills are conducted periodically throughout the year. Detailed escape plans are posted inside the door of each classroom.

FOOD AND DRINK

Food and drinks (with the exception of water) are not permitted in the classrooms. Exceptions for special class occasions may be made with prior approval by the administration. **Energy drinks are not permitted on campus.**

GPA

Students' GPA will be calculated as per District policy (JM). Students taking advanced-placement courses and designated Community College classes taken on campus will have grades for those courses computed on a 5.0 scale. Any class taken off campus (i.e., any class not included in the high school class schedule while enrolled at St. David High School) will be counted toward the number of credits required to graduate but will not be computed in determining the overall grade point average.

The current approved 5.0 courses are:

- Pre-Calculus, College Algebra * if an advanced course is offered on campus.
- English 101 and 102
- Vocational Nursing
- Mental Health
- Advanced US History

Prior approval from the principal is recommended to ensure acceptance of off-campus classes. For specific information and clarification, please refer to policy JM and/or an administrator.

GRADES

The school year is divided into two semesters. Each semester is divided into two nine-week terms. The grade received for semester work is the only grade recorded on the permanent record card. If a student is doing poorly in class, deficiency reports will be sent to alert him/her and the parents.

All grades are reported as accumulative as required by district policy IKA and IKA-R. However, students or parents may request of the teacher that he/she also record a comment on the report card indicating the nine weeks grade.

- A - 90% - 100% EXCELLENT (consistently exceptional work)
- B - 80% - 89% VERY GOOD (above average quality of work)
- C - 70% - 79% AVERAGE
- D - 60% - 69% BELOW AVERAGE (only minimum work or work quality)

F - 0%- 59% NOT PASSING (work falls below required minimum) No credit given

I - INCOMPLETE: In rare cases, an incomplete will be given. An incomplete must be changed to a grade within two weeks of the end of the semester or it automatically changes to an F. It is the student's responsibility to check with the teacher to make certain the incomplete is changed to a grade within the two-week period. Incomplete means the student did not complete the assignments, making grading impossible.

Pass/Fail - To be used for T/A classes and those designated by administration.

All grades will be accumulated by points

***Extra Credit may be assigned at the teacher's discretion and must replace the categorized assignment (i.e. extra credit homework must replace original homework)**

Credit Explanations for Assignments

It is the expectation that all assignments and projects are completed and submitted by the due date given by the teacher. The teacher will communicate to the student about expectations for make-up work.

GRADE REPLACEMENT

Students may take a class over for grade replacement as long as it is completed on site, there is a seat available and the student completes necessary paperwork declaring his/her intention. This excludes 5.0 courses.

GRADUATION REQUIREMENTS

Students graduating from SDHS will need to have a minimum of twenty-three (23) credits. All regularly scheduled classes will carry 1/2 credit per semester. The required classes will vary depending on the student's year of graduation.

ENGLISH	4.0 credits
SOCIAL STUDIES	3.0 credits
SCIENCE	3.0 credits
*MATH	4.0 credits
VOCATIONAL/ HUMANITIES/Fine Art	3.0 credits
ELECTIVES	6.0 credits
TOTAL	23 credits

*Students will be required to enroll in math every year until they have met the graduation requirements.

Students wishing to participate in graduation ceremonies must have completed the graduation requirements as stated above. Students must also participate in dress rehearsals and comply with the graduation dress requirements as stated in policy IKFB.

HALLS

Due to limited space and for the safety of our students and staff, sitting in the halls is NOT permitted. Students are invited to sit and visit with their friends outside the building, or under the Ramada.

HALL PASSES

Any student who is out of class during class time is required to have a valid hall pass and show it to school personnel who request to see it. Disciplinary action may be taken for failure to have a hall pass or for abusing hall pass privileges. Loitering is not permitted.

To increase student achievement (learning), students are encouraged to take care of personal needs in between classes, before/after school and at lunch. Teachers are required to limit passes out of their classroom and may deny passes for situations they deem not to be an emergency.

HAZING J-2982 JICFA-EB

File with a school administrator, the administrator's supervisor, or a professional staff member.

Additional pages may be attached if more space is needed.

(Please Print) Name _____ Date _____

Address _____

Telephone _____ During the hours of _____

Another phone where you can be reached _____

Report/Complaint:

Specify the complaint by stating the problem. Describe the incident, the participants, and the background to the incident. *Be sure to note relevant dates, times, and places.*

Date of the incident being reported _____

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

Name: _____

Address: _____

Telephone Number: _____

I CERTIFY THAT THIS INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Student

Date

Administrator/professional staff member receiving initial complaint - Date document received _____ The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.

INFRACTIONS 6-12

Level one infraction is teacher managed. Level two infractions will result in consequences given by the teacher and parent/ guardian communication will be made. Administration will handle infractions on a level three, four and five status.

All category three infractions are decided upon by the administrative staff. Suspensions may vary from one to ten days.

Offense	First	Second	Third	Fourth
5 Unexcused Tardies	L2	10+: L3		
Skateboards, scooters, rollerblades, bicycles	L1	2+: Take Away		
Disrespect for School Property, littering	L1	L2	L3	L4
Violation of Food and Drink Rule	L1	L2	3+: L3	
Dress code violation	L1	L2	L3	L4
Horseplay/ Injury prone or unsafe behavior	L2	L3	4+:L3	6+:L4
Profanity, vulgarity & obscene gestures	L1	2+: L2		

Parking Violation	L1	L2	3+:L3	
Public Display of Affection	L1	2+: L2		
Cell Phone/Electronic device, disruptive object	L1	L2	3+: Student Handbook	
Falsification (cheating)	L1	2+: L3		
Disruptive behavior	L1	L2	3+L3	
Defacing school property (With Reparations)	L2	2+: L3		
General Bus Disruption	L1	L2	3+: L3	
Failure to Comply with a Reasonable Request	L1	L2	3+: L3	
Out of Class without Permission	L1	L2	3+: L3	
Fighting (Defender)	L2	2+: L3		
Defiance, disrespect, insubordination	L2	2+: L3	5+: L4	
Inappropriate use of computers	L1	L2	Loss of Privilege	
Truancy/Ditching	L2	2+: L3		
Profanity/vulgarity/obscenities directed at staff	L2	2+: L3		
Vandalism/Destruction of School Property	L3	2+: L4		
On campus without permission	L3			
Operating Vehicle on Campus without Permission	L3			
Use/sharing of pornographic material/images	L3	2+: L4		
Fighting (Mutual)	L3	2+: L4		
Fighting (Aggressor)	1+: L4			
Harassment, bullying	L3	2+: L4		
E-cigarettes,Chemical Inhalation Devices, Tobacco	L-3 5 Day Suspension	2+: L4		
Threats, verbal abuse or written abuse	1+: L4			
Public display of affection (sexual contact/groping)	L3	2+: L4		
Assault of a student	1+: L4			

False fire alarm/911 call	L3	2+: L4		
Under the influence of a controlled substance	1+: L4			
Alcohol violation	1+: L4			
Indecent exposure	1+: L4			
Operating a Vehicle on Campus in a Reckless and Dangerous Manner	1+: L4			
Sexual Harassment	L3	2+: L4		
Intentional battery of a student	1+: L4			
Bomb threat	L5			
Severe vandalism/Destruction of school property	1+: L4			
Possession of a controlled substance or drug paraphernalia	1+: L4			
Possession of an explosive	L5			
Assault of a district employee	L5			
Possession of a weapon, dangerous device or a firearm				
Arson	L5			
Theft – (Possession of property, not belonging to the student, less than \$20 value.)	L3	2+: L4		
Theft – (Possession of property, not belonging to the student, more than \$20 value.)	1+: L4			
Computer Misconduct/Trespassing – (This includes hacking, reckless use, etc.)	L3	Loss of Privilege		
Soft Pornography – (Viewing or distributing pictures of people in swimsuits or underwear.)	1+: L3			
Hard Pornography – (Viewing or distributing pictures of people without clothes on.)	1+: L3			
Athletic Disruption	L3			

POINTS OF CLARIFICATION

All procedures will be in accordance with the St. David Unified School District Board Policy. Any act that violates the law or is not specifically covered in these policies will be dealt with by the administration. Any extreme violations, in any category, will be dealt with more severely than the policy prescribes. Law Enforcement may be notified.

All Tobacco, E-Cigarette/Vape and Alcohol violations use, possession on campus will serve a minimum of a 4 day suspension and Law enforcement contact.

POSITIVE REWARDS

Throughout each year varying positive consequences for both outstanding and improved behaviors will be developed and utilized by teachers, administrators, and student leaders.

Positive rewards may include:

- Homework passes
- Student of the Month/ Caught Being Good
- Free time
- Movie/ Treats day
- School Board recognitions

HOMELESS

The McKinney-Vento Homeless Education Assistance Act requires districts to ensure homeless students have access to education and other services they need to meet the same high academic achievement standards as all students. All local school districts must designate a Homeless Liaison.

The Homeless Liaisons must ensure that:

- Homeless children and youth are identified.
- Homeless students enroll in and have full and equal opportunity to succeed in the school district.
- Homeless families, children, and youth receive educational services.

If you have any questions or concerns please consult the St. David District homeless Liaison, Mrs. Jacquez or come by the Principal's Office.

HOMEWORK

Homework is an important extension of the learning that takes place in school. Homework reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. It is each student's responsibility to complete all assigned homework and have it ready to turn in when due. (See page 1- Absence excused/unexcused and make up work.)

HONOR ROLL

There are two levels of Honor Roll. A student must have an average of 3.8 GPA to qualify for the Principal's List Honor Roll or an average of 3.0 GPA to qualify for the regular Honor Roll. Grades in all courses are counted as points toward Honor Roll. Incompletes must be cleared before GPA or Honor Roll is figured. Honor Roll is calculated on the semester not on the cumulative GPA. It is possible to be on the Honor Roll and not have a cumulative GPA of 3.0.

IMMUNIZATIONS OF STUDENTS

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Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German Measles), hepatitis B, haemophilus influenzae b (Hib) , and varicella is required for attendance of student in District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The school administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization.

Parent permission must be secured before a student may participate in such immunization projects.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-871 R9-6-203

15-872 R9-6-313

15-873 R9-6-350

15-874 R9-6-353

INDEPENDENT STUDY (off campus courses)

Parents and students, who are interested in pursuing this option, should contact the principal. The courses must be evaluated to determine if high school credit can be given. If the course meets the requirements, the principal will sign indicating the course can be given high school credit. These courses will be placed on the student's transcript as a CR (credit). A Pass/Fail grade will be given. Students taking these classes must complete them on their own time. These classes count towards course load requirements and will not affect the students GPA. Credits earned through correspondence courses shall be limited to four, and only one credit may be earned in each of the core classes per AZ Admin code R7302.

INDEPENDENT STUDY (ONLINE COURSES) ON CAMPUS

Online courses offered by St. David shall follow Independent Study - off campus guidelines. Credits earned through independent courses offered by St. David shall be limited to four, and only one credit may be earned in each of the core classes. The principal may approve exceptions to these guidelines to meet a student's graduation requirements.

LEAVING CAMPUS

Students must checkout through the office at all times. They may only checkout with parental permission. High school students may leave campus at lunchtime, but they must conduct themselves appropriately, drive safely and return on time to class. This privilege may be forfeited at parents request or for disciplinary reasons.

Jr. High students may not leave campus at lunchtime without being checked out by a parent.

LOCKERS

Student lockers are the property of the district and shall remain under the control of the District at all times.

- The District retains the right to inspect student lockers for any reason, at any time, without notice or student consent, and without a search warrant.
- Students are required to keep the lockers secured through the use of school provided locks.
- The District assumes no responsibility for lost or stolen items.
- Use of any lock other than a school issued lock will result in the lock being cut off as needed.
- All personal effects left in assigned/unassigned lockers, after the completion of the athletic season or at the end of the school year, will be discarded.

LOST OR STOLEN ITEMS

St. David School will not be responsible for any items lost, stolen, or damaged on school property. It is strongly recommended that students leave all valuables at home.

MEDICATION

There must be written permission from the parent or guardian for the school to administer any over-the-counter or prescription medications. (Forms are available in the office.) Prescription medications must be in the original container as prepared by the pharmacist and labeled, including the patient name, name of medication, dosage and time to be given. Over-the-counter medications must be in the original packaging with all directions, dosages and compound contents and proportions clearly marked. **Students are not allowed to carry any medication on their person without written order from a physician.** Student misuse of medication being self-administered may result in seizure and disciplinary action. Some over-the-counter medications such as Tylenol are available in the Nurse's Office for students. However, students who require regular administration of Tylenol or Ibuprofen for more than 3 days at a time need to provide their own bottle to the nurse. Parents must sign medication permission slips for these medications. These slips are provided by the office and updated yearly. When your child is referred to the nurse's office for illness, non-medical techniques such as cool packs, warm packs, rest, etc. are attempted before giving medications. The parent is then notified of medication dosages and times by written note or phone call.

NURSE

Students who become ill or receive an injury during school hours should report to the School Health Office. If the nurse is unavailable, the ill or injured student should go to the Principal's office. Students should obtain a pass from their teacher before going to either place for help unless the student's injury makes that impractical.

OFF-CAMPUS CLASSES

Classes approved by Administration may count towards graduation but will not affect the student's GPA. A grade of "P" will be listed on the transcript. English 101, 102 and College Algebra may receive a grade if substituted for an advanced course.

PARENTAL INVOLVEMENT

Parents are encouraged to develop strong relationships with their children's teachers.

In the event there is a concern or complaint about events occurring in the classroom, student performance and behavior, curricular content etc., parents should contact the teachers directly.

Parents are also encouraged to contact administration to resolve concerns that could not be resolved at the classroom level, or that are of the nature which place at risk the life or safety of students. Parents are welcome to visit with the Principal about concerns they may have regarding rules, policies or their implementation. We invite ideas, suggestions, and solutions to improve the climate, education and school for our children.

PASSES - VISITORS

Student guest passes will not be issued. This is to preserve and maximize student's learning time. All visitors must have legitimate business and report to the office to check in and return to check out.

PROGRESS REPORTS

It is our purpose to have students achieve their highest potential. Parents are regarded as team partners in the education process. Therefore, we are committed to notifying parents/guardians at the mid- point of each 9 week quarter grading period. This is done to assist students in achieving a passing grade.

We have scheduled Progress Reports to be sent on the following dates:

- September 1
- November 17
- February 02
- April 13

A reminder to check your students' grades (Progress Reports) will be emailed to those parents in grades 2-12 that have their email on file. Parents can access their child's grades via ParentVUE at <http://www.stdavidschools.org> . For password and login information, contact the Principal's office. A computer will be available for parents in need of connectivity during normal business hours.

PROMOTION AND RETENTION OF MIDDLE SCHOOL STUDENTS

Promotion and retention are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

1. Indifference or lack of effort on the part of a capable student
2. Physical, emotional or social immaturity
3. Frequent or long absences
4. Students failing two or more core subjects

Parents will be involved in any retention decision. Parents will be invited to participate in a parent/teacher conference to develop a plan to assist their student. Conferences concerning retention will begin at the close of the first semester or thereafter as the student becomes eligible for retention.

When circumstances indicate that retention is a possibility, the Child Study Team will carefully study the facts relating to all phases of the student's growth and development to determine if it is in the student's best interest. This decision will be motivated solely by the desire to place students in school programs where they will be the most successful. If the student is retained, parents can appeal the decision, but must offer evidence that the student has met or exceeded state and district Standards.

PURCHASES BY A SCHOOL ORGANIZATION

1. Prior to all purchases, activities must be approved through the Student Council.
2. To make a purchase out of your Student Activities fund, a "Request for Purchase" form must be completed with the following information.
 - Sponsor signature
 - Student officer signature

- Student Council activities treasurer signature
- The date the activity was approved in Student Council's minutes,
- Copy of the approved "Student Activity" form attached to the purchase form.
- No purchases can be made without administrative approval first. Requests for a check must be submitted to the office at least three days before it is needed.

RELEASE TIME

Release time is available for religious instruction, work and college course work. Release time is available for freshmen through seniors. Work release and college release are only open to juniors and seniors. ALL release time must be approved by the principal and be in compliance with policy IIE. Furthermore, students must have good grades, good behavior, a legitimate reason, parental permission, and be on track to graduate in order to apply for more than one period of release. If release time is granted, the student must leave campus and may not return until the start of their next scheduled class. On occasions in which the student should need to remain on campus, he/she will need to check in at the office and get a visitor's pass.

SCHEDULE CHANGES

Continuing students make annual class scheduling choices during registration, generally in May.

New students make scheduling choices at the time of enrollment. A student may change his/her schedule within five school days after the beginning of classes for one of the following:

- He/she receives approval from the principal's office.
- There is space available in the class into which he/she wishes to transfer.
- The teachers in question agree with the shift.
- The change is caused by likely failure or the need for time for a job or a college class.

*Students must meet minimum course load requirement (Policy IIE)

SCHOOL COLORS AND SCHOOL MASCOT

The St. David School's mascot is a Tiger. The school colors are blue and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

SCHOOL PROPERTY

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. No student

shall damage or deface any property belonging to the district. The type of discipline that may be imposed for damage to school property by students depends on circumstances. Students may be subject to suspension for willful damage or destruction of school property. The district may file charges requiring the student or parent to make full or partial restitution to the district in accordance with the law.

SCHOOL SIGNING IN/OUT

All students checking in/out during the day for doctor appointments or pre-planned arrangements must bring a note from home to the office. Unless it is an emergency, all parents must come to the office to sign in/out. Please DO NOT call ahead to have your child meet you in the office. We will call the student(s) out of class when you arrive.

SPORTS

The purpose of interscholastic athletics is both educational and recreational. Students are encouraged to participate. In order to participate, students must be cleared by a physician (MD) to be fit for each sport they wish to participate in. Parents must also give written consent for participation. For rules and guidelines, please review the Athletic Handbook and consult with the Athletic Director.

Student Code of Conduct

Student-Athlete Pledge: As a student-athlete, I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the behavior expectations of my school, and hereby accept the responsibility and privilege of representing this school and community as a student-athlete.

Conduct Guidelines

1. Be respectful by using appropriate language
2. Treat everyone fairly
3. Treat everyone with dignity and respect
4. Comply with the District's drug, tobacco, and alcohol policies
5. Avoid the use of performance-enhancing drugs
6. Arrive on time for all practices, meetings, and contests
7. Play by the rules, demonstrating and encouraging good sportsmanship
8. Respect the dignity of others by not hazing, bullying or harassing them
9. Represent your school and self in a manner that reflects self-control
10. Comply with all school and team rules and policies

11. Report any injury or aggravating condition to your coach or Athletic Director

From Successful Coaching, Third Edition, by Rainer Martens, 2004, Champaign, IL: Human Kinetics

Consequences for violation of student athlete pledge and conduct guidelines can result in suspension from the team or athletic participation as determined by administration.

Parent Code of Conduct

Parent Pledge: As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student athlete.

Conduct Guidelines

1. I will encourage good sportsmanship by being a positive role model.
2. I will try my best to make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
3. I will insist my player treat other players, coaches, officials, and fans with respect.
4. I will reinforce the school's drug, tobacco, and alcohol free policies.
5. I will do my best to understand and appreciate the rules of the contest.
6. I will show appreciation for an outstanding play by either team.
7. I will applaud effort in both victory and defeat, and enforce the positive points of the game.
8. If I have a concern, I will talk to the coach at the appropriate time and place. Please refrain from discussing the concern before, during or immediately after a contest.
9. I understand that my entrance fee to a school athletic event provides me with the privilege of observing the contest, not berating officials, coaches, or players.

If I am in violation of any of the above conduct rules, I agree to the following:

1. Compliance to a verbal warning given by school staff or officials.
2. Compliance to leave the stands if asked to by an official or administrative staff, for breaking the code of conduct.

I have read the above. I will follow the code of conduct. I acknowledge the penalty incurred for any violations of the rules any time before, during or after team functions.

Guests Code of Conduct

FANS AND SPECTATORS ARE EXPECTED TO:

1. Stand and remove headgear during the National Anthem.
2. Cheer for their team rather than against their opponents.
3. Maintain self-control at all times while conducting themselves as responsible citizens.
4. Show respect for opponents in every way possible.
5. Always be positive in support of their teams.
6. Recognize and acknowledge good performances made by both teams.
7. Respect officials and accept their decisions.
8. Be humble and not boastful in victory and gracious and not bitter in defeat.
9. Leave the site of an activity—including the parking lot—as soon as reasonably possible after the activity is completed.
10. Spectators may be asked to leave contests or may be banned from future contests if these expectations are disregarded.

STUDENT CONDUCT

The administration has established regulations governing the conduct of students in school, traveling to and from school, and at school functions. In addition to compliance with regulations established by the administration, students are expected to obey all rules and regulations established by the governing board and to obey any order given by a member of the faculty or staff relating to school activities. Any student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the St. David district and held on the premises owned or controlled by the district. Students in school buildings, on school grounds, using district property for any purpose, or attending a district sanctioned event shall not engage in improper behavior including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions or any activity sponsored or approved by the governing board.
- Displays of affection **will not** be tolerated on school property during the school day or during school functions. This includes intimate hugging, and kissing. .
- Physical abuse **OR THREAT OF HARM TO ANY PERSON** on district owned or controlled property or at district sponsored or supervised functions. This includes “horse play” of any kind.
- Damage **OR THREAT OF DAMAGE** to property of the district, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on district controlled premises.

- Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on district property or at school-sponsored functions.
- Conduct, speech, or written communication that violates commonly accepted standards of the district and that, under the circumstances, has no redeemable social value.
- Failure to comply with the lawful directions of district officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the governing board.
- Knowing/NOT knowing of District rules and regulations. It is the student's responsibility to be informed of all rules, regulations applicable to him/her at school.
- Threatening an educational institution per A.R.S. 13-2911.
- Carrying or possessing a weapon on school grounds. A weapon is, but is not limited to, the following: Firearms, knives, chains or any other item that is determined by a staff member to potentially infringe upon the safety of the students and staff.
- Due to excessive damage and vandalism - **skateboards, roller blades, scooters and skates are not allowed on campus.**

STUDENT GOVERNMENT

St. David Schools have a very active and effective Student Government. The purpose of the government is to provide first hand experience for students in the methods and procedures of democratic government. In addition, the Student Government sponsors special activities in the areas of academics, sports and fundraising.

Student Government elections are held in April. A representative is elected from each class to serve on the General Council. A school-wide election is held to select a president and vice-president. All members of the student body are encouraged to participate in the activities of the student government.

Students not doing well academically or having serious disciplinary problems are restricted by school constitutional law from holding office. See the constitution relative to Student Government elections.

STUDENT RECORDS

Specific records are kept on each student by the classroom teacher and the main office. There are four different records, which parents may need to refer to at some time during the year. These records include the student's permanent academic record, grade report cards, miscellaneous fees owed, and a daily attendance record.

STUDENT RIGHTS AND RESPONSIBILITIES (JI-R)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the district. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

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 may file a complaint or concern for violations of constitutional rights, denial of equal opportunity concerns of personal safety, discrimination, and harassment. Please see Exhibit JII-EB in the back of this book.

- 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 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 punishments.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

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 to observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available to 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.
-

ST. DAVID UNIFIED SCHOOL DISTRICT DISCIPLINE PLAN

ON-CAMPUS INTERVENTION CENTER

The Intervention Center (IC) is provided to take the place of off-campus suspension, thus allowing the student the opportunity to remain under the supervision of the school district and still be in a school setting. Our Intervention Center is located in the Special Services area. Parents will be notified by phone call from the Administration when their child is assigned to the IC.

- Students will be assigned to IC for a part of a day or a number of school days depending upon the infraction incurred.
- Students assigned to IC are required to eat in the IC classroom; they may bring their lunch or purchase one at school.
- Students assigned to IC will not be permitted to leave campus after school has started unless there are extenuating circumstances.
- Any student assigned to IC will have his/her homework sent down to IC staff by their teacher to ensure that they are actively engaged in the learning process during their time in IC.
- While in IC students will not only work on their assignments, they must also complete a reflection paper designed to help them reflect on how they can strive to “Be Their Best Self ” moving forward.

Please note: students who become disruptive during their IC assignment will be suspended from school immediately.

No policy can cover everything. This is a guideline only. The penalties can be changed and altered. Any unlisted infractions will be left to the discretion of the administrator.

RIGHTS UNDER DUE PROCESS

All students are entitled to due process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school’s actions. It is hoped that students will never be in a situation where they need the protection of due process. However, if students do become involved in situations in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

Definitions:

SHORT-TERM SUSPENSION FROM ONE TO TEN DAYS

The school principal has the right to suspend a student for a period of up to ten days (short suspension). In short suspensions, an informal hearing between the principal, student, and any other appropriate persons will be conducted. The principal will explain the evidence, which is believed to support suspension, and ask the student for his/her side of the story. Other persons present may be asked to provide information as well. After the hearing is completed, the principal may decide that a short suspension is necessary and will become effective immediately. The principal will attempt to notify parent(s)/legal guardian(s) by telephone that this action has been taken. If not able to reach via phone, parents/guardians will be notified via email and or mail.

Missed work may be completed to ensure acquisition of class material and may be graded for credit on a case by case basis.

LONG-TERM SUSPENSION FOR ELEVEN OR MORE DAYS

The school principal may recommend to the superintendent that a student be suspended for a period of eleven or more days. The superintendent will present the recommendation of the principal and of the superintendent to the governing board, which will consider the recommendation in executive session and determine whether to hold a hearing before the governing board or to designate one or more hearing officers to hold a hearing and reach a decision concerning such suspension. In the event that the board designates one or more hearing officers to hold a hearing, the student shall be permitted to appeal the decision to suspend the student to the governing board. Such appeal must be submitted in writing, stating with particularity the basis upon which the student believes that the decision to suspend the student should be reversed. The governing board will consider the appeal of the student at its next regular meeting in executive session pursuant to ARS 15-843 and may determine whether it will hear the appeal on the written record presented, or will conduct a hearing before the board concerning the appeal. In any case, the governing board may request written position statements from the student and the district administration. In the event that the governing board determines to hold a hearing on an appeal, it will be scheduled as soon as practical and the written determination of the board will be furnished to the affected administrator and the student within five (5) working days after completion of the board's review of the appeal.

EXPULSION

The school principal may recommend to the superintendent that a student be expelled. The superintendent will present the recommendation of the principal and superintendent to the governing board. The board will decide, in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the board for action, and whether the hearing shall be held in executive session. In the event that the hearing is held before one or more hearing officers, the student shall be permitted to appeal the recommendation of the hearing officer to the governing

board for consideration at the time the board considers the recommendation. The student may remain in school during proposed long-term suspension and expulsion until all appeal opportunities have been exhausted or the parent(s)/legal guardian(s) agree to the district's action in removing the student from school, unless the presence of the student would or could disrupt the educational setting of the school.

LAW ENFORCEMENT INVOLVEMENT

School officials are not required to initiate or complete due-process procedures prior to notifying law enforcement. If law enforcement is notified, the school will attempt to contact the parent(s)/legal guardian(s). The school is required by law to notify and report incidents of viable threats, violence, non-accidental injury, and suspected child abuse to the local law enforcement. Any action taken by law enforcement will be in addition to action taken by the school.

SEARCH AND SEIZURE

Students possess the right of privacy of a person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment to the Constitution. This individual's right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School administrators may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, drugs, tobacco, and alcohol) or other possessions reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purposes, may be seized by school employees.
3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student.
4. A student may be searched by school employees when there is reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with the school's purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students.

6. Motor vehicles parked on school property may be searched by school employees when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

THREATS

All threats are taken seriously and will be acted upon by all staff members. Pursuant to ARS 13-2911 the district will notify law enforcement of threats that were made, as well as discipline the students involved.

DRUG TESTING

The District has adopted a new drug testing policy for students who are participating in extra-curricular activities. Please refer to the policy on pages 51 and 52 of the St David Student Handbook. If you have any questions or concerns, please contact administration.

HAZING

J-2982 JICFA-EB

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

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at the educational institution.

Directions

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

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

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

REPORTING/COMPLAINT PROCEDURE

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.
- All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

GANG ACTIVITY OR ASSOCIATION

We have a responsibility to maintain a safe and educational environment. As such we feel that gang activity threatens the safety and well being of persons and property and disrupts the school environment. Hand signals, graffiti or the presence of any apparel, accessory, or manner of dress or grooming that indicates or implies membership or association with such a group is prohibited.

Caps and sunglasses may be worn on campus, but are to be removed from the student's head upon entering school buildings.

Staff members will make final determinations as to whether or not the attire meets this dress code. The purpose of this dress code is not to infringe on any individual student's rights or freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. Any and all dress codes may be altered or canceled at any time during the school year.

TARDY RULES AND PROCEDURES

Because instruction begins as soon as the bell has rung and St. David prepares students with the skills for life success:

- Students will be in the classroom when the bell rings.
- Students entering the classroom after the attendance has been submitted to the office will be sent to the office for a tardy pass or the office will be contacted.
- Students who are late to first period and signed in by a parent are still considered tardy.
- Any students outside of class after the instructional block has begun must have a written pass that has the time and date the student is leaving the class, the destination, and teacher signature. Staff cannot override this expectation. The Classroom Nurse Pass should be used to go to the nurse's office. The classroom bathroom pass can be an object with the teacher's name on it.
- Students that are in Seminary or have a home release should be off campus by the time the tardy bell rings. Students that violate this expectation are open to receiving the same consequences.

- Tardies will be calculated per class. On the fourth tardy (excused or unexcused) in any scheduled class per semester and each time thereafter, students are subject to disciplinary action.

TECHNOLOGY RESOURCES IN INSTRUCTION (USE OF)

Please see exhibit IJNDB-EB on pages 52-54.

TELEPHONES

Students are not to use class telephones unless they have permission from the teacher. A telephone for student use is located in the office. This telephone can be used with permission from office staff.

TRAVEL REGULATIONS

1. Students participating in school-sponsored activities away from school must travel to and from the activity in school provided transportation.
2. A coach or sponsor may release students only to a parent or legal guardian after the activity. Students while traveling on school-sponsored activities are representatives of St. David Schools. As representatives they are governed by the same rules and policies of the school as well as those given by the sponsor, teacher or coach.
 - Students are expected to act at all times in a way that will bring credit to our school and group.
 - The school dress code applies on all trips.
 - Students are to be in their assigned rooms at 10:00 P.M. unless travel times or finish times dictate a late arrival. If sponsors dictate an earlier hour, that will be the time enforced. All students are to remain in their room after 10:00 P.M., or time set by their sponsor, unless accompanied by their coach or teacher.
 - Boys and girls are not to be in the same bedrooms at any time unless sponsors or school chaperones are present.
 - Sponsors may ask for all keys to the room at 10:00 P.M. Sponsors have the right to check rooms at any time as they see a need.
 - All bags will be searched prior to leaving on overnight trips.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and the salutatorian must complete the following courses:

Four (4) years of English

One (1) year of Algebra I

- One (1) year of Algebra II
- One (1) year of Geometry
- One (1) year of either Chemistry or Physics
- One (1) year of Biology (Biology I)

Students must have completed their last two semesters of school at St. David High School in order to be considered for valedictorian and salutatorian. Transfer students contending for these honors will be noted in the graduation program.

After the above criteria have been met, determination of the valedictorian and the salutatorian will be made on the basis of highest grade point average, with the Valedictorian being the highest and the salutatorian the next highest. Co-valedictorians or co-salutatorians will be named only if all criteria are equal and the grade point averages are exactly the same. The grade point average used to determine rank for the valedictorian and the salutatorian will be computed cumulatively from the first semester of the ninth grade through the second semester of the senior year.

VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

J-3232 © JICK-EB

(To be displayed in school buildings and in student handbooks)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

J-3231 © JICK-EA

File with a school administrator, the administrator's supervisor, or a professional staff member.

(Please Print) Name _____ Date _____

Address _____

Telephone _____ During the hours of _____

Another phone where you can be reached _____

I wish to complain against: Name of person(s) _____

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

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

Name

Address

Telephone Number

The projected solution:

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

I CERTIFY THAT THIS INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Student

Date

Administrator/professional staff member receiving initial complaint - Date document received_____ The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.

I-6432 © IJNDB-EB

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES

ACCEPTABLE USE AGREEMENT FOR STUDENTS

Introduction

Please read this document carefully. When signed by you, it becomes an agreement between you and the District. Your signature indicates that you agree to abide by the conditions and guidelines established herein.

The goal of St. David District is to promote academic excellence by providing staff and students with access opportunities to information, communication, and research sources throughout the world. Therefore, the District endorses the use of electronic information services (EIS) as an educational tool.

The district has taken reasonable precautions to limit inappropriate use and restrict access to offensive or questionable material; however, due to the nature of the technology, absolute control of all on-line activities is impossible. Therefore, ultimately the responsibility of electronic activity rests in the hands of the user.

Acceptable Use

I understand that electronic information services access provided by St. David School District is a privilege, not a right, and each individual user is accountable for his or her own activities on-line. Any use that violates or does not meet every guideline outlined below is considered unacceptable.

With this in mind, I agree to the following guidelines:

- I will refrain from accessing any areas of the Internet or other electronic services that would be inappropriate for the school environment because of pornographic or sexual content, racial, ethnic, or minority disparagement, computer viruses, advocating of violence, or illicit/illegal content. I am responsible for monitoring and, if necessary, rejecting inappropriate or unlawful materials, links, dialogue, and information accessed/received by me.
- I accept responsibility for keeping copyrighted material from entering the school, absent appropriate permission of the copyright owner. Therefore, I must not load or download games, music, graphics, videos, or text materials that are copyrighted, absent appropriate permission from the copyright owner, on a standalone computer or a District-maintained network computer.
- Plagiarism is unacceptable. Therefore, I accept responsibility for using information loaded or downloaded from electronic services in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- I will be courteous and use educationally appropriate speech and expression when using electronic services and other technological tools. Therefore, I will refrain from swearing or using any forms of obscene, vulgar, harassing, or abusive words, pictures, or symbols.
- I will report any harassment or non-courteous behavior I witness on-line to my administrator or the District administration.
- I will not reveal personal information, including addresses and telephone numbers of mine or others.
- I will not lend my account number or password to others, or otherwise compromise the security of the system with which I work. If I permit others to utilize my personal account, I agree to directly log on and supervise the account activity. I understand that I am accountable for the appropriate use of the account, including, but not limited to, password protection.
- I understand that electronic mail and any and all uses of District technology services are not guaranteed to be private. System administrators have access to all electronic mail and computer files. Messages relating to, or in support of illegal activities may be reported to appropriate authorities.
- I understand that I am not to purchase any services or products without the appropriate approval, and that I am responsible for any expenses incurred.

- I will refrain from downloading, uploading, or otherwise adding to the network any words, pictures, or symbols that would be inappropriate in a school environment because of pornographic or sexual content, racial, ethnic, or minority disparagement, computer viruses, advocating of violence, or I accept responsibility for avoiding substantial and material disruption of the educational process for the school community.
- I understand that District computing facilities will be used exclusively for educational purposes. Therefore, I will not use District resources for commercial purposes or sending unauthorized, unsolicited non-personal electronic mail messages.
- I understand that any piece of electronic mail that is to be sent to "all staff" must be approved in advance by the building or District administration.

Expectations and Responsibilities:

- Users are expected to maintain sound ethical judgment while on-line and adhere to the legal guidelines outlined in the Acceptable Use Agreement.
- Users are expected to relate security problems to system administrators and not demonstrate the problem to others.
- Users are expected not to harm, modify, or destroy hardware or any system relating to electronic information or resources.
- Users are prohibited from downloading or uploading any executable file on the District's network.
- System administrators may close any account at any time.
- St. David School District reserves the right to log and monitor the use of all systems and monitor file server space utilization, including, should it become necessary, the deletion of saved files.
- St. David School District reserves the right to establish such rules and regulations as may be necessary for the efficient operation of all electronic information systems

Disclaimer of Liability

Although the District uses filtering software and effective monitoring methods in an attempt to limit access, the very nature of the Internet makes the ultimate responsibility reside with the student/user. Therefore, the District cannot be held liable for unacceptable use. In addition, the District does not assume liability for any information lost, damaged, or unavailable due to technical and/or other difficulties.

Consequences

Infractions of the provisions set forth in this Acceptable Use Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Activities in violation of

state and federal statutes will be subject to prosecution by those authorities. Disciplinary action may be taken by the District as appropriate.

I have read, understand, and agree to abide by all of the provisions of the Acceptable Use Agreement.

*Sign Student Signature Page 2022-2023 given the first day of school or day of enrollment.

As a parent or guardian of this child, I have read the Acceptable Use Agreement. I understand that access to electronic information is intended to be for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. I also accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use electronic information resources.

*Sign Student Signature Page 2022-2023 given the first day of school or day of enrollment.

**Much of this is not original work. Ideas and sections come from various educational institutions including The University of Iowa, Auburn University, as well as others.