

**St. David Tigers**



**Elementary Student  
Handbook**

# **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 2 504 Coordinator  
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

## **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. 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 and Varicella.

New immunizations required as of the 2009-2010 school year are Meningococcal vaccine and Tdap, given in 6th grade.

Unless exempt in accord with R9-6-706, the schedule for compliance with the requirement for immunization against Varicella is:

- Grade student entering as of September 1,  
Kindergarten (K) through grade four (4) 2013
- And grades eighth (8) through ten (10)  
Kindergarten (K) through grades five (5) 2014
- And grades seven (7) through eleven (11)

Kindergarten (K) through grade twelve (12) 2015

Unless exempt in accord with R9-6-706, the schedule for compliance for a student eleven (11) years or older who has not previously received the meningococcal vaccine is:

Grade student entering as of September 1, 2013:

Grade six (6) 2013

Grade six (6) and seven (7) 2014

Grade six (6) through eight (8) 2015

Grade six (6) through nine (9) 2016

Grade six (6) through ten (10) 2017

Grade six (6) through eleven (11) 2018

Grade six (6) through twelve (12) 2019

The preceding schedules will remain in effect unless the school is notified by the Arizona Department of Health Services of a modification to one or both of the schedules.

## ARRIVAL AND DISMISSAL

Normal school hours are from 8:00 AM until 2:30 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 missed work.

## 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.....\$3.50
9th – 12th Grade.....\$2.95	Milk.....\$0.50

### **CAFETERIA RULES**

- Students will be respectful of other students and faculty.
- Students will talk in a quiet voice.
- Students will use appropriate table manners.
- Students will walk and act appropriately.
- Students will throw gum in the trash (please don't put on the trays).
- Students will keep trays IN the cafeteria.
- Students will clean up after themselves (throw away trash, put up utensils, etc.).

\*\*\*All discipline problems will be reported to the administration.

## 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.

## 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.*

## **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.

## **DISCIPLINE/PBIS**

St. David Elementary School has implemented a K-5 Positive Behavior Support program PBIS. PBIS is a proven system of encouraging and supporting student behaviors in the classrooms as well as throughout the school. This program has been developed to meet the needs of St. David Schools.

Teachers are responsible for teaching and modeling expectations, Parents are responsible to know and support the expectations, and the student is responsible for meeting the expectations.

St. David Schools expects students to meet the following expectations.

**Be Responsible**  
**Be Respectful**  
**Be Safe**

**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

On the following page you will see a copy of the schools Behavior Matrix which gives specific behavior expectations.

## St. David Elementary Behavior Matrix

	IN LINES	OUTSIDE AREA • PLAYGROUND • BUS AREA	BUS	CAFETERIA	BREEZEWAY, BUS LOADING AND PICK-UP AREA	BATHROOMS	CLASSROOMS
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Hands &amp; Feet to self</li> <li>• Straight Line</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Safety Rules – use equipment correctly</li> <li>• Watch out for others</li> <li>• Hands &amp; Feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Back to Back</li> <li>• Seat to Seat</li> <li>• Floor to feet</li> <li>• Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up all food</li> <li>• Stay in your seat</li> <li>• Use hand sanitizer</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in designated areas and lines</li> <li>• Hands and Feet to Self</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Hands &amp; Feet to self</li> <li>• Water &amp; soap in sink</li> <li>• Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your personal space</li> <li>• Use material/ equipment appropriately</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Go directly to where you need to be</li> <li>• Follow the person in front of you</li> <li>• Look where you are going</li> </ul>	<ul style="list-style-type: none"> <li>• Play games by rules</li> <li>• Tell an adult if you see an unsafe choice</li> <li>• Follow directions</li> <li>• Help others if they need help</li> </ul>	<ul style="list-style-type: none"> <li>• Get on &amp; off carefully</li> <li>• Follow directions</li> <li>• Take care of younger students</li> </ul>	<ul style="list-style-type: none"> <li>• Keep tables &amp; ground clean</li> <li>• Clean up your own area</li> <li>• Trays/trash</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for adult to tell you to load</li> <li>• Make sure you have your backpack/ belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Flush</li> <li>• Put waste where it belongs</li> <li>• “Think 1” 1 pump of soap 1 paper towel 1 minute</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Follow directions</li> <li>• Do your homework and class work on time</li> <li>• Do your personal best</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Follow adult’s instructions</li> <li>• Stay in your own space</li> <li>• Hold Doors</li> <li>• Sound Meter (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind language,</li> <li>• Take turns</li> <li>• Share</li> <li>• Follow game rules</li> <li>• Good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind language to each other and bus driver</li> <li>• Quiet voices</li> <li>• Sound Meter (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand if you need an adult</li> <li>• Practice good table manners</li> <li>• Sound Meter (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently</li> <li>• Stay in your own space and respect others space</li> <li>• Sound Meter (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Respect school property</li> <li>• Wait calmly</li> <li>• One person in the stall</li> <li>• Sound Meter (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Work cooperatively</li> <li>• Listen carefully</li> <li>• Be considerate</li> <li>• Show kindness to others</li> <li>• Be a problem solver</li> <li>• Sound Meter 0-2</li> </ul>

Sound Meter: 0- Silence      1- Partner      2-Groups      3-Recess

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.

## DISCIPLINE/INFRACTIONS K - 5

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/	L2	2+: L3		

obscenities directed at staff				
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	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.

If a student has multiple Level 1/Level 2 behavior incidents or the severity warrants the following may occur:

10 Days Off-Campus Suspension or a Recommendation to the Board for Long-Term Suspension or Expulsion

Each 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.

**\*The following infractions carry the penalty of an automatic suspension with a move for a long term suspension (LTS)/expulsion from St. David Unified School District:**

Obstructing investigations, arson, drug or alcohol possession or possession of their paraphernalia, bomb threats and/or material possession, setting off false fire alarms, possession of explosives, firearms possession, weapons threats against students, staff, and/or school, & other serious violations as provided by board policy and ARS statutes.

**\*\*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 parent/guardian 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 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.

## **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

# 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 **to the middle of the thigh** or longer.
- Skirts, mini-skirts or shorts that are deemed distracting by the faculty or staff will not be permitted.
- Pants and shorts must be worn around the waist so as not to show the undergarments or flesh.
- Holes in jeans are permissible if they fall in the guidelines outlined for shorts. Meaning holes that reveal skin above mid-thigh are not permissible.
- No sagging.
- Pants should not extend beyond the heel.
- Pajama pants should not be worn except on approved days.
- 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.

## 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, 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** 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.

## 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

## 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.**

## GRADES

St. David Unified School District #21 will utilize a standards-based grading system at the K-2 elementary school level in order to communicate more clearly what students have learned and to what degree they have learned the standards. Traditional letter grades may seem understandable, yet they provide little detail about what children can do or what they have learned.

Kindergarten through 2<sup>nd</sup> grade report cards will be completely standards-based. With a standards-based approach, teachers evaluate student learning using classroom observation, student classroom work and formative and summative assessments.

St. David Unified School District #21 will utilize the percentage points grading system at the 3<sup>rd</sup>-5<sup>th</sup> grade elementary school level in order to communicate what the students have learned and to what degree they have learned the information.

3<sup>rd</sup> - 5<sup>th</sup> grade grading procedures will evaluate student learning using classroom performance, student work and the inclusion of formative and summative assessments.

The combination of these pieces of evidence when reviewed with parents provides a more detailed picture of student progress. It tells the parent what the student can do and to what degree. This, in turn, leads to identification of direction for the student and future learning goals. The combination of these pieces of evidence when reviewed with parents provides a more detailed picture of student progress. It tells the parent what the student can do and to what degree. This, in turn, leads to identification of direction for the student and future learning goals.

<b>Academic Performance Level for STANDARDS-BASED PROFICIENCY</b>		
	<b>Grade Range</b>	<b>Score</b>
<b>Highly Proficient</b>	85-100%	4
<b>Proficient</b>	70-85%	3
<b>Gaining Proficiency</b>	55-70%	2
<b>Not Proficient</b>	<55%	1
<b>N/A indicates “Not Assessed”</b>		N/A

## **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

## 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.

## 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.

## **PERSONAL PROPERTY/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.

## **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 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.

## **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.

## 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, kissing and hand holding.
- 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 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.

## **VIOLENCE / HARASSMENT /INTIMIDATION / BULLYING**

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 or emotionally 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 to that 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, and 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. Derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group will not be tolerated, nor will 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 is also considering bullying.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by the use of electronic technology or electronic communication devices. This includes telephonic devices,

social networking and other Internet communications such as school computers, networks, forums, mailing lists, and 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, 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 the 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.

## **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.**



## **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 not 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.



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.

### **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 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 receive 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 w/permission but conversations need to be limited to 2 minutes.

## 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.

## 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 of 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.*

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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
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The projected solution:

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

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

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Student

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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.



# 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 2020-2021 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 2020-2021 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.**