

# Sonoran Science Academy East



## Student/Parent Handbook

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# SCHOOL INFORMATION

## ARRIVAL AND DEPARTURE

Due to COVID-19, the following arrival and departure information may be modified by the School. The School will notify parents, via email, of any such modifications.

### DROP-OFF AND PICK-UP INSTRUCTIONS AND MAP

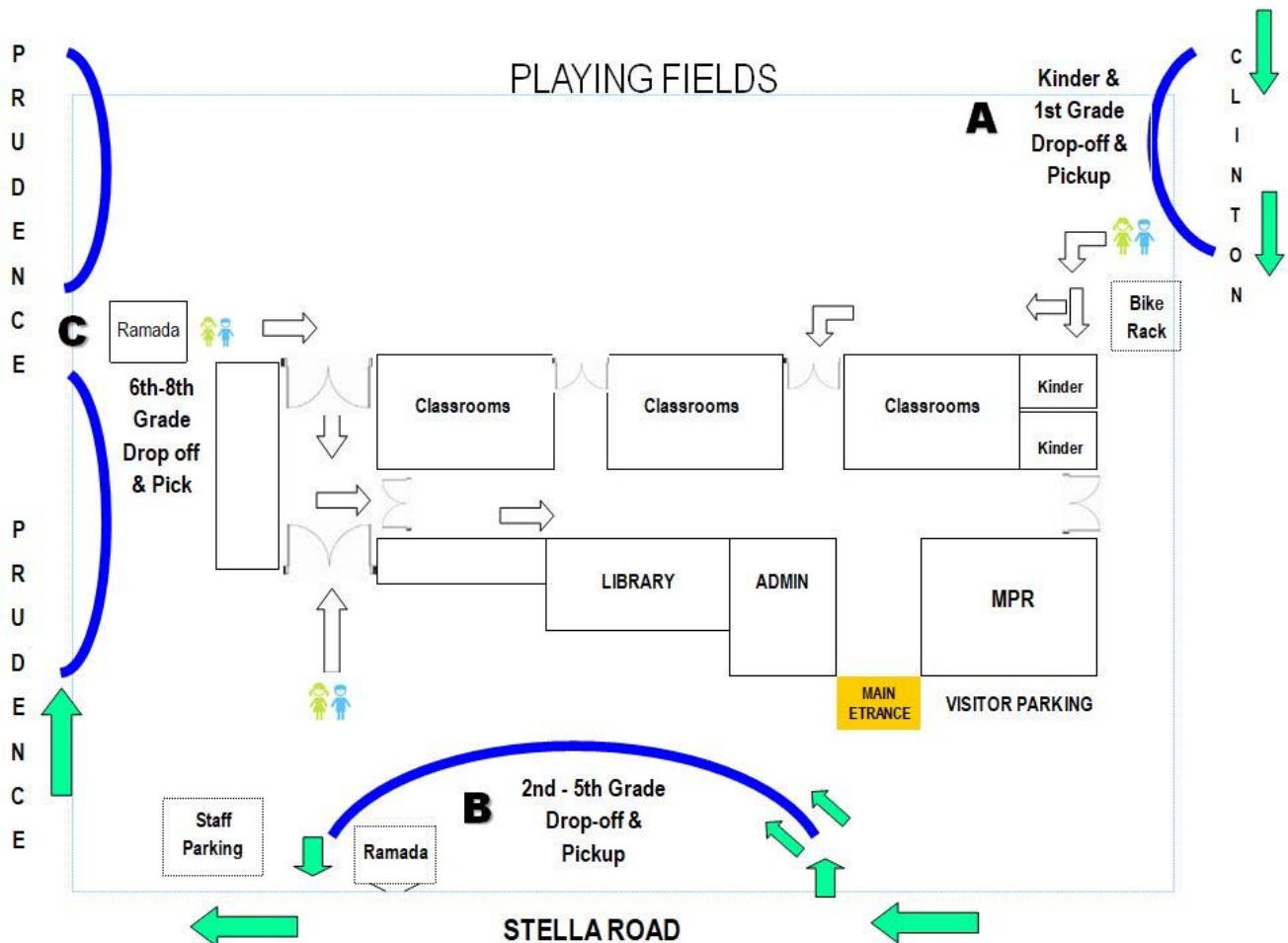
Student safety is our primary concern. It is critically important for student safety that you follow the correct flow of traffic and all traffic regulations.



**NO LEFT TURN OFF STELLA TO ENTER THE CAMPUS.**

**NO LEFT TURN ONTO STELLA TO EXIT THE CAMPUS.**

**NO LEFT TURN INTO THE DROP-OFF/PICK-UP LANES ON PRUDENCE. YOU MUST ENTER WITH THE FLOW OF TRAFFIC TRAVELING SOUTH ON PRUDENCE.**



## **DROP-OFF AND PICK UP**

### **KINDERGARTEN AND 1<sup>st</sup> GRADE AND SIBLINGS – ZONE A ON MAP**

All families with a kindergarten or 1<sup>st</sup> grade student must drop-off and pick-up on CLINTON.

This means all siblings of a kinder and 1<sup>st</sup> grade student are dropped-off and picked-up on CLINTON ONLY.

### **GRADES 2-5 – ZONE B ON MAP**

#### **Drop-off:**

All families who *only* have students in grades 2-5 must drop-off and pick-up on STELLA.

**Drop-off:** Use the right lane for drop-off. Pull all the way forward before allowing students to exit.

**Pick-up:** Use the right lane for grades 2-5. Staff will load students into cars.

### **GRADES 6-8 – ZONE C ON MAP**

All families who *only* have a student/students in grades 6, 7, or 8 must drop-off and pick-up on PRUDENCE.

All families who have a student in grades 6-8 and siblings in grades 2-5 must drop-off and pick-up on STELLA.

At pick-up, students will wait under the ramada and will be released when the pick-up vehicle is in either of the pull-in areas on Prudence.

All families who have a student in grades 2-8 and siblings in grades kinder-1<sup>st</sup> must drop-off and pick-up on CLINTON.

### **BIKE RIDERS**

Students riding their bikes can enter the campus through the pedestrian gate at the K-5 ramada on Stella, the 6-8 ramada on Prudence, or the gate on Clinton.

### **WALKERS**

Walkers must enter the campus through the pedestrian gate at the 1-5 ramada on Stella, or the 6-8 ramada on Prudence.

## **General Arrival and Departure Information**

No bike riding, skateboarding, or skating is allowed on campus. No skateboards are permitted on campus. Bike riders must walk their bikes through the campus when arriving and departing. Bike riders must wear a helmet.

Campus boundaries are clearly marked for the students by a brick wall and metal fences. Students must not pass these boundaries, climb fences, or enter an area that is closed to students. Disciplinary actions will be imposed upon students who pass these boundaries.

This School uses Champions to provide Before and After Care Programs, at a reasonable fee, for parents who need supervised care for their student(s) outside of school hours. Detailed information can be obtained from the Front Office.

### **Morning Arrival**

There is outside supervision beginning at 7:45 a.m. Parents bringing students to campus before 7:45 must stay with their student(s) until 7:45 a.m. or enroll their student in the Before School Care Program.

All students must be dropped off at the designated drop-off areas. School begins at 8:05 a.m. Any student arriving after 8:05 a.m. must be signed in by a parent in the Front Office.

### **Afternoon Dismissal**

School dismisses at 3:05 p.m. on regular school days (Mon, Tues, Wed, and Thurs). There is outside supervision until 3:20 p.m. on regular school days.

At the end of the regular school day, all students must stay with their class teacher until they are dismissed to report to their activity teacher. Students in after-school activities must have their belongings at the end of school day before reporting to their activity. Any student remaining on campus after 3:20 p.m. on a regular school day must be in a supervised activity or in the After School Care Program.

*For safety reasons, no student will be allowed to walk to other areas of the campus for pick-up; therefore, do not ask your child to meet you at other pick-up points. SSA – EAST provides supervision at designated drop off and pick up areas.*

### **Dismissal after Extracurricular Clubs and Tutoring**

Students are released from clubs and tutoring at 4:05 pm. There is outside supervision from 4:05 to 4:10 pm.

### **Early Release Days**

School dismisses at 2:05 pm. on Fridays. There is outside supervision until 2:20 pm. There are no after-school activities on early release days.

### **Half Days**

School dismisses at 12:05. There is outside supervision until 12:20p.m. There are no after-school activities on half days.

## **CLOSED CAMPUS**

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For the safety of all students, this School is a closed campus. All visitors are required to check in at the Front Office. Anyone who has not checked in at the Front Office and obtained a Visitor Pass will be escorted to the Front Office and will be subject to ejection from campus.

## **BOOK BAGS**

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Students may use small personal book bags or backpacks to transport items to and from home. **Due to space and safety concerns, backpacks must fit under the students desks.** Backpacks scattered on the floor of a classroom are an emergency evacuation hazard.

## **HONORS/AWARD LISTS**

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- **Student of the Month:** The faculty will choose one student of the month for each department (lower elementary, upper elementary, and middle) based on  
a) Academics, b) Character, c) Uniform, d) Performance, e) Behavior, f) Attendance, g) Effort, and h) Social Relationships. Every teacher may nominate two students. Nominated students will receive a certificate of appreciation for being nominated for the Student of the Month Award.

- **SSA High Honor Roll:** Students who receive all As for a semester grading period will be awarded with High Honor Status for that semester.
- **SSA Honor Roll:** Students who receive all As and Bs for a semester grading period will be awarded with Honor Status for that semester.
- **Academic/Athletic Competitions Awards:** Those students who are successful in any academic and athletic competition will be recognized.
- **Department Awards:** Each teacher may select two students believed by him/her to be the most successful academically or to have made considerable progress in that semester for special recognition.
- **National Junior Honor Society:** The Junior Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, character and citizenship. These criteria for selection form the foundation upon which the organization and its activities are built.

## LOST AND FOUND

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The School operates a Lost and Found. Any items found on the school grounds should be taken to the office. At the end of each four week period, unclaimed items may be donated to charity. It is in a student's best interest to label all belongings.

## LUNCH PERIODS

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All students shall remain on the school campus during the lunch period. Students must eat lunch only in the assigned lunch area. **No students should be in the hallways or classrooms without permission during lunch.** Students are expected to clean their area, dispose of all trash appropriately, and respectfully follow the instructions of the lunch aides/faculty supervisors.

## PARENT BOOSTER CLUB

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The Parent Booster Club is an organization committed to effective education at the School. Many parents and guardians are actively involved in fundraising, social, promotional, and educational projects for the school. Members are cordially invited to all meetings, and all parents are encouraged to contact the Parent Booster Club directly for information, or with questions and concerns. Parent Booster Club meetings are announced at the beginning of the school year. All parents are automatically members of the Parent Booster Club and are strongly encouraged to participate.

## PARKING

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All visitors to campus shall honor the handicap parking areas. Please do not park in areas that interfere with student pick-up and drop-off.

## PERSONAL ELECTRONIC DEVICES POLICY

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Use or possession of personal electronic devices, except the possession of a cell phone, is not permitted at school during regular school hours, regardless of their intended use.

They will be confiscated and returned only to a parent/guardian. During school hours cell phones must be turned off. Students are not permitted to use cellular phones on school campus. E-readers can only be used with teacher and administration's approval.

Listed below are the consequences of having a personal electronic device confiscated:

- The electronic device will be turned into the Dean's office.
- The electronic device will not be available for retrieval until after school the Monday following the infraction or by the student's parent/guardian any time after the device was confiscated.
- A second violation will result in the student's parents/guardian being required to pick up the electronic device in the Dean's Office any time after school the Monday following the infraction.
- A third violation will result in the parent not being able to retrieve the electronic device until the end of the month, at which time the student's parent/guardian will have to come to the Dean's Office to obtain it.

No toys will be permitted in the building. Any type of playing cards are not permitted on campus and may only be allowed with and administrator's approval before and after school hours as part of a sponsored club.

**The School is not responsible for the loss of any student's personal property.**

## **TELEPHONES**

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School telephones are for school business and emergency use only. Phones are not to be used to schedule after-school activities. These arrangements are to be made in advance with parents. Students can use the telephone in the classroom with the permission of the teacher before or after school hours. In case of emergency, please speak with your classroom teacher or the front office. To minimize classroom disruption, parents calling in messages for their child may leave a message with the front office, and the office staff will make all reasonable attempts to contact the student. Students will be able to use their cell phone outside of the building after school.

## **TRANSPORTATION**

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You will need to make your own arrangements for transporting your child to and from school. The School has no obligation to provide transportation for your child.

### **Car Pooling**

The School may assist families who wish to car pool by having a car pool list available in the front office for families who would like to contact others about transportation. If a car pool list is provided, it is provided only for the convenience of School families. The School has no obligation to facilitate or otherwise administer car pool arrangements.

## **UNIFORM POLICY, DRESS CODE, AND P.E. DRESS CODE**

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The School's Uniform Policy and Dress Code will be strictly enforced. It is expected that students will respectfully honor the Uniform Policy and Dress Code. The School requires that all students wear uniforms.

The uniform policy is as follows:

- During school hours, students are expected to follow the uniform code.
- Uniform Logo Top to be purchased through the school: Loose fitting royal blue, navy blue, gold, maroon polo shirts with SSA logo – uniform shirts are not to be altered in any way.
- Royal blue, navy blue, gold, maroon hoodies, sweatshirts, or long sleeve shirts with SSA logo
- Uniform Bottom to be purchased through any vendor: All students are required to wear loose-fitted, pleated or plain front Docker-like, solid color twill or corduroy pants/shorts/skirts with a waistband that

fits around the natural waist/top of pelvis. Colors must be solid khaki/tan, navy, or black. Solid color Capri style pants and shorts are also acceptable.

- Also acceptable as uniform is any SSA team/school issued shirts (with school approved design).
- Leggings may be worn under skirts as long as the skirt is the correct length. Leggings should be solid navy blue, khaki/tan, black or white. Leggings cannot be worn as pants with a long shirt. **No Cargo pants.**
- No jeans/denim pants, skirts, skorts, or shorts are allowed. **NO LYCRA/SPANDEX PANTS ARE ALLOWED.**
- All skirts and skorts must be no shorter than the top of the knee.
- Shorts must be no shorter than 3 inches above the knee.
- All pants/shorts must be neat, clean, and hemmed.

## **General Dress Code**

In addition to the School's Uniform Policy, the School's general Dress Code applies at all times that students are on campus. Parents are responsible for ensuring that their children dress according to the Uniform Policy and Dress Code as they leave home each day. Occasionally there will be a Free Dress Day or Spirit Days. The general Dress Code rules apply on such days:

- Loose fitting shirts/tops.
- Loose fitting pants (no lycra/stretch pants), worn at natural waist/top of pelvis.
- Shirts cannot be lower cut than School uniform/club shirts. No low-cut tops, halter-tops, crop tops, tank tops, spaghetti straps, or shirts with shoulders exposed.
- Skirts, skorts, shorts, or dress hemlines must be no shorter than three inches above the top of the knee.
- No torn or unhemmed clothing.
- No shirt that allows the midriff or back to be exposed when arms are fully raised or when student leans over, sits, or reaches.
- No clothing that advertises, displays, promotes, or alludes to alcohol/drugs, vulgar/obscene language, offensive language, satanic practices, or gangs.
- No clothing that displays groups or individuals who promote ideas listed above.
- No "studded" jewelry, large wallet or key chains that hang on clothing.
- No visible piercing except on ear.
- No visible tattoos that distract and detract from classroom learning.
- No hats, bandanas, do-rags, or sunglasses worn inside the buildings during school hours.
- No high heel shoes are allowed.

**It is strongly recommended that all students wear closed toed shoes for safety reasons.** Students are required to wear closed toed shoes for Physical Education class. All students are expected to wear shoes that have a heel strap or other similar shape that keeps the shoe secured to the foot. Slides, flip flops, sandals without a securing strap and similar footwear will not be allowed.

## **Uniform and Dress Code Violations**

Students in violation of the Uniform Policy or Dress Code will not be allowed to classes. Students without school uniforms will be asked to wait in a designated area until the uniforms are delivered by parents or the students are picked up from school. Parents can either deliver the uniforms or pick up their child. Repeated violation of the dress code will result in a parent conference, lunch detention or ISS (In School Suspension.)



## **P.E. Dress Code**

For hygiene reasons, all students must dress out in proper PE clothing, including:

- PE uniform purchased from the School; and
- Sturdy, closed-toe sneakers/athletic shoes.

PE clothing cannot be worn as a school uniform on a regular day. All students must wear PE clothes and participate in PE at least once a week. **Please note that, for safety reasons, earrings greater than a one (1) inch diameter must be removed for P.E.**

## **ANTI-BULLYING PLEDGE**

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Students at this School in grades 3-8 are asked to commit to, and sign, the Anti-Bullying Pledge. The following is a copy of the Pledge, for your reference.

We the students of Sonoran Science Academy agree to join together to stamp out bullying and cyber bullying at our school.

We believe that everybody should enjoy our school equally and also enjoy a peaceful life while on the Internet and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying is repeated, unwanted behavior. "Cyber bullying" is when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying or cyber bullying.

By signing this pledge, we the Students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying or cyber bullying incidents or be a bully or cyberbully.
- Be aware of the school's policies and support system with regard to bullying/cyber bullying.
- Report honestly and immediately all incidents of bullying/cyber bullying to a staff member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying/cyber bullying.
- Talk to teachers and parents about concerns and issues regarding bullying/cyber bullying.
- Work with other students and faculty, to help the school deal with bullying/cyber bullying effectively.
- Encourage teachers to discuss bullying/cyber bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying/cyber bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying/cyber bullying.
- Ensure those who allege bullying are never retaliated against.
- I acknowledge that whether I am being a bully/cyber bully or see someone being bullied/cyber bullied, if I don't report or stop the bullying/cyber bullying, I am just as guilty.

# SONORAN SCHOOLS



## Parent-Student Handbook

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Sonoran Schools

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Email: [info@sonoranschools.org](mailto:info@sonoranschools.org)

Website: [sonoranschools.org](http://sonoranschools.org)

**SONORAN SCHOOLS**  
STEM EDUCATION, COLLEGE PREPARATION

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## **EQUAL EDUCATION OPPORTUNITY**

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Sonoran Schools is committed to a policy of equal educational opportunity for all students and to a policy of nondiscrimination (including non-harassment) based upon race, color, religion, sex, age, national origin, disability, and provides equal access to the Boy Scouts and other designated youth groups. All individuals associated with the School, including, but not limited to, the administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from harassment or discrimination based on a person’s race, color, religion, sex, age, national origin, disability, immigration status, or sexual orientation and gender identity. Sonoran Schools shall make reasonable accommodations for students with disabilities in accordance with applicable state and federal law.

Questions relating to this School’s compliance with this provision and/or complaints alleging violation of this provision, as it applies to students, should be filed with:

TOLGA OZEL  
[tozel@sonoranschools.org](mailto:tozel@sonoranschools.org)  
 PH: (480) 940 5440

## **SEXUAL DISCRIMINATION NONDISCRIMINATION NOTICE**

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Title IX of the Education Amendments of 1972 and the Title IX regulations prohibit discrimination on the basis of sex, including gender-based and sexual harassment discrimination, in the School’s educational programs and activities, including employment. This School is committed to maintaining an educational and working environment free from sex discrimination and harassment and encourages any student or employee who believes they have been subjected to discrimination on the basis of sex, whether by students or by School employees, to utilize the School’s Title IX Sexual Discrimination Policy and Sexual Harassment Grievance procedures. A copy of the Policy and procedures may be obtained by contacting the School’s Title IX Coordinator.

The School’s designated and authorized Title IX Coordinator is:

JAYNE WISEMAN  
[jwiseman@sonoranschools.org](mailto:jwiseman@sonoranschools.org)  
 Sonoran Schools  
 1489 W. Elliot Road, Suite D-103  
 Gilbert, AZ 85233  
 PH: (480) 940-5440  
 PH: (855) 662-7233

## **RESPECT AND RESPONSIBILITY**

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We are committed to sustaining an environment that is physically, emotionally, and intellectually safe, orderly, and conducive to learning, where each member of our school community respects the rights of others and every individual takes responsibility for sustaining this environment.

The information in this handbook provides the guidance, policies, and procedures that facilitate a positive environment in which each student, parent, and staff member can contribute and grow.

## **STUDENT HONOR CODE**

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This School embodies a spirit of mutual trust and intellectual honesty that is fundamental to the process of learning. This Honor Code represents the highest possible expression of shared values among all members of this community.

- I pledge to represent myself accurately and completely in my work, my words, and my actions.
- I pledge to be responsible for my words, beliefs, and actions.
- I pledge to conduct myself in a way that exemplifies integrity.
- I pledge to hold myself and my peers responsible for our performance, as individuals and as a school/organization.
- I pledge that my actions towards others will be civil, respectful, and to employ empathy in my interactions with others.
- I pledge to respect the personal property of others and the community resources of the school/organization, so that others may benefit from them.
- I pledge to value differences and practice fairness, so that every individual can experience an environment that is free from injustice.
- I pledge to respect the learning process and employ academic honesty.
- I pledge to be receptive to change and supportive of innovation for the benefit of our school/organization.
- I trust in others to act with honesty. When I become aware of a violation of the Honor Code, I pledge to take action towards resolution, and expect my peers to do likewise.

I am committed to helping sustain a tolerant community, bound by common trust. I vow to uphold this Honor Code and oblige myself to instill its values not only in me but in all those around me.

For students in grades K-2, we use the following, simpler Honor Code as we model and help young students learn what constitutes appropriate behavior:

- Everyone at this school believes that trust and honesty are the building blocks of good character.
- I will always do my own work.
- I will always tell the truth.
- I will be responsible for my actions and words.
- I will do my best every day and will help others do their best.
- I will be polite, and I will be kind.
- I will look after things so that everybody can enjoy them.
- My school is a safe place where everyone can learn and everyone can look forward to coming to school every day. I promise to help to keep it that way.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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### **All students have the right:**

- To feel safe in the school environment and to learn in an environment free from disruptions
- To take full advantage of the learning opportunities and to take part in a variety of school activities
- To respectfully express his/her opinions, ideas, thoughts, and concerns
- To learn in a healthy environment that is free of alcohol, drugs, and tobacco/tobacco-related products
- To expect courtesy, fairness, and respect from all members of the school community
- To be informed of all rules, expectations, and responsibilities
- To due process

### **All students have the responsibility:**

- To treat all members of the school community with courtesy, fairness, and respect
- To respect school rules, expectations, and policies
- To be sure that expressing his/her opinions, thoughts, and concerns does not interfere with the rights of others
- To follow laws and school policies concerning alcohol, drugs, and tobacco/tobacco-related products

## **PARENT RIGHTS AND RESPONSIBILITIES**

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As a parent at this School, you have rights and responsibilities. All parents have the right:

- To expect the School to provide a safe learning environment for your child
- To expect the School to provide a free, public education to your child
- To expect courtesy, fairness, and respect from all members of the school community
- To be informed of all rules, expectations, and responsibilities
- To be able to actively participate in your child's education and to have access to your child's educational records
- To due process for your child in disciplinary matters

All parents have the responsibility:

- To ensure your child attends school regularly and on time
- To ensure your child comes to school dressed appropriately and in compliance with this School's uniform and dress code.
- To contact the classroom teacher if your child is struggling
- To demonstrate academic integrity when helping your child with at-home assignments and to support the value of at-home assignments
- To provide, to the extent possible, a designated space and time at home for your child to study and to support your child's at home learning
- To show support for all School staff and behave respectfully in interactions with School staff, setting an example for your child.

# A. GENERAL SCHOOL OPERATIONS

## COVID-19

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**Sonoran Schools has a COVID-19 Mitigation Plan, which complies with current CDC guidance and applicable state and/or local government guidance and/or requirements. This Plan covers all on-campus activities and the mitigation measures established to limit, to the greatest extent possible, the potential for virus transmission. The Mitigation Plan has been provided to parents and can also be viewed on the School's website. As guidance changes, the Mitigation Plan may be updated during the school year. The policies of the Mitigation Plan take precedence over general School policies, where pertinent.**

## ATTENDANCE

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Regular school attendance is essential for success in school. Each student enrolled in the School is expected to be in attendance each day that school is in session, except for excused absences as defined below. If a student is absent and the School has not been notified of an appropriate excuse for that absence, the School will make a reasonable effort to promptly notify the parent or guardian of the student's unexcused absence. State law places the responsibility for ensuring a student's regular attendance directly upon the person having custody of the child. Students who do not attend school on a particular day are not allowed to participate in school activities held during or outside the normal school hours. Exceptions that would allow the student to participate in such activities may be made at the discretion of the Administration.

### ABSENCES

Under Arizona law, absences may be either **excused or unexcused**.

#### Excused Absence:

An excused absence is an absence for which verification and acceptable information is received by the Administration in advance or at the time of the absence from a parent/guardian certifying one of the following:

- Absence due to personal illness of the student
- Absence due to mental or behavioral health of the student
- Absence due to a student's medical/dental appointment
- Absence due to a death in the student's family
- Absence due to family emergencies
- Absence due to out-of-school suspension not to exceed 10% of the instructional days scheduled for the year
- Absence for religious purposes, if the parent/guardian has provided the School with written consent for the religious absence, the School has approved the requested absence, and any religious instruction or exercises take place at a suitable place away from School property

This School is required to keep verifiable records of the date(s) and reason for each student's excused absence(s). It is the policy of this School to encourage parents/guardians to schedule routine appointments outside school hours, whenever possible. The School may require a doctor's note to be provided whenever a student is absent because of illness or is absent, late, or signed out early for a doctor's or dentist's appointment.

#### Unexcused Absence:

An unexcused absence is any absence other than those that fall within the definition of "excused absence" above, including an absence with prior approval by the parent guardian but for a reason other than those defined



as excused absences. Unexcused absences include leaving school during school hours without properly signing out, being absent without parent permission, and any other absence from school that could also be characterized as truancy.

**In compliance with state law, students will be withdrawn from the School after 10 consecutive unexcused absences. After such withdrawal, students will be subject to the School's regular admission policies and procedures, and a spot may no longer be available for the student.**

To combat frequent student absences, the School will take appropriate steps to address habitual unexcused absences.

- 4 Unexcused Days during the school year - Parent notified.
- 8 Unexcused Days during the school year - Parent notified. Parent/guardian conference required.
- 12 Unexcused Days during the school year - Parent notified. Second Parent/guardian conference required and Student/Parent School Improvement contract required.
- 16 Unexcused Days during the school year - Final warning notice sent home. Parent/guardian conference requested with Dean of Students and Dean of Academics.
- More than 10% of Instruction Time Missed (Excused or Unexcused Absence): Parent Contacted.

Any level of excessive absences may result in loss of credit in all subjects (pro-rated for ½ year courses or partial time courses); a requirement that a course or courses be retaken; failure to advance the student to the next grade level or allow them to graduate; or lower grades in certain courses.

Please note that additional consequences may be given at the discretion of the Administration and in compliance with Arizona law.

The only exception to the attendance policy is by obtaining a waiver from the Administration. Please note that waivers will only be granted in extreme circumstances, including for chronic student health conditions, not for chronic or habitual absences or absences for recreational purposes. Family vacations will not be considered to be excused absences. A request for a waiver must be submitted in writing to the Administration for consideration, stating the reason for obtaining the waiver, any mitigating circumstances, and any other requirements set forth in Arizona law (for chronic health conditions, for example). If your child has a chronic health problem, please contact the School to make arrangements for absences and to provide required documentation. Final authority on whether or not a waiver is granted rests solely with the Administration.

The School reserves the right to make a final determination as to whether an absence is recorded as excused or unexcused.

## **REPORTING AN ABSENCE**

A parent/guardian must report an absence by 9:00 a.m. An unreported absence will be recorded as an unexcused absence and will result in a notification of the parent/guardian of the student's absence by our school information system, in compliance with Arizona law. Please contact the School immediately in the event of a discrepancy or to report the absence.

## **ILLNESS**

Students with any contagious illness should be kept home. Students prescribed antibiotics must be on them for 24 hours before returning to school. Students with a fever, vomiting, diarrhea or signs and symptoms of a contagious illness will be sent home. Students should be free from fever without the use of fever reducing medicines, vomiting or diarrhea for at least 24 hours before returning to school.

In light of the COVID-19 pandemic, the School may impose additional return-to-school requirements on students who are or may be ill or who have close family members who are or may be ill. The School will monitor guidance from national, state and local health agencies and will communicate any additional requirements for students to return to school.

### **EARLY RELEASE AND STUDENT SIGN IN AND OUT POLICY**

Early release from the School without prior permission from the School Administration is only allowed in the event of a child's illness, a family emergency, or a medical or dental appointment for the child.

No student will be allowed to leave campus before the end of the school day unless a parent, guardian, or other authorized adult signs the student out in the office and provides satisfactory identification.

However, juniors and seniors who are not delivered to and from school each day by a parent/guardian (e.g. student driver, student who walks to and from school) or are of proper age (over 18), may sign themselves out (and in) for certain circumstances if a parent or guardian has provided written, pre-approval for the student to do so. The parent/guardian must complete a Permission Form, available in the School Office or from the Dean of Students. Those circumstances are:

- Illness
- Family emergency;
- Medical appointment;
- Lunch on approved days;
- Seniors who do not have a full class schedule and whose schedule therefore ends before the school day; and
- Seniors whose class schedule does not begin at the start of the school day.

For emergencies, the parent/guardian will be asked to substantiate the emergency in writing (via email), if possible.

The School reserves the right not to allow any student under the age of 18 to leave without obtaining advance permission from the parent/guardian.

### **TARDIES**

Any student who is not in the room when the class is scheduled to begin is tardy, unless their late arrival has been approved by a School Administrator. For first period tardies, the parent/guardian must provide the reason for the late arrival. The School reserves the right to make a final determination as to whether a tardy is assessed or not. Assessed tardies are behaviors that compromise the precious resource of instructional time and shall be recorded. All assessed tardies, whether for late arrivals or in-between class tardies, are subject to disciplinary action, as explained below.

Every assessed tardy is captured and recorded in the School's database. Tardies are monitored and addressed by the Dean of Students. All students are subject to the following tardy policies:

- Six unexcused tardies during the school year –Parent notified.
- More than six unexcused tardies during the school year – Parent conference and student/parent school improvement contract are required.

Students in grades 6-12 are subject to the following additional consequences for tardies:

- Six "first period" tardies automatically roll into one detention.
- Six in-between class tardies automatically roll into one detention.
- Six detentions roll into one In-School Suspension (ISS).

## **CAMPUS ACCESS – ALL VISITORS**

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This School uses the LobbyGuard program to conduct an instant sexual predator check on all visitors and to conduct a thorough background check on all volunteers. All campus visitors over the age of sixteen, including parents and guardians, regardless of the purpose of their visit, must submit to a LobbyGuard check in the School Office. The visitor will then be issued an individual pass which must be worn for the duration of their visit. All visitors must sign out in the School Office.

At no time is a visitor or volunteer to be in an area of the School that they have not been assigned or approved to visit.

Students wishing to bring student visitors to the School must receive approval from the office at least two (2) school days in advance. Do not bring guests to school without prior arrangements with the administration.

All Sonoran Schools' visitors and volunteers are expected to conduct themselves in a professional and appropriate manner at all times. Visitors and volunteers are expected to:

- be appropriately dressed;
- use appropriate language and behavior;
- respond respectfully to any direction given by a Sonoran Schools staff member; and
- respect the confidentiality of student education records.

Sonoran Schools maintain a Zero Tolerance policy towards drugs and alcohol possession and use on campus. This policy applies to all campus visitors.

### **Parent Classroom Visits during school hours:**

- A parent must schedule visits, either in-person or virtual, with the child's teacher prior to arrival. Visits to classrooms are limited to two hours.
- Parents may attend any class with their child but may not be allowed to participate in class activities unless invited to do so by the teacher.
- Parents are not allowed to help their child complete their work.
- Parents may not interrupt the teacher during instruction.
- Parents who want to meet with teachers should e-mail or telephone teachers to schedule an appointment. School-wide Parent – Teacher Conferences are scheduled twice during the school year.
- Because of federal student privacy laws, parents may not make video or audio recordings during classroom visits without advance permission from the Administration.
- Parents may not address or discipline another student for his/her actions.
- Parents must follow all rules designated by teachers while in the classroom.
- Parents may not extend preferential treatment to their child at any time during school hours. (Students must continue to follow school rules and procedures.)
- Classroom visitors may not be allowed the last two (2) weeks of each semester or the week prior to any school holiday.
- Parents may occasionally visit their child during lunch provided they have signed in and have administrator approval (in-person instruction only).

We encourage parent volunteers in the School. Parents must prearrange times to volunteer with teachers or school staff.

## **COMMUNICATION (Parent – School – Student)**

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Sonoran Schools encourages regular, productive communication between the School, its parents, and its students. To that end, the School, including teachers, may utilize a variety of communications tools, including electronic communications and platforms such as social media, to communicate about School matters. This communication may be from the School to the parent and/or the School to the student.

When staff and students need to communicate outside of the classroom environment (e.g. student emails teacher about homework assignment and teacher responds), the School staff will consider the message to be communicated, the age of the student, any confidentiality or privacy issues, and other relevant factors in determining the appropriate electronic communications.

The School may provide students with a school email account to help increase communication between students and School staff. Students will be responsible for utilizing their email accounts for school appropriate purposes and will be held to a high degree of responsibility and integrity. Students should never expect any privacy from any communication through their Chromebook (including school provided emails) whether at home or at school. Misuse of school email accounts may result in disciplinary consequences.

### **PARENT COMMUNICATION**

Most school communication with parents is by e-mail. It is, therefore, vital that we have your current email address on file. Please remember to update any changes to your address, phones, or email in *Infinite Campus* or notify the School if you do not have access to Infinite Campus. This School uses *School Messenger* to communicate with parents by telephone, email and/or text message. The School also utilizes Twitter and Facebook to share dynamic information. If you do not have e-mail, copies of communications, notices, etc., can always be obtained in the School Office.

### **PARENT COMMUNICATION PORTAL**

Our online parent portal, *Infinite Campus*, allows you to access your student's school record at any time from any computer or mobile device. You can view your student's grades, class assignments, and attendance records. **You** must create an account to view your student's record online.

#### **How to sign up for Infinite Campus:**

You will receive an email notice from the School with instructions for creating your Infinite Campus account. You will receive a weekly reminder until you create your account. Once your account is created, you can visit our Parent Portal web page to log in: <https://sonoranschools.infinitecampus.org/campus/portal/sonoran.jsp>

If you wish to speak to your child's teacher for any reason, please schedule an appointment. Appointments may be made by email or phone. Teachers will provide you with a preferred contact method at the beginning of the year. Walk-in discussions disrupt classroom learning, and even after school, often interrupt scheduled clubs and tutoring. Your child's teacher is happy to speak with you about any concerns you may have, but a scheduled appointment ensures both that you have uninterrupted time with the teacher, and that scheduled activities are not interrupted. Likewise, please do not phone the classroom during the day to discuss concerns, as this again disrupts the class learning time. School-day phone calls should be limited to emergencies through the office.

Appointments are available with an administrator through the secretary in the School office. Please call to schedule an appointment.

### **Parent and Student Complaints:**

While the School encourages and supports regular communication, it acknowledges that there are times when a parent/guardian or community member may wish to make a specific complaint.

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the best way is as follows:

1. Parents should encourage their child to talk with the teacher.
2. Parents should encourage their child to talk with an administrator.
3. If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany his/her child and talk with the teacher or administrator.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If parents feel there is a problem with a teacher, classroom situation, or academics, it is very important that the parents:

1. Communicate with the teacher via email, or by appointment. Teachers can explain classroom situations from an adult perspective and from a professional perspective, and often that will resolve misunderstandings.
2. If the problem persists after a reasonable time, talk with the teacher again.
3. If the problem is still not resolved, make an appointment with the teacher and an administrator (Dean or Counselor).
4. If the problem is not resolved after meeting with the teacher and an administrator, make an appointment with the Principal. To initiate a meeting with the Principal and/or Academic Dean, please contact the administrator via phone or email.
5. If, after meeting with the Principal, an issue is still not resolved, please follow the Parent Complaint Procedure found later in this handbook.

Disrespectful or threatening conduct towards teachers, students, administrators, or other parents will not be tolerated pursuant to A.R.S. § 15-507.

## **FIRE DRILLS, LOCKDOWNS, AND EVACUATION DRILLS**

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Fire drills, lockdowns, and evacuation drills are conducted for everyone's protection and are required by law. During these drills, it is imperative that students remain silent, follow instructions given by the teacher, and carry out all directions in an orderly fashion. We conduct multiple drills throughout the school year, and we do not provide advance notification of these drills. We will, however, inform parents when we have conducted a routine practice lockdown or evacuation drill.

## **FUNDRAISING**

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All school-related fundraisers led by students, staff, or club volunteers, whether in school or outside of school, require prior approval from the School Administration. All funds raised must be deposited with the School office. Items generated through fundraising (e.g. camera for club use; iPads for class use) are the property of the School.

## GIFTS

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While we recognize and appreciate that families may wish to give an end of year gift or holiday gift to a staff member, a staff member may only accept a gift from a student or parent that has a value of \$50 or less.

## NATIONAL SCHOOL LUNCH PROGRAM

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The School participates in the National School Lunch Program. Families can apply for free or reduced lunches; applications are available online and in the School office. Anyone wishing to participate in the program must complete an application annually, after July 1. School lunches are catered. Orders and, if applicable, payment must be submitted each month via Boonli by the deadline, in order to be guaranteed a meal. Students who qualify for free lunch must place an order via Boonli each month in order to receive a meal.

Parents can pack lunches for students. Refrigerators or microwaves are not provided to students, so please pack accordingly. We ask that families send healthy foods for snacks and lunch. Soda and candy are strongly discouraged.

## PARENT COMPLAINT PROCEDURE

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The following complaint procedure outlines the steps used by parents, guardians, or community members who have questions or concerns about the actions of a teacher, staff member, or administrator, including the Principal. A series of steps may be required to resolve the issue. The intent of this procedure is to resolve the problem as quickly and effectively as possible; minimizing involvement of the District administration or the School Governing Board.

**Step 1:** Contact the teacher, staff member, or administrator involved (“Employee”). Discuss over the phone or have a face-to-face conference at a time that is mutually agreeable. Remember that such meetings should not interfere with the teacher’s instructional time. If the issue is not resolved, go to Step 2.

**Step 2:** File the Complaint Form, (a copy of which can be found at the end of the Conduct and Discipline section of this handbook), with the School’s Dean (or their supervisor) (“Supervisor”). The Supervisor shall investigate the complaint, which may include meeting with the Employee privately and/or conducting a joint meeting with you and the Employee. The Supervisor shall contact you promptly to dialogue with you about possible solutions and action steps; a timeline for resolution should be set during this conversation. If the issue is not resolved within the agreed upon timeframe, then go to step 3.

**Step 3:** File the Complaint Form, and a list of actions taken to date, with the Principal. In most cases, the Principal will not get involved in the issue until Steps 1 and 2 have been attempted. The Principal shall contact you promptly to dialogue with you about possible solutions and action steps. The Principal may call a meeting with the interested parties, if necessary; however, a timeline for resolution should be set. If the issue is not resolved within the agreed upon time frame, then go to step 4. If the complaint is about the Principal, file the Complaint Form, and a list of actions taken to date, directly with the Superintendent (see Step 4).

**Step 4:** File the Complaint Form, and a list of actions taken to date, with the Superintendent through his or her executive assistant. Provide updated details about the concern, if applicable, as well as the steps that have been taken to resolve the problem to date. Only in extraordinary circumstances will the Superintendent get involved in the issue during steps 1, 2, or 3. The Superintendent or his or her executive assistant will contact you promptly to dialogue with you about possible solutions and action steps; a timeline for resolution should be set during this conversation. If the issue is not resolved within the agreed upon time frame then go to step 5.

**Step 5:** File the Complaint Form, and a list of actions taken to date, with the School's Governing Board through the Governing Board Secretary. Unless an emergency situation exists, the Board of Directors may not get involved in the issue until Steps 1, 2, 3, and 4 have been attempted. The Board chairperson will determine the next course of action which may include forming a subcommittee of the Governing Board to review the Complaint Form and any actions to date. If a subcommittee is formed, the subcommittee may meet with you to discuss your concern. However, the subcommittee, if formed, shall issue a finding to the Governing Board regarding the complaint promptly following the receipt of the subcommittee's findings. The Board may take any action it deems appropriate in response to the subcommittee's findings. The Board's decision is final.

## **STUDENT HEALTH**

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### **COVID-19**

For COVID-19 health and safety protocols, please refer to the School's Mitigation Plan.

### **ILLNESS OR INJURY DURING THE SCHOOL DAY**

A student who becomes ill or is injured during the school day should report to his/her teacher, if possible, for a pass before going to the School office.

### **ILLNESS**

Students who have been diagnosed with a virus or infectious disease that is transmissible by direct (touching another person) or indirect contact (touching an inanimate object and then another person) should be kept at home and such absence shall be excused by the School. To demonstrate the student is no longer ill, before the student returns to school, he or she must meet the following criteria:

- Student should be fever free for twenty-four (24) hours before return to classes (temperature below 99.8 F) without fever reducing medication;
- Bring a note from the doctor if student has missed five (5) or more days of school;
- Students needing to take any prescribed medication, including antibiotics, must have done so for twenty-four (24) hours before returning to school; and
- The student must be free of diarrhea and vomiting for twenty-four (24) hours before returning to school.

### **INJURIES**

All incidents/injuries are evaluated on a case-by-case basis. If further medical assistance is necessary, the parent/guardian will be called. For any head injury, regardless of severity, the parent/guardian will be called. For any life-threatening condition or injury, 911 will be called immediately, followed by a call to the parent/guardian.

### **MEDICATIONS: PRESCRIPTION AND OVER-THE-COUNTER**

The School shall not administer any general over-the-counter medications, unless approved and provided by the parent/guardian in accordance with school medication policies.

For all medication to be administered by designated school personnel:

- The student's parent/guardian may deliver the medication to the School, or the student's pharmacy or physician's office may send medication directly to the School.
- The Parent or Guardian of the Student shall file a Medication Administration Directions Form signed by the student's physician or parent/guardian. If the medication is a controlled substance, a signed physician's statement indicating the necessity for the medication will be required in addition to the signed Medication Administration Directions Form.

The following must be clearly printed on the original medication container for all prescription medications:

- Student's Name
- Name of the medication
- Dosage
- Frequency the medication must be taken
- The School shall keep all medication in a secure location in the School office.
- Unless otherwise agreed upon by the School and the parent/guardian, it is the student's responsibility to go to the School Office when it is time to receive medication, unless the student's IEP, Section 504 Plan, or Health Plan stipulates otherwise. If a student misses a medication dose and comes to the Office at a different time, the missed dose will not be administered unless the parent/guardian has completed the "missed dose" portion of the Medication Administration Directions Form.

In the case of prolonged need, the student's parent/guardian should send the amount required for a clearly specified period, such as one week or one month. Parents must pick up unused medication; the School shall not send unused medication home with a student. Unused medication not picked up within ten (10) days of the last day of the school year will be appropriately disposed of by the School.

Students are not allowed to carry any medication with them at school without prior consent. Students may carry and administer their own medication ONLY if these conditions are met:

- It is advised by their physician;
- A medication Self-Administration Consent form is on file in the School office and has been signed by the student, student's parent, and physician, and
- An Action Plan is on file for the student. Action Plans are effective only for the current school year and must be updated annually.

Use of medication, either over-the-counter or prescription, on school premises may be disallowed or strictly limited if it is determined by the School that a threat of abuse or misuse of the medication may pose a risk of harm to students or other members of the School community.

### **LIFE-THREATENING FOOD AND NON-FOOD ALLERGIES**

It is vital that the parent/guardian of any student with a potentially life-threatening allergy (food or non-food) notify School staff and submit an Action Plan upon enrollment, and annually thereafter.

For life-threatening food allergies, the School will:

- Notify all pertinent staff of the allergy and the appropriate response to an allergic reaction.
- Provide a posted notice, as needed, alerting everyone to the issue (e.g. "peanut-free zone" posted on classroom door).
- Provide a designated area at lunch for students with life-threatening food allergies.
- Notify parents in specific classes as to any restrictions on lunch box items or food for events, such as class parties.

### **ANIMALS ON CAMPUS**

Animals can pose various health and safety concerns to a school community, such as allergic reactions, bites, and disease transmission. The purpose of this policy is to provide for the health and safety of students, faculty, staff, and visitors.



Except as specified below, dogs, cats, birds and other pets or animals are not allowed on any Sonoran School campus, except school parking lots. When an individual has an animal in a school parking lot but outside of a personal vehicle, the owner must keep the pet leashed and properly attended and under control at all times. If a member of the School administration determines that the animal is not under appropriate control, the pet owner will need to immediately remove the animal from the parking lot.

The following animals are allowed on Sonoran Schools' campuses:

- A service animal, while the animal is performing tasks for the individual they accompany. A "service animal" is an animal specially trained to perform one or more specific functions or activities of daily living for an individual with a documented disability. Service animals do not include pets, emotional support animals, comfort animals, therapy animals or any other animals that do not qualify as "service animals" under the American with Disabilities Act or any other applicable law.
- Police K-9s and other dogs that work for emergency personnel.
- Animals that are officially part of the School's curriculum or activities and for which permission has been granted by the School administration.

## **SUPPORTING OUR SCHOOL**

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There are many ways parents can support our School and parental support of all kinds is always welcome. Examples of ways you may actively involve yourself in supporting our School include:

- Volunteering in your child's classroom
- Volunteering to help with lunch service, School Office support, or similar
- Volunteering for specific on-campus activities, such as picture day
- Participating in parent groups and school support activities
- Chaperoning field trips or extracurricular activities
- Volunteering to coach sports or share your professional skills with a particular club or school course/program.

Your donations are also always appreciated. Donations may be in the form of classroom supplies, specific items to support a particular class or program, or financial donations in any amount. Please contact the Principal regarding any donations other than supplies of a nominal value.

One of the best ways you can support this School and with no cost to you is by taking advantage of the Arizona Extracurricular Activity Tax Credit. Anyone who pays taxes in the state of Arizona can take advantage of this credit and support the school of their choice. Individuals can contribute up to \$200 in a tax year while taxpayers who are married, filing jointly, can contribute up to \$400. Tax credit contributors may generally support a wide range of programs at a school or may use the contribution to pay fees for a specific student's participation in an extracurricular opportunity.

Tax credit and general donations can be made in the School office or securely online at [sonoranschools.org](https://sonoranschools.org) (click on SUPPORT US).

## **TECHNOLOGY POLICIES**

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Sonoran Schools utilizes technology and access to the Internet to foster its educational mission and enhance its programs. In doing so, it is fully cognizant and accepting of its responsibility to ensure the online safety and security of students, staff, and personal data. To that end, Sonoran Schools has created, implemented, and maintains robust protection measures, policies, and procedures that support Internet safety.

It is the policy of Sonoran Schools to:

- a) Prevent user access over its computer networks to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) Prevent unauthorized access and unlawful online activity;
- c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) Comply with the Children's Internet Protection Act (CIPA).

For questions about Sonoran Schools' Children's Internet Protection Act (CIPA): Internet Content Filtering and Safety Policy, contact the Principal.

## **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA) Notice**

In 1998, Congress enacted COPPA to enable the Federal Trade Commission to issue and enforce rules protecting the online privacy of children under the age of 13. The COPPA Rule applies to operators of commercial websites and online services, including those used by Sonoran Schools to provide educational technology services. The Rule requires operators to provide clear and comprehensive online privacy policies describing their practices involving personal information collected online from children.

Sonoran Schools is authorized under COPPA to consent to these policies on behalf of parents for the limited purpose of facilitating student access to educational technology, where the operator collects personal information from students solely for the use and benefit of the school, and for no other commercial purpose. This information is typically limited to a student's name, age, grade level and email address. Operators are required to limit their use of student information to the educational context authorized by the school and to delete student personal information once the information is no longer needed for its educational purpose.

Sonoran Schools takes student privacy seriously and reviews the privacy and data collection policies of every online provider prior to approval. Parents may obtain the list of online sites and operators used by the school for the current school year, and their privacy policies, by contacting the School's Principal.

## **COMPUTER USE GUIDELINES FOR STUDENTS**

Computer hardware and software are for the benefit of all students. Users have no expectation of privacy when using School networks, computers, or technology. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers may only be used for education, research, and productivity that are consistent with the purposes of the School. Abuse and/or misuse of computers includes, but is not limited to, any form of cyberbullying, loading private or unauthorized software, taking any action to jeopardize the security of the School's network, accessing other students' or School staff's private information, checking personal e-mail, accessing inappropriate or obscene websites or web pages, using social networking sites, and/or the unauthorized posting of pictures or video of students. The posting of any statements that are defamatory is also expressly forbidden. Users shall adhere to all Copyright Regulations of the School. All students are required to comply with the Computer Use guidelines. Failure to do so may result in disciplinary action. In addition to disciplinary action, a student/parent may be held financially responsible for any damage caused to the School's computer hardware, software or network by a student.

### **Ethical use of Computer Technology**

Users - A user is defined as any staff person or student at the School. Students and staff who use computing systems in evening classes or off-campus are also considered users.

Computing Systems - Any computer or computer peripheral owned by the School or used on the premises of the School.

Network - Any networked systems on the premises of the School or networks accessed via the School computers.

### **User Privileges**

Each user has the privilege to make use of technology for education, research, and productivity consistent with the purposes of the School. A user's continued use of technology is subject to compliance with these purposes, as determined by the School.

### **User Responsibilities**

*Privacy* – Users shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.

*Passwords* –Users shall take precautions to secure access of their personal password from others. All users shall maintain the security of such passwords to the extent reasonably possible and use them only as necessary in relation to appropriate operations of the School. The School's IT Manager may reset a password, at any time, at his/her discretion. It is recommended that users change their password at least once per semester.

*Security* – Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files that will jeopardize the security of the computing system or the network; and Users shall not load software on computers without permission of a computer teacher.

*Integrity* –

- Users shall not use a computing system or network to threaten and/or harass others or develop software programs that harass others;
- Users shall not use a computing system or network to gain access to pornography, obscenity, or otherwise inappropriate data files or to communicate pornography, obscenity or otherwise inappropriate data files;
- Users shall practice "safe" computing in keeping computers free of viruses or other files dangerous to the integrity of the computer or network system; and
- Users shall not use a computing system or network in a destructive or malicious manner.

*Non-Instructional Use* - Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business, producing advertisements, or political lobbying.

*Recreational Games* - Users shall not use a computing system or network for recreational games unless expressly approved by a teacher or administrator.

*Online Chat Use* - Users shall not use a computing system or network for online messaging and shall not access online messaging platforms including but not limited to, Google Hangouts, Gchat, Facebook Messenger, and the like.

*Copyright* –

- Users shall not copyrighted software without the written permission of the publisher;
- Users shall not copy documents or files without the written permission of the author;
- Users shall cite references for all data accessed via computing systems or networks;
- Illegal installation of copyrighted software for use on computers is prohibited; and
- Users shall adhere to all Copyright Regulations of the School.

*Accountability* – Users have the responsibility to monitor all of the materials they receive via the School’s technology systems to assure that they comply with responsible usage.

### **Computer Misuse**

Consequences may include:

- Parents/guardians are contacted;
- Administrative disciplinary action is imposed;
- Student/parent may be held financially responsible for computer technicians to undo tampering; and/or
- Student may be banned from the computer lab or have their Chromebook confiscated for a prescribed time or for the remainder of the year.

### **Social Media Policy**

The School has the right to monitor, inspect, review, or retain any electronic communication sent or received over the School’s network. Students do not have an expectation of privacy while using the School’s network or technology. A student’s use of the School’s network to bully, harass, or otherwise intimidate another student over social media will be grounds for suspension, expulsion, or if necessary appropriate legal action.

## **1 to 1 TECHNOLOGY**

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Sonoran Schools provides an individually assigned Chromebook to all students in grades K-12. The purpose of ensuring 1 to 1 technology is to enable a student’s access to the benefits of technology as an educational tool. Excellence in education requires that technology be seamlessly integrated throughout the educational program, and increasing access to technology is essential for the future. The daily use of a Chromebook is a way to empower students to learn at their full potential and prepare them for the real world of college and the workplace.

### **Annual, Recommended Technology Fee**

This fee supports providing our students 1 to 1 access to technology. Payment of this fee is not required but this fee allows the School to recoup a portion of the costs associated with providing students with a Chromebook for their use during the school year. This fee is Arizona School Tax Credit eligible, which means you may claim it on your Arizona taxes. A waiver is available from the Principal and will be provided to any family who cannot or does not wish to pay the fee, regardless of the reason for non-payment. The fees are as follows: \$80 each student for the first two students in a family, \$0 for each subsequent student in a family; \$40 for the first two students in a family who qualify for free and reduced lunch (FRL), \$0 for each subsequent student in a family.

### **Receiving a Chromebook**

Chromebooks are generally distributed at the beginning of each school year.

At all Sonoran Schools, each student in grades K-12 is individually assigned a Chromebook, for the school year, and the Chromebook Acceptable Use Agreement applies to all individually assigned Chromebooks. Although students are assigned a Chromebook, the School is loaning the Chromebooks to the students for the school year or part of the school year that the student attends the School, and the School retains ownership of the Chromebooks.

### **Personal Chromebook Check-out**

Prior to issuing a student a personal Chromebook, the condition of the Chromebook is recorded by a School staff member, along with the Chromebook’s identification numbers. By accepting a personal use Chromebook,

the student and parent are agreeing to the Acceptable Use Agreement for personal Chromebooks, as stated below.

### **Personal Chromebook Check-in**

If a student transfers out of the School during the school year, the Chromebook must be returned at the time of withdrawal.

Personal Chromebooks are generally required to be returned to the School during the final week of the school year so they can be checked for serviceability.

Upon the student returning the personal Chromebook to the School, a staff member will inspect the condition of the Chromebook against the condition recorded when the Chromebook was issued. The student/parent is responsible for any damage that has occurred to the Chromebook since being issued to the student.

### **Chromebook Parent/Guardian Responsibilities:**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Parents should establish ground rules for Chromebook use outside of the school day.
- For younger students, parents are responsible for helping their child comply with the student responsibilities.
- In the same manner as parents are responsible for damage caused by their child to school textbooks or property, parents are responsible for damage caused by their child to his/her Chromebook.

### **Chromebook Student Responsibilities:**

- Comply with all of the requirements of the Chromebook Acceptable Use Agreement.
- Do not remove your Chromebook from its case.
- Contact an administrator about any security problems encountered.
- Monitor all activity on your account.
- Secure the Chromebook after you are done working to protect your work and information.
- Notify a School staff member in the event you receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
- Ensure your Chromebook battery is fully charged and ready for school each day.

### **Chromebook Damage**

The fee schedule for damage/repairs is currently as follows but may be updated during the school year:

BROKEN SCREEN	\$40	MISSING OR DAMAGED CHARGER	\$20
BROKEN PORTS	\$200	DAMAGED TOUCHPAD	Up to \$125
BROKEN FRAME	Up to \$125	OTHER DAMAGES NOT LISTED	TBD by admin

### **Chromebook School Responsibilities:**

- Provide internet access at School.
- Provide Google accounts to students.
- Provide internet filtering and monitoring.
- Provide Google drive data storage.
- Provide staff guidance in helping students integrate technology into their learning and help assure student compliance with the Chromebook Acceptable Use Agreement.

## INDIVIDUALLY-ASSIGNED CHROMEBOOK ACCEPTABLE USE AGREEMENT

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**Read this Agreement carefully and make certain that you understand all of your responsibilities for the Chromebook and all of the rules for your possession and use of it.**

You do not own the Chromebook. The Chromebook is the property of Sonoran Schools. Using the Chromebook is a privilege and not a right. In order to be entitled to keep and use your Chromebook while you are a Sonoran Schools student, you must follow these rules and the Sonoran Schools' Computer Use and Electronic Devices policies and procedures, which are contained in the Student Handbook. **If you do not, you will be required to return the Chromebook to the School immediately.**

- Keep the Chromebook in good working and good physical condition. Do not change or damage any portion of the computer, including the cover. This includes putting stickers or decals directly on any part of the inside or outside of the Chromebook. The Chromebook must be returned to the School in the same condition that it was in when you received it.
- If your Chromebook is lost, stolen or damaged, you must report the issue to Sonoran Schools immediately. You should not attempt to repair the Chromebook.
- You cannot download, upload, store, view, receive, send or use as a background or screensaver image any material that violates any federal or state law or Sonoran Schools' policies. This includes confidential information, copyrighted material, threatening material, obscene/pornographic material, computer viruses, harassing messages or material, or offensive, insensitive, or unsuitable material. Offensive, insensitive, or unsuitable material is the presence of guns, weapons, inappropriate language, alcohol or drug images or content, gang related symbols, and pictures of anything else determined to be inappropriate by Sonoran Schools. **Even if you are allowed to access these materials at home or on another computer, because the Chromebook is the School's property, the School has the right to set the rules for the Chromebook's use and you agree to observe these rules when you use the Chromebook.**
- If you attempt to alter data or the configuration of a device, to damage the files or components of any computer or network, or to gain unauthorized access to the computer files or network of any person or entity (to hack another person or entity's computer or network), including other students or Sonoran Schools' employees, you will be subject to discipline by the School for vandalism and violation of others' privacy rights and any other applicable provisions of the law or the Student Code of Conduct. This is true whether your attempts are successful or not.
- You must comply with all trademark and copyright laws, including provisions of the Digital Millennium Copyright Act, and all license agreements. If you have questions about whether you are inappropriately using copyrighted materials, you should ask your teacher for guidance.
- If Sonoran Schools believes that you have or may have violated any law, it will notify and cooperate fully with law enforcement.
- You are not allowed to loan your Chromebook to anyone else, including your siblings or other family members. The Chromebook is to be used for school purposes only, not for other family members' or friends' work.
- Your use of the Chromebook is not private, and Sonoran Schools may monitor your use of the computer and its computer network while you are at school. Because the computer is the School's property, the School can inspect it—including seeing all of your use history, whether you were at school or not—at any time and without notice.
- You may not wipe the hard drive or delete any information contained on the Chromebook before returning the Chromebook to Sonoran Schools, unless the School gives you specific permission to do so.

- If the Chromebook is password protected when you return it to Sonoran Schools, you must provide the password to the School. If you do not, you will be responsible for the cost of repairing the computer so it can be used by someone else.
- You must use the Chromebook in a responsible and ethical manner and in ways that are appropriate for your education.

Students shall not take pictures or record videos on campus without the administration's prior approval. It is unethical and a violation of an individual's rights for students to take unauthorized audio or video of teachers, administrators, adjunct staff, or students without the informed consent of those being recorded. Unauthorized recording by a student is a violation of school code and will result in disciplinary action and potential civil liability.

## **USE OF STUDENT WORK AND/OR LIKENESSES**

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Students at the School may be interviewed, photographed or audio or videotaped by the School and/or Sonoran Schools and such materials, including students' likenesses, may be used for promotional purposes in parent communications, promotional materials, press releases, on their websites, or on social media. The School and/or Sonoran Schools may also seek to display, present, or publish student work product in its buildings or on social media. The School and Sonoran Schools will not pay or provide any type of remuneration to families or students for the use of a student's likeness or work product for the promotional purposes described above.

The School may also submit student work, photographs, or audio or video recordings of students to third-parties for educational purposes, including for grant submissions, contest submissions or other contests or applications that are related to the School's educational mission.

You may deny permission for the School and Sonoran Schools to use your child's likeness and/or work product for the promotional purposes described above by completing a Promotional Media Opt-Out form, which is available from the School office. The Opt-Out form is valid only for one school year and therefore, even if you have opted-out in previous years, you will need to submit a new form for this year to confirm your wishes. The Opt-Out form does not automatically include the School's yearbook in your refusal. If you wish to ensure your child is not included in the yearbook, there is a specific box for you to check on the Opt-Out form.

The Opt-Out form applies only to the promotional use of your child's likeness or work product. The School and/or Sonoran Schools may live-stream, video record, or photograph major school events, such as picnics or end-of-year and graduation ceremonies, and your child's likeness may be captured and broadcast or published in some way at such events, including posting to social media. By allowing your child to attend such an event, you consent to the potential recording and broadcasting of your child's likeness at the event. The Opt-Out form also does not apply to the School's use of your child's likeness or work product for the educational purposes set forth above.

# B.ACADEMICS

## COVID-19

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**Should it be necessary to provide instructional model options, the School will timely provide detailed information on instructional model choices to families, so that families can make an informed choice about the model that works best for them.**

## GENERAL ACADEMIC POLICIES AND INFORMATION

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### ACADEMIC PLACEMENT OF STUDENTS

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It is the philosophy of all Sonoran Schools that all students should be placed in instructional programs in which they can learn and achieve academically. Given positive motivation and appropriate instruction, students will progress satisfactorily throughout their entire school program. Therefore, students are placed according to age, grade, and ability level and encouraged to achieve in all areas of the curriculum. If parents do not agree with the placement decision, they may indicate their disagreement in writing to the school administrators, for review.

Should the class placement of a pupil result in a marked deviation from the average age of classmates or present other unusual problems or circumstances, the child's teachers and the administration will review it, make a recommendation, and submit a request for approval to the Chief Academic Officer of Sonoran Schools. Final decision on disputed placements rests with Sonoran Schools, and parents will be notified about the decision.

### ACADEMIC INTEGRITY

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Assessments, including assignments, quizzes and tests, are a critical part of any academic program. They offer important information about the student's progress toward subject mastery. This information is only helpful if it is accurate. Accuracy can only be determined if the assessment represents the student's work and is only his or her work. If a student does not complete his or her own work, shares work with others on unit tests and/or final exams, or plagiarizes any assignments or tests, he or she will face disciplinary consequences. The School will not tolerate cheating or plagiarism.

To ensure that a student's work is his or her own in online instructional settings, additional policies apply. Unless otherwise instructed by the teacher or by a specific assessment, the student is expected to honor the following principles while taking assessments. Only by honoring these principles can the student assure both academic and personal integrity:

1. The student and the student alone will take the assessment independent of any outside assistance.
2. The student will not copy or redistribute any part of the assessment in any way (electronically, verbally, or on paper).
3. The student will treat the assessment as "closed book", they may not use any textbooks, references, or other materials (printed or electronic) during the assessment unless the teacher or the specific assessment otherwise instructs (for example, the student is specifically told to refer to certain pages in a book as part of the assessment).
4. The student will treat the assessment as "single browser"—during the assessment the student may not log in a second time to their course, or open their course or related materials on another browser on another computer.



5. The student will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

## **ACCELERATED MATH POLICY (GRADES K-8)**

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A distinctive difference of Sonoran Schools is that we promise to offer our students a mathematics instructional program tailored to their ability level, which may or may not correspond to their grade level. We are proud to offer our accelerated students the opportunity to take advanced math courses to meet their needs. Students who are taking a math course which is above the on-grade-level math course will be expected to earn a **C or higher** in order to advance to the next course in the sequence, otherwise the student will have to repeat the class. This does not affect their promotion to the next grade, just their math level promotion.

## **ASSESSMENT TO MONITOR AND EVALUATE STUDENT PROGRESS**

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Sonoran Schools uses a comprehensive and balanced assessment system intended to inform teachers and learners of progress toward mastery of grade level content standards. Recognizing that individual assessments are a snapshot of student performance, a wide variety of ongoing, embedded, and frequent assessments provides a robust measure of students' learning. A balanced assessment system incorporates four broad types of assessments.

1. Diagnostic
2. Formative
3. Interim Benchmark
4. Summative

### **Diagnostic Assessments**

Diagnostic assessments are pretests. They serve as a barometer for how much pre-loaded information a student has about a topic. This helps to inform the teacher's lesson planning, learning objectives, instructional groupings, and identification of areas that may need more or less instructional time.

### **Formative Assessments**

Formative assessment refers to a low-stakes assessment that does not normally contribute towards a student's final grade. Students' feedback on these assessments is used to improve their learning while they are still learning. These assessments are used to provide ongoing feedback to both teachers and students. Teachers can then improve their teaching while students can improve their learning based on their achievement.

### **Interim Benchmark Assessments**

Sonoran Schools' benchmarking system, designed to assess both the curriculum content taught and mastery of state standards, produces data regarding individual and collective student performance, while facilitating the evaluation of the effectiveness of teaching practices, programs and initiatives. The benchmarks are *comprehensive* assessments correlated to Sonoran Schools' curriculum pacing calendars and are administered four times per year (quarterly) in the areas of English Language Arts, Mathematics, Science and Social Studies.

### **Summative Assessments**

Summative assessments document how much information was retained at the end of a designated period of learning (e.g. unit, semester, or school year). In the tech-enhanced classroom, summative assessments can even take the shape of multi-media presentations, group projects, creative writing, plays or other hands-on projects that demonstrate a mastery of the material. With summative assessments, the scores are calculated into the students' final grade.

Students' final grades are earned by earning scores on a variety of these four assessment types in the form of homework, tests, quizzes, projects, and classwork. The following weights are used in calculating the final grade in middle and high school courses:

1. Homework: 10%
2. Quizzes: 20%
3. Classwork: 20%
4. Projects: 20%
5. Tests: 30%

## **EXTRA-CURRICULAR ACTIVITIES AND TUTORING**

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**Please note that during the school year, the availability and schedule of in-person extracurricular activities and tutoring may be impacted by COVID-19. The School will keep families informed of participation requirements and any changes to availability of programs.**

There is no better way for students to enrich their education than by taking part in clubs and after-school activities with a teacher. Each teacher offers a club once a week after school, as well as one day of tutoring. Clubs and Tutoring Schedules are subject to change and may not run the full length of the school year. The School's Club List and Tutoring Schedule will be announced at the beginning of the semester/school year.

All students who stay after school to attend academic clubs or interest activities must follow the following rules:

- Students must register to become an official member of an after school club signing up with a club sponsor. Students must be with a teacher or other responsible staff member at all times.
- Parents must arrange for student transportation to arrive promptly at the end of the activity.
- Students must abide by the School's Code of Student Conduct while participating in the activity.
- It is the student's responsibility to check in with the supervising teacher or staff person – teachers and staff are not responsible to find students who do not report to the activity.

Participants assume their own risks in participation. The coordinators of after-school/Saturday school activities, instructors, or the School are not liable for personal injuries of any kind that may be suffered during participation.

***Note: Students will not be allowed in any room/gym without adult supervision.***

Before registering for an afterschool club, be sure to check the Club Catalogue and discuss club fees, competition fees, and competition dates with the instructor. The majority of clubs do require a registration fee and/or student contributions for field trips and competitions. Students must also understand that each activity requires commitment and responsibility. Involvement in multiple activities requires a student to manage his/her time wisely and actively communicate with the teacher of each activity when scheduling conflicts may occur.

Students may attend tutoring as necessary to catch up on work or receive extra assistance. The teacher, student and/or parent can initiate tutoring. Students who come to tutoring must come prepared with pencils, books, papers, and any class work necessary.

## **FIELD TRIPS**

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**Please note that during the school year, the availability and schedule of in-person field trips may be impacted by COVID-19. The School will keep families appropriately informed.**

Field trips offer exciting ways to learn. Students will have the opportunity to go on field trips throughout the school year. Students must return the Field Trip Permission Form to the School, signed by their parent/guardian, by the date specified. For your child's safety, no phone calls can be accepted as permission to attend a field trip.

Although field trips are an integral part of the class curriculum, students may not be allowed to go on an off-campus event if they have not shown responsible behavior during the school session and are not in good behavior status. For more detailed information, please review the Conduct & Discipline section of this handbook.

## **GRADE REPORTING**

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Parents are notified four times a year when the grading period has been closed and grade reports are available:

- End of quarter 1
- End of semester 1/quarter 2
- End of quarter 3
- End of school year

The grades that are recorded in a student's permanent record are the end of semester 1 and final (end of school year) grades, with quarter 1 and quarter 3 grades serving as a "mid-semester grade," allowing parents to see their student's progress. In addition to grade reports, progress reports are posted halfway through each quarter so that parents and students are kept informed.

Report cards are sent home at the end of semester 1 and at the end of the school year. Parents who wish to receive a printed report card for quarter 1 or quarter 3 may ask for one in the School office.

Parents can always access their student's academic record, at any time, through *Infinite Campus*, our Student Information System, at: <https://sonoranschools.infinitecampus.org/campus/portal/sonoran.jsp>. Personal access information is given to parents and the student when the student first joins the School.

Parents are encouraged to check their child's attendance and academic progress regularly. Students are also encouraged to regularly track grades, assignments, and homework. If you need help with logging on, please contact the School office. A designated computer is also available in the School office for parent use.

## **HOMEWORK**

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Homework is a valuable and necessary application and extension of classroom experiences specifically addressing the objectives of the instructional program. The effectiveness of homework is dependent upon positive understanding and communication between the school, the student, and the home.

Homework at the middle school and high school levels shall be considered a necessary part of the learning process and a legitimate requirement on the out-of-class time of students. Students involved in advanced academic courses can expect, by the nature of their programs, a greater requirement for out-of-class time for homework assignments.

## **INCOMPLETE ASSIGNMENT GRADING POLICY**

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An "Incomplete" may be given to students who do not complete coursework due to extenuating circumstances that are beyond their control. When a student earns a grade of "I" (Incomplete), it will be reflected in the computation of his/her new GPA as a zero until it is resolved or becomes an "F," as indicated below.

To resolve an “Incomplete,” the student must make arrangements with the teacher to complete the missing work. That work must be completed during the first three weeks directly following the end of the course unless a different deadline is established by the teacher. An “Incomplete” not resolved by the beginning of the next school year will be recorded on the student transcript as an “F.” Students in grades K-2 will receive an “unsatisfactory” on their report card instead of an “F.”

## **MAKE UP WORK DUE TO ABSENCE**

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All students are accountable to complete work they miss while absent. It is the student’s or, where appropriate, parent/guardian’s responsibility, to collect assignments missed due to an excused absence directly from the teacher(s).

For an anticipated absence, students should notify teachers at least one week in advance, requesting the work that will be missed.

For any unexcused absence, students may find their grades adversely affected. Students are required to do make-up work. Teachers explain and provide their classroom policies, including their policy on make-up work due to an unexcused absence, at the beginning of the school year.

## **MOVIE VIEWING POLICY**

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Sonoran Schools allows videos, movies, and other digital media (“Film(s)”) as rated by the Motion Picture Association of America (MPAA), as follows:

- |                        |  |
|------------------------|--|
| Rating: “G”            | May be shown at any grade level. Approval of parent/guardian is not required.  |
| Rating: “PG”           | May be shown at grades 9-12. Approval of parent/guardian is not required.<br>For grades 6-8, approval of parent/guardian required.<br>May not be shown at grades K-5.  |
| Rating: “PG-13”        | May be shown at grades 7-12. Approval of parent/guardian required.<br>May not be shown at grades K-6.  |
| Rating: “R”            | May be shown at grades 9-12. Approval of parent/guardian required. School will endeavor to only use clips, if possible (see below).<br>May not be shown at grades K-8. |
| Rating: “NC17” and “X” | Movies/videos with these ratings are not permitted.  |

No full-length R-rated movies may be shown; however, upon the Principal’s preview and approval, instructionally-relevant and appropriate clips from R-rated movies may be shown to students in grades 9-12 only.

For those movies that require advance approval of a student’s parent/guardian, the School will send home Movie Viewing Permission Slips for parents or guardians to complete. Where parental permission is needed, only those students whose parents or guardians give approval may view the movie. If the parent or guardian does not approve of the student viewing the movie, the student will be moved to another room for the duration of the viewing and assigned an alternative, educationally-relevant assignment on that same learning objective.

## PHYSICAL EDUCATION POLICY

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**Please note that during the school year, regular P.E. courses may be replaced with alternative lesson plans that limit contact and the sharing of supplies due to COVID-19.**

Information regarding this School's dress-out policy is located in the Uniform and Dress Code section of this handbook.

All students must participate in P.E. A note from a parent citing injury or illness may excuse a student for up to one week's absence from class or participation in P.E. activities. Any absence of more than one week must be excused by a written note from a physician. When excused from P.E. for physical reasons, a student must still follow the School's dress-out policy and attend class. It is the student's responsibility to make up all missed work. Not following the School's dress-out policy or participating in P.E. activities may affect a student's grade.

High school students who participate in team sports or a long-term sports activity outside of school may qualify for a 0.5 or 1.0 PE credit. If the student is applying for credit for a team membership on a School team, the student needs to obtain written, signed documentation from the Athletic Director and present it to the College Counselor for consideration. If a student is applying for credit for a sports activity conducted elsewhere, the student needs to provide written, signed documentation from the Director of that activity, stating how many years the student has participated in this activity, how many months of each year the activity is conducted, and how many hours a week a student participates.

Any request for PE credit is assessed by the College Counselor and may be awarded no credit, a 0.5 credit, or one full credit.

In any PE class or athletic activity, participants assume their own risk in participation. The coordinators of after-school and/or Saturday school activities, instructors, coaches or the School are not liable for personal injuries of any kind that may be suffered during participation.

## PROMOTION POLICY FOR GRADES K-8

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While promotion of students annually is desirable, it is the policy of Sonoran Schools that, under certain circumstances, retention must be considered for some students. The final recommendation to retain a student is made by the teacher(s), in consultation with the Principal and other relevant staff members.

Retention Criteria for Grades K-8 include Achievement; Attendance; and Social and Emotional Considerations.

**Achievement:** Students must demonstrate accomplishment of the standards in English Language Arts (ELA: reading and writing), Mathematics, Science and Social Studies adopted by the Arizona State Board of Education. The minimum requirement for reassignment to the next grade level is a D or higher for the final grade in ALL four core academic subjects (ELA, Mathematics, Science and Social Studies). Students who fail a core academic subject must pass that subject in summer school in order to be reassigned. Reassignment to a higher grade level is not an option for students who do not meet this minimum standard except for the following situations:

- Seventh grade students who will be 15 years old during the upcoming school year and/or will have attended grades seven and eight for three years will be reassigned to the 9th grade.
- Students who will be 16 years old during the upcoming school year and/or will have attended grades seven and eight for three years will be reassigned to the high school.

**Attendance:** The minimum attendance standard for all Sonoran Schools is 90% of the days of the school year per A.R.S. § 15-803. Extenuating circumstances will be considered on an individual basis. Students who are absent 10% of the school year, or 18 days, *may* be retained. **Attendance issues may not be the sole criterion for retention.**

**Social & Emotional Considerations:** The student's academic achievement level and cognitive ability are important, but physical and social characteristics are also determining factors in a decision to retain a student.

Additional information about the reading skills required for students to be promoted from the third grade are set forth below, as required by A.R.S. § 15-701.

## **STATE STANDARDIZED TESTS**

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Students in Grades 3 through 8 will take Arizona's Academic Standards Assessment (AASA).

Students in Grades 5, 8, and 11 will still take the AZSCI.

Students in Grade 9 will take the ACT Aspire Assessment.

Students in grades 11 will take the ACT.

It is extremely important for all students to be in attendance at school on the days when the state tests are administered.

## **TEXTBOOKS AND SUPPLIES**

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The School may provide students with textbooks. Each student is responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, loaned, stolen, damaged, or defaced. Textbooks are not to be written in. When a student receives a textbook, they must check to make sure there is no damage. Parents are responsible for the cost of repairing books that are returned damaged, as determined by the School, or for the cost of replacing books that are not returned or are damaged beyond reasonable use, as determined by the School.

Student workbooks may be provided for students to use and write in. It will be the student's responsibility to make sure these are not destroyed or lost. The parent may be responsible for replacement costs of these materials.

## **ELEMENTARY SCHOOL POLICIES**

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### **GRADING SCALE GRADES K-2**

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Students in kindergarten through 2<sup>nd</sup> grade do not receive letter grades. Parents receive regular reports that indicate whether their student is achieving at exemplary, satisfactory, area of concern, or unsatisfactory, which may lead to being retained. The following scale will be used to determine these classifications:

- (E) Exemplary 90 - 100
- (S) Satisfactory 75 - 89
- (AC) Area of Concern 65 - 74
- (U) Unsatisfactory 0 - 64

## GRADING SCALE GRADES 3-5

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This is the standard grading scale for Sonoran Schools:

Letter Grade	Percent	Grade Points
A+	98 – 100	4
A	90 - 97	4
B+	87 – 89	3.3
B	80 -86	3
C+	77-79	2.3
C	70-76	2
D	60-69	1
F	<60	0

## MOVE ON WHEN READING (MOWR)

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A.R.S. § 15-211 (D) requires all schools with a K-3 program to submit a comprehensive plan for reading instruction and intervention across grades kindergarten through grade three. State funding is provided to schools to support the implementation of their K-3 reading plan. The goal is to have all third grade students in Arizona reading proficiently at grade level. Based on the law, students who cannot pass the reading portion of state-standardized tests in 3rd grade may have to repeat the grade. The School will notify parents of students in grades K-3 if their child is at risk of reading below grade level and being retained in grade 3.

## MIDDLE SCHOOL POLICIES

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### ELECTIVE CREDIT AND ACCELERATED MATH POLICY

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Middle school students who successfully complete high school level math classes, such as Algebra 1, will receive math credit toward high school graduation. Nevertheless, high school students are strongly encouraged to take more advanced math classes every year, as our curriculum is designed to accelerate students into college level math while enrolled in high school.

At schools that offer high school level foreign language classes to middle school students, students who successfully complete a high school foreign language class may request to take the appropriate proficiency test at the end of the school year to demonstrate mastery of the subject and earn high school credit. A passing grade of 70% or better is required to earn foreign language credit.

#### Accelerated Math Policy

A distinctive difference of Sonoran Schools is that we offer our students a mathematics instructional program tailored to their ability level; not at their grade level. We are proud to offer our accelerated students the opportunity to take advanced math courses to meet their needs. Students who are taking a math course which is above the on-grade-level math course will be expected to earn a **C or higher** in order to advance to the next course in the sequence, otherwise the student will have to repeat the class. This does not affect their promotion to the next grade, just their math level promotion.



## MIDDLE SCHOOL GRADING SCALE

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Letter Grade	Percent	Grade Points
A+	98 – 100	4
A	90 - 97	4
B+	87 – 89	3.3
B	80 -86	3
C+	77-79	2.3
C	70-76	2
D	60-69	1
F	<60	0

## HIGH SCHOOL POLICIES

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### ADD/ DROP DATES

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Students have one week after the start of a course to request a change of course. Honoring a student request is dependent on schedule availability and space in a class.

Students cannot drop or withdraw from a course, except under extenuating circumstances. If, during the school year, such a circumstance occurs, the student/parent may submit a written request to the Chief Academic Officer of Sonoran Schools, using the form available from the College Counselor.

### AP POLICY

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The purpose of the AP (Advanced Placement) program is to expose students to college-level courses while in high school. Data clearly show that students who take AP material in high school perform better in college than their peers who did not take AP material. AP exams are scored out of 5; test scores of 3 or higher may earn a student future college credit. Students receiving a grade of “A” or “B” in AP courses are highly encouraged to take the corresponding AP test in May. Families that are unable to pay the AP testing fees may apply for a limited scholarship offered by the School. Students taking AP tests may be exempt from taking the end-of-year final exam.

### CARDIOPULMONARY RESUCITATION (CPR) GRADUATION REQUIREMENT

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All public schools are required to provide students with at least one training session in CPR during the student’s high school career. Sonoran Schools has chosen to achieve the CPR training requirement as part of the high school Physical Education class.

A student shall be excused from this instruction in CPR if:

1. The student’s parent requests the student be excused.
2. The student provides written documentation that the student has previously received training in or is currently certified in cardiopulmonary resuscitation.
3. If the student is a child with a disability as defined in A.R.S. § 15-731 and the student's individualized education program team makes a determination to excuse the student from the instruction.



## **CIVICS TEST**

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High School students must pass (receive a score of at least 60/100) on a civics test that is identical to the civics portion of the U.S. Citizenship and Immigration Services test. Students at Sonoran Schools will be assessed, beginning in 9<sup>th</sup> grade, and will have ample opportunities to retake the test until a passing score is achieved.

## **CLASS TRANSFERS AND TRANSFER CREDIT**

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High School students who transfer into the School may not receive credit for all previous course work. The School reserves the right not to provide credit for a class in which the student received a grade of “D” (60%) or below. Each student’s transcript will be evaluated individually. Credits will be given based on the level of course work already completed. Courses that are not comparable in content to high school credit courses at this School may only be accepted for elective credit. The School will not provide credit – either core credit or elective credit – for online courses taken at private schools.

Incoming students must have completed the prerequisite courses, or their equivalent, in order to take classes at the School. High School students cannot transfer mid-semester into the School’s high school courses unless they were taking the same course of comparable content at their previous school.

## **DIPLOMA TRACKS & DISTINCTIONS**

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The School offers a tiered diploma track. Students may choose to pursue the higher tracks; the regular track is the minimum requirement for graduation. There is no need to sign up for a specific track. Students simply need to ensure they are taking the appropriate classes for the diploma they wish to achieve and should, therefore, plan their courses accordingly. The purpose of the tiered diploma track is to encourage students to continually challenge themselves with rigorous courses so that they graduate well-prepared for success in college.

Courses taken at a university or community college will only count toward fulfillment of the AP/Dual Enrollment requirements if they are on the list of pre-approved Dual Enrollment classes. This is because some college courses are remedial high school courses, and not true college-level. Courses that are not on the list of pre-approved Dual Enrollment classes will not count unless students receive prior written approval from administration.

In addition to the tiered diploma tracks, there is an option for students to receive a STEM Distinction on their diploma. Students should meet all of the requirements for their diploma track they desire, in addition to the requirements of the STEM Distinction. For example, a student can be awarded an Honors Diploma with STEM Distinction if both requirements have been met. For the STEM Distinction, the following requirements must be met. The STEM Distinction Completion Form must be completed and given to your college counselor prior to graduation. It is recommended to be in communication with your college counselor annually to ensure you are meeting these requirements.

### **STEM Distinction Minimum Requirements**

- Science courses (4 credits)
  - Choose 1 physics, 1 biology, and 1 chemistry course.
  - Choose one additional science course.
- Math courses (5 credits)
  - Algebra 1, Geometry, Algebra 2, Pre-Calculus, and Calculus or above.
- Engineering/Technology (3 credits)
  - At least one must be an engineering or coding course.

- Senior STEM Capstone (1 credit)
- STEM GPA of 3.0 or above (GPA of STEM courses on a 4.0 scale)
- Evidence of 3 equivalent years of STEM extra-curricular participation during HS
  - E.g. Robotics, Science Officer/CSO, Science Olympiad, etc.
  - Coaching younger students as a mentor of a STEM club also counts.
- Shadow a professional in a STEM career field for one day.
  - Choice of career must be in alignment with one of the ISEF STEM categories. Please consult with your College Counselor in advance to ensure your shadowing will count toward this requirement.

## Diploma Tracks and Minimum Requirements

Requirements	Regular Diploma	STEM Distinction	Honors Diploma	Golden Honors Diploma
Mathematics	4	5	4	4
English	4	4	4	4
Sciences	3	4	4	4
Social Studies	3	3	3	3
World Language (includes ASL)	2	2	3 (in same language)	3 (in same language)
Technology/Engineering	2	3	2	2
Fine Arts	1	1	1	1
PE	1	1	1	1
Senior STEM Capstone	0	1	0	0
Electives	2	0	2	2
Total Number of Credits	22	24	24	24
GPA Requirement	N/A	3.0 (STEM Courses)	3.50	4.00
Community Service Hours	20	20	40	60
Approved Dual-Enrollment/AP Classes Needed	None	None	3	5
AP Exams with score 3 or higher and/or Dual Enrollment Classes with a B or higher	None	None	1 (By the end of 11 <sup>th</sup> Grade)	3 (By the end of 11 <sup>th</sup> Grade)
STEM Club Participation	None	3 years	None	None
STEM Professional Career Shadowing	None	1 day	None	None

## GPA POLICIES/COURSE CLASSIFICATIONS

All courses offered by the School are classified in two groups. The grading scales for each type of courses are set forth below.

1. Dual Enrollment/Advanced Placement/Honors courses (weighted scale\*)
2. Regular academic courses (non-weighted scale\*)

As indicated above, community college or university courses must be reviewed by the Chief Academic Officer before credit is granted toward graduation.

## Weighted Scale Policy

College/Advanced Placement/Honors courses will be given weighted credits. Only college classes listed in the School's *approved list* will be given weighted credits, unless written approval is given prior to taking the course.

## HIGH SCHOOL GRADING SCALES

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### High School Non-Weighted Scale

Letter Grade	Percent	Grade Points
A+	98 – 100	4
A	90 - 97	4
B+	87 – 89	3.3
B	80 -86	3
C+	77-79	2.3
C	70-76	2
D	60-69	1
F	<60	0

### High School Weighted Scale

Letter Grade	Percent	Grade Points
A+	98 – 100	5
A	90 - 97	5
B+	87 – 89	4
B	80 -86	4
C+	77-79	3
C	70-76	3
D	60-69	1
F	<60	0

All classes at the School follow these standard scales for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes. Each teacher will give written grading policies to students the first day of school. All high school classes are semester-based, and students will earn a 0.5 credit for each course passed in a semester.

## MINIMUM GRADUATION REQUIREMENTS

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### Credit for Math and Foreign Language Courses

As explained above, middle school students who successfully complete high school level math classes will receive math credit toward high school graduation. Middle School students who successfully complete a high school foreign language class may request to take the appropriate proficiency test at the end of the school year to demonstrate mastery of the subject and earn high school credit. More information about these credit policies is provided in “Middle School Policies,” above.

### Community Service Hours

In accordance with the School's policy of graduating students who actively contribute to their community, graduating students must have a minimum of 20 hours of volunteer service. Volunteer activities should be logged on forms that are available in the office. An adult signature will be required each time a volunteer activity is performed. Forms should be returned to the college counselor to be logged in the student's record.

### Regular Education

Students must obtain a minimum of twenty-two (22) units of credit in order to graduate. Listed below are the units that must be completed before a student may receive a high school diploma. Each student shall demonstrate competency of the academic standards adopted by the State Board of Education in the areas of reading, writing, science, social studies, and mathematics and pass each section of the required competency test.

A student who does not successfully pass the competency test will graduate with a recognized high school diploma if the student meets the requirements as set out in A.A.C. R7-2-302.09.

Students must earn the following number of credits in each subject area in order to graduate:

Mathematics*	4
English**	4
Science***	3
Social Studies*** *	3
World Language	2
Technology/Engineering	2
Fine Arts	1
PE	1

\*Mathematics credits earned must include the subject content of Algebra I, Geometry, Algebra II, and another course of significant math content. In lieu of Algebra II or its equivalent course content, a student may request a personal curriculum in mathematics pursuant to A.A.C. R7-2-302.03.

\*\* Four credits of English or English as a Second Language, which shall include but not be limited to the following: grammar, writing, and reading skills, advanced grammar, composition, American literature, advanced composition, research methods and skills and literature. One-half credit of the English requirement shall include the principles of speech and debate but not be limited to those principles.

\*\*\* Three credits of science in preparation for proficiency at the high school level on the statewide assessment.

\*\*\*\*Social studies credits earned must include one credit of American History, one credit of world history/geography, one-half credit of American government, and one-half credit of economics.

Students must also complete 20 hours of volunteer service in the community.

Graduation requirements may be met as follows:

- A. By successful completion of subject area course requirements.
- B. By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject area as determined by the School Board in accordance with A.A.C. R7-2-302(5) and R7-2-302.09.
- C. By earning/passing appropriate courses at the community college or university level if the courses are determined to meet the standards and criteria established by the School and in accordance with A.R.S. § 15-701.01.

Meeting graduation requirements through subject matter competency, as indicated in paragraph B above, can be accomplished only as follows:

A student may request, upon a showing of familiarity with the subject matter of the course, an examination on the competencies of the course. The student may take an examination on a particular course one time only in an academic year. The examination shall be prepared by a teacher of the subject matter who is designated by the Principal. To receive graduation credit, the student must demonstrate accomplishment of the standards and competencies adopted by the State Board of Education and the School, respectively. Demonstration of accomplishment of the skills and competencies shall be determined in accord with accepted practices in evaluation of students. A copy of the test results, verified by the appointed teacher, shall be filed with the student's records.

- In lieu of satisfactory completion of course work, high school credit shall be awarded to students who demonstrate knowledge, skills, and other elements of learning by satisfactory performance on School-approved examinations.
- All examinations must be approved by the department concerned, the Principal, the Sonoran Schools administration.
- A part of the examination may be oral and will be conducted by a special review committee. Skills courses require a performance phase.

- Grades are not given; only credit is awarded, and it will be excluded from the class rank.
- The amount of credit earned by taking an examination will be the same credit as if it had been earned by successfully completing the course.
- Students may seek exemption from a course only before enrolling in it. Once having enrolled in the course, credit in the course cannot be earned by proficiency examination until the beginning of the following school year.
- A student may take an examination for a single course only one time.

### **Special Education**

Students who have an Individualized Education Program (IEP) are expected to fulfill the graduation requirements identified above in order to receive a high school diploma, unless otherwise determined on an individual basis and in accordance with the student’s special education course of study and the student’s IEP.

IEP teams will develop IEP goals to ensure that students with disabilities will accomplish academic standards appropriate to individual students’ abilities in the subject areas of reading, writing, mathematics, science, and social studies.

A student with disability as defined by A.R.S. § 15-761 will not be required to pass competency tests in order to graduate UNLESS that student is learning at grade level in a specific academic area and the student’s IEP requires a passing score on a competency test in a specific academic area(s). Reference to special education placement may be placed on the student’s permanent file.

A student with disability will also fulfill the components of the transition plan and measureable post-secondary goals, as established in the student’s IEP, prior to or simultaneous with the completion of academic credits.

### **NATIONAL CAREER READINESS CERTIFICATE (ACT WORK KEYS) POLICY**

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As a STEM-focused school, the School is determined to ensure that our students are prepared to enter the workforce with the skills that employers are demanding. ACT's National Career Readiness Certificate (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, Locating Information, and Reading for Information. WorkKeys assessments measure “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world. The ACT NCRC offers the efficient matching of talent with work—which helps people find great jobs, companies find skilled workers, and our nation's economy grow and prosper; therefore, the School strongly encourages all seniors to take each of the assessments prior to graduation. Students who score proficient on all three assessments will receive a National Career Readiness Certificate that is recognized by employers across the nation.

### **ACCESS TO EDUCATIONAL RECORDS FOR STUDENTS OVER 18**

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Under the Family Educational Rights and Privacy Act (FERPA), parents/guardians of a student who turns 18 years of age may not access the student’s education records because the parents’ rights transfer to the student. Such a student may grant a parent/guardian permission to access their education records by completing and returning the appropriate authorization form available in the School office.

### **PSAT/NMSQT POLICY**

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The School is dedicated to providing a comprehensive college preparatory program that facilitates students’ ambitions to pursue higher education at the nation’s top universities and colleges. As part of this process, students in grades 9 through 11 are required to take the PSAT test each fall. PSAT/NMSQT stands for

Preliminary SAT/National Merit Scholarship Qualifying Test, a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- Critical reading skills;
- Math problem-solving skills; and
- Writing skills

The most common reason for taking the PSAT/NMSQT is to receive feedback on students' strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice. The School also encourages middle school students to take the test. Students will be charged the price set by College Board (test maker). Each student is responsible for paying these expenses; however, low income families may qualify for a fee waiver. Parents should contact the School administration to request this fee waiver. Each case will be evaluated on an individual basis utilizing College Board criteria. PSAT testing will be administered at the School campus on the day and time designated by College Board. The date and time of the test will be communicated to the students and parents in advance.

## **SAT & ACT POLICY**

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As a college preparatory school, it is the goal of this School to ensure that all students graduate high school with the ability to go on to college. The SAT and ACT are standardized tests, recognized by almost all colleges in the United States. The college counseling department can advise a student on whether to take one test or both. The college counseling department is also responsible for disbursing test fee waivers. Both the College Board, which administers the SAT, and the ACT organization have specific criteria for low-income families. If you think you may be eligible for a fee waiver, it is imperative that you contact the college counseling office before you register for a test. Utilizing a fee waiver for the SAT or SAT subject tests is also a requirement if you believe you may be eligible, and wish to pursue, college application fee waivers.

## **STANDARDIZED TESTS AND STUDENTS WITH DISABILITIES**

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Students with disabilities may qualify for accommodations on College Board or ACT exams. However, such accommodations are not automatic, even if the student qualifies for school testing accommodations in a Section 504 plan, and must be approved by the Students with Services for Disabilities Coordinator at the College Board and the Testing Accommodations Coordinator at the ACT. If your student wishes to request accommodations on College Board or ACT exams, please contact the College Counselor or the Section 504 Coordinator for more information and assistance in seeking such accommodations.

## C. CONDUCT AND DISCIPLINE

The School strives to help every student fulfill his or her intellectual, social, physical, and emotional potential. The School has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly.

The School has a highly disciplined, tightly structured, calm and orderly atmosphere. Respect, courtesy, friendliness, and cheerfulness are dominant. To ensure this, teachers establish and teach both School and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced.

Students are expected to treat all School employees with respect. While students have considerable latitude in making choices for themselves, they must respect the rights of all School employees and other students, and interference with those rights will not be tolerated. For example, students may not interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information to all students for purposes of learning, or to otherwise implement a learning program for the School and individual classrooms. Nor shall students interfere with the motivation to learn or the learning activities and efforts of other students. Finally, students shall not interfere with or disrupt any employee's work activities. These are just examples of behaviors that are prohibited. Additional information on prohibited student behaviors can be found below.

Sonoran Schools continues to implement The 11 Principles of Effective Character Education (<https://www.character.org/>) with the ultimate goal of achieving full implementation of all 11 principles. This program aligns fully with the Positive Behavior Intervention and Support (PBIS) program of this School. The School will be sharing information about this program throughout the year.

### **STUDENT BEHAVIOR POLICY**

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The following are the general behavioral expectations for all students at all Sonoran Schools. Students are expected to conduct themselves in an honest, responsible, respectful, and mature manner and to refrain from any behavior that fails to comport with such general behavioral expectation, regardless of whether such behavior is referenced in a specific prohibition in this document. Consistent with this expectation, all students are required to:

- Conduct themselves in a courteous and respectful manner;
- Observe federal, state, and local laws and ordinances;
- Comply with the specific standards of behavior set forth below and elsewhere in this Handbook;
- Refrain from engaging in behavior that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the School;
- Refrain from any behavior that endangers or threatens the safety, or physical, mental, or emotional health of any person, or that inflicts, or threatens to inflict, damage on property of the School or a member of the School community.

The following behaviors are prohibited on campus and at School-related events. In addition, students are subject to potential discipline for engaging in prohibited behaviors off-campus or at non-School-related events/functions if the behavior at issue may result in substantial disruption of the School community or otherwise directly and adversely affects or could adversely affect the School or members of the School community.

## **Student Behaviors That Require Administrative Action**

Student behaviors that require referral to the Discipline Committee may result in a warning, parent conference, after-school detention, in-school suspension, out of school suspension ranging from 1 to 180 days, probation and/or expulsion. If a student is unable to de-escalate and follow instructions, an administrator may send a student home.

The administration may, if warranted, report any violations of the General Behavioral Expectations or these specific student behaviors to the Discipline Committee and/or, when warranted, to the appropriate law enforcement agency:

- Violation of Student Behavior Contract - Failure to abide by the stated conditions when on contract.
- Continued, repeated, or blatant violation of minor offenses.
- Gross Misbehavior - The act of deliberate or willful conduct designed to disrupt normal function of the class or activity under school sponsorship.
- Tobacco products, including vaping and e-cigarettes - Possession, use, or transfer of tobacco in any form.
- Pornography and Obscenity - Possessing or distributing pornographic or obscene materials in any form, including inappropriate magazines.
- “Ditching” class - skipping a class or classes without an approved excuse.
- Blatant disrespectful actions toward teachers, staff, or volunteers - This includes the willful disregard of corrective efforts by teachers, parent volunteers, administrators, secretaries, aides, lunchroom workers, and maintenance employees.
- Gang activity.
- Insubordination - The failure to respond to or carry out a reasonable request by any employee of the school or adult assigned to work in the school. These include teachers, substitute teachers, custodians, secretaries, lunchroom supervisors, parent volunteers, aides, and etc.
- Falsifying Information - The act of fraudulently using the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- Loitering - No student shall be on or about school property, or in specifically restricted areas of a school building, at unauthorized times without the specific permission of a school authority.
- Gross Profanity / Obscenities - Students have the responsibility to exercise restraint in their written, spoken, and gestured communication. Obscene, crude, and sexually suggestive remarks that are offensive to the general standards of the school or community shall not be permitted. This includes remarks communicated through language, written word, gesture, drawing, or other display.
- Hazing - An exacting act of humiliation involving performance of or playing practical jokes upon individuals.
- Teasing or harassment- Intentionally directing slurs or demeaning remarks toward others which reflect on their race, sex, religion, ethnic background, socio-economic background, appearance, or abilities. Students may not behave in a way that mocks or insults another student or staff member. A person’s race, ethnic heritage, culture, social status, intelligence, handicap, religion, or family is too personally sensitive to be the subject of "joking" or "fooling around." Attempts to dismiss such behaviors by calling them "kidding" or "joking" will not diminish the seriousness of this kind of offense.
- Fighting and the act of striking or threatening others.
- Intimidation, bullying (including cyber-bullying), threatening behavior - Students may not threaten to hurt or hurt any student or staff member. Any threat that involves a weapon or mention of a weapon or mention of physical harm to another person may be referred to police. Calling any of these behaviors “joking” or “fooling around” will not diminish the seriousness of the offense.



- Cheating/Plagiarism - using someone else's words, work, and/or ideas and claiming them as their own. Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
- Going outside of campus boundaries during school hours.

### **Violations of Local, State, or Federal Law**

Student actions that violate local, state, and/or federal law will result in school discipline and will be reported to the appropriate law enforcement agency. Examples of such violations include, but are not limited to:

- Physical Assault – Intentionally creating apprehension of imminent physical harm to another through force or violence.
- Verbal Assault – Any willful threat, verbal or written, to inflict injury upon another person, under such circumstances which create reasonable apprehension of fear of imminent injury, coupled with the apparent ability to inflict injury.
- Intimidation - No student may threaten another student or staff member by either force or verbalization.
- Drugs and/or Alcoholic Beverages - Possession, use, sale, or distribution of drugs, imitation drugs, drug paraphernalia or alcoholic beverages in any form. Students suspected of using drugs/alcohol on campus or at a school related event will be requested to take a blood test within 24 hours of the incident giving rise to the suspicion. If the results are provided to the school and establish that the student tested negative for drugs and/or alcohol, the school may determine that disciplinary action is not warranted (provided that the student did not also engage in other activities that would warrant disciplinary action). If the student refuses to submit to a blood test or the test results are positive for drugs or alcohol, disciplinary action may be imposed. Within the meaning of this provision, “drugs” do not include prescription medication for which the student has a current, valid prescription, provided that the medication has been taken in strict accordance with the prescription.
- Possessing or Using Weapons or Explosives - The act of possessing, using, or threatening to use any weapons or instrument capable of inflicting bodily harm. The act of possessing or using pop-its, smoke bombs, firecrackers, or other types of explosives.
- Harassment - No student may swear at, use abusive and/or obscene language, or otherwise harass any other person on the basis of age, color, gender, handicap, height, familial status, national origin, political persuasion, race, religion, sexual orientation, weight, economic status, or the use of adaptive devices or aids. Attempts to dismiss such behaviors by calling them "kidding" or "joking" will not diminish the seriousness of this kind of offense.
- Sexual Harassment - Sexual harassment is a serious offense and is not tolerated at this School. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature whenever submission to such conduct interferes with a student's work performance or creates an intimidating, hostile or offensive school environment. Examples of particular behaviors that could be considered sexual harassment include touching, pulling at clothes, verbal comments, sexual name-calling, sexual rumors, too personal a conversation, blocking, gestures, and sexual jokes/cartoons/pictures. If a student feels sexually harassed or if a witness to the behavior believes it to constitute sexual harassment, a report should be immediately made to a teacher or administrator. Reports will be handled confidentially, to the extent possible. Attempts to dismiss such behaviors by calling them "kidding" or "joking" or saying that you are unaware of the meaning will not diminish the seriousness of this kind of offense.
- Theft - No student may take property that is not the student's property.
- Threats - Making false "bomb threats" or "fire" calls to the school or to the police will result in referral to the police and in disciplinary action at school. Calling any of the above behaviors "joking" or "fooling around" will not diminish the seriousness of the offense.

- Vandalism - The act of willful destruction of property belonging to another or the school.
- Unlawful Presence/Trespassing - No person shall willfully enter upon the lands or premises of the school without lawful authority after having been forbidden to do so by the Principal, or his/her designated agent, except as provided by law. No person being upon said lands or premises may refuse or neglect to depart upon being requested to do so by the Principal or designated agent. Where signs at each school building entrance direct persons to any office or any place to obtain permission to enter and remain inside building, no person shall enter into or remain in said building without complying with the order of the Principal or his/her designated agent to obey said sign.
- Other Acts - Behavior defined as illegal by local, state or federal law and actions and conduct that interferes with the educational process or jeopardizes the safety of anyone.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

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PBIS is a three tier system implemented fully over a 3 year period. PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools (for additional information go to [www.pbis.org](http://www.pbis.org)). Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

### **TIER 1: FIRST YEAR OF IMPLEMENTATION**

This School has developed school-wide procedures to accomplish the following:

- Define Behavior Expectations.
- Teach Behavior Expectations.
- Acknowledge Appropriate Behaviors.
- Respond to Problem Behavior

When responding to problem behavior, the goals are to:

- Keep everyone safe.
- Minimize the loss of instructional time for all students.
- Teach students appropriate behavior.

However, despite our best attempts to set students up for success by providing a positive environment, students will still occasionally engage in behavior that needs correction.

### **Acknowledgement System**

In a school-wide effort to increase recognition of positive student behavior, on a daily basis a student may earn recognition when they are observed being inquisitive, kind, persistent, and trustworthy.

### **Correction System – Responding to Problem Behavior**

Student behaviors that need addressing are identified as level 1, level 2, or level 3. This ensures students receive consistent and appropriate support in learning to modify the problem behavior.

### **TIER 2:**

Tier 2 adds a targeted student support mechanism to the PBIS program focused on helping reduce overall levels of disruptive behavior. The Check In – Check Out program has students:

- Check in with an adult at the start of each school day.
- Check out with an adult at the conclusion of each school day.

- Receive feedback from their teacher(s) throughout the day.

The Check In – Check Out Program is structured so that a student’s progress is regularly monitored by the PBIS team and is exited the program upon the team’s recommendation.

### **TIER 3:**

Within the multi-tiered system of supports, Tier 3 supports targets all students in need of individualized, intensive strategies to sufficiently achieve or maintain desired student outcomes and prevent future student problems. Tier 3 supports provide individualized, intensive supports matched to a range of specific student needs.

As required by statute for students in grades K-4, the School will use the PBIS program to provide behavioral and disciplinary interventions that are appropriate and considerate of health and safety before providing an Out-Of-School suspension or expelling a student in those grades.

## **DISCIPLINARY DECISIONS AND POTENTIAL CONSEQUENCES**

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### **General Disciplinary Procedures:**

When the School receives notification that a student has allegedly committed a code of conduct violation or otherwise engaged in inappropriate behavior, an Administrator will undertake whatever investigation of the matter is appropriate given the alleged behavior. At a minimum, the Administrator shall meet with the student to inform him or her about the details of the alleged violation and allow the student an opportunity to explain his or her side of the situation.

Based on all information presented to and/or obtained during the investigation, the Administrator shall determine whether the student committed the alleged violation. If the Administrator determines that the student committed the alleged violation, the Administrator shall determine whether the student will receive disciplinary consequences according to the School’s discipline policies/procedures and the severity of those consequences or whether the case will be escalated to the Discipline Committee.

Students who are removed from school or classes pending an investigation of misbehavior will be given an Excused Absence, allowing them to make up and receive full credit for work completed that was missed during the investigation period.

Notwithstanding any other provisions of the School’s policies, the Administrator may immediately suspend a student who is in grades 5-12 and who the Administrator believes is a danger to him/herself or other people.

This School utilizes high-tech surveillance equipment that covers the entire campus. This equipment and any video recordings may be used as evidence in a student disciplinary matter.

### **Discipline Committee:**

The School has a Discipline Committee. At the Administrator’s sole discretion, an Administrator may refer any student conduct to the Discipline Committee. The Discipline Committee will review all incidents referred to them and make recommendations of actions to be taken to the Administration. The authority to suspend or to expel a student rests with the Administration, as set forth below.

### **Factors Considered When Determining Appropriate Discipline:**

When considering what sanction is appropriate for the specific conduct of a student, the Administration, Discipline Committee, teacher or hearing officer (in the event of a potential Long-Term OSS or expulsion) will

consider the following aggravating and mitigating factors. In addition, any other circumstance related to the offense and reasonably related to the purpose of discipline may be considered.

Aggravating Factors may include:

- Blatant disrespect for authority;
- Inducing others to take part in the prohibited behavior or occupying a position of leadership or dominance over other participants;
- Attempting to flee or conceal guilt or to cast blame upon an innocent party;
- Receiving money or something of value from the misbehavior;
- Victimizing a significantly younger or smaller student or a mentally or physically disabled person;
- Taking advantage of a position of trust or confidence to commit the offense;
- Repeated commission of the same or similar offense;
- Causing serious injury to another; and/or
- Gang activity.

Mitigating Factors may include:

- Having no history of disciplinary problems;
- Having a significant amount of time pass since the student's last disciplinary problem;
- Having the parent/guardian(s) of the student cooperate with the school and share in the imposition of disciplinary measures at home and at school;
- Being a passive participant or playing a minor role in the offenses;
- Reasonably believing the conduct was not improper;
- Acting under strong provocation;
- Aiding in the discovery of another offender;
- Making a full and truthful statement admitting guilt at an early stage in the investigation of the offense;
- Displaying an appropriate attitude and giving respectful cooperation during the investigation and disciplinary process;
- Making appropriate restitution; and/or
- Having the parent/guardian(s) and/or student participate in counseling.

### **Detention Policy:**

A student may be assigned lunch detention, after-school detention, or Saturday detention for violation of School rules and may be required to complete in-school community service, at the discretion of a teacher or the Administration. The student must report to detention on the day assigned. If a student misses any detention without a valid excuse, they must serve a one level higher consequence. For instance, if the student fails to serve a detention, she or he will have to serve two detentions. If a student fails to serve three detentions, she or he will have to serve an ISS. Further consequences can be assigned at the discretion of the Administration depending on the specific behavior.

Lunch and after-school detentions are accrued on a rolling basis, which means that students receiving and serving three lunch detentions will automatically be assigned an after-school detention. Similarly, students who receive and serve six after-school detentions will automatically be assigned an ISS.

The School's detention policy may be modified as appropriate for students who are in an online learning environment temporarily or who are enrolled in Sonoran Virtual Academy. In such cases, students and parents will be notified of the modified detention requirements.

**Probation Policy:**

As an alternative to other disciplinary consequences, a student may be placed on probation for serious misbehavior or continuing misconduct. During the probationary period, the student must refrain from engaging in conduct that violates the School rules or policies. The length of probation may range from one week to the remainder of the school year. If the same misconduct or misbehavior continues while on probation, the student may be suspended or expelled from school. If a student is placed on probation, a letter will be sent to the student's parents notifying them of the reason and terms of the probation.

**Eligibility for After-School Clubs, Extracurricular Activities, and Sports:**

A student's eligibility for participation in after-school clubs, extracurricular activities and sports, none of which are necessary for students to participate in the School curriculum, depends on two conditions:

1. Students must have passing grades in all subjects.
2. Students must have good behavior status.

If a student does not have either one of the conditions listed above, she or he will not be eligible to participate in after-school clubs, extracurricular activities and participation in competitive academic and sports teams.

**Eligibility for Field Trips and Expected Behavior on Field Trips:**

Among the potential disciplinary consequences for violations of School policy or rule, students may not be allowed to participate in field trips if they do not have good behavior status. A student's teachers will approve of student participation prior to the field trip. Teachers can request that a student not be allowed to go on a field trip if the student has exhibited continuous behavior problems in a classroom. Administration will make determinations regarding such requests using the same procedures and criteria as apply to other disciplinary actions. Students who are not allowed on the field trip are expected to attend school on the day of the trip or will be recorded as an unexcused absence. Such students will be given alternative assignments to complete instead of participating in the field trip.

In addition to other school policies and rules related to student behavior, students must comply with the following rules while on field trips:

- Students must abide by the School's Code of Student Conduct while on the field trip.
- For overnight trips, students must abide by the set curfew (provided in writing and restated verbally) and stay in their assigned rooms during that time. Failure to abide by the curfew may result in the student being sent home and removed from all extracurricular activities for the remainder of the year.
- If a student needs to be sent home due to discipline issues, all expenses will be covered by the student's parents/guardian. In addition, the student may be subject to additional discipline consequences.

**In-School Suspension (ISS):**

A student who has been assigned an ISS shall report to the designated Administrator at the beginning of the day. Students shall spend the day outside of their typical classroom and follow the directives given by the Administrator. Students are responsible to make up the missing work after finishing the assigned duties given to them.

Homework and class assignments:

- The student or parent may request that the student's homework and class work be available to complete during the suspended time.
- The student is responsible for completing and returning assignments to their teachers following suspension.
- Students will be given reasonable time to make up any in-class assignments missed upon returning to the classroom as indicated by their teacher.

The School's ISS policy may be modified as appropriate for students who are in an online learning environment temporarily or who are enrolled in Sonoran Virtual Academy. In such cases, students and parents will be notified of the modified ISS requirements.

**Out-of-School Suspension (OSS):**

A student may receive an out-of-school suspension for a period of up to 180 school days for serious misbehavior or chronic, repeated misconduct.

An OSS includes, but is not limited to, the following consequences:

- The student may not be permitted to attend classes.
- The student may not be permitted to attend or participate in extra-curricular activities.
- The student may not be permitted to be on school grounds.

All suspension records will be placed in the student's file.

**Special Disciplinary Procedures for Long-Term OSS (more than 10 days) and Expulsions:**

In matters for which the recommended disciplinary consequence is a Long-Term OSS (one that is more than 10 days or one that will result in the student being suspended for more than 10 days during the current school year) or an expulsion, the School will comply with due process requirements and use special disciplinary procedures. Those procedures include:

- Notifying the student/parents of the alleged misconduct in writing, including the school policy or rule that was allegedly violated, and any facts related to the alleged misconduct.
- Notifying the student/parents of the date and time of a hearing regarding the proposed Long-Term OSS or expulsion.
- Notifying the student/parents of their right to attend the hearing, be represented by counsel (at their sole expense), present evidence and witnesses regarding the alleged misconduct, and question any witnesses presented by the School at the hearing.
- Providing the student/parents with the evidence gathered in connection with the Administration's investigation of the behavior prior to the hearing.
- Holding the hearing within a reasonable period of time after the alleged misconduct.
- Having an impartial individual (which may be a School employee) serve as the hearing officer and decide whether the Long-Term OSS or expulsion is justified.

The student and parents/guardians will be promptly informed, in writing, of the hearing officer's final decision and the bases for the decision.

**Special Disciplinary and Readmission Procedures for Students in Grades K-4:**

In compliance with A.R.S. § 15-841(K), students who are in grades K-4 may only receive an OSS or be expelled if the statutory requirements are met. No student who is under 7 years of age may receive an OSS or be expelled. For the purposes of the statutory requirements, the School will conduct a 45-day disability screening prior to imposing an OSS or expulsion on a student in grades K-4 to ensure that a student's behavioral issues are not the result of a disability. If the School has conducted a 45-day disability screening within 90 days of the behavior that is the basis for any disciplinary action, the School will not conduct a new screening, and the previous screening will be deemed to satisfy this requirement.

Students in grades K-4 and who receive a long-term OSS or are expelled may be considered for readmission if the student's parent or guardian requests readmission. The parents need not appeal the disciplinary decision (as

set forth below) in order to request readmission. Students who have received a long-term OSS must have served at least 5 days of their suspension to be considered for readmission. Students who have been expelled may not be considered for readmission unless at least 20 days have passed since the effective date of the expulsion. The effective date of an expulsion is the date on which an expulsion decision is final, including the date on which any appeal is denied.

Parents may request readmission in writing by submitting a document that includes at least the following information to the Principal: The basis for the requested readmission, any steps taken by the parent and/or student to address the behavior that led to the disciplinary action, the proposed terms of a behavioral plan to which the student will be held if readmission is granted. The readmission request is not a rehearing of the matter or a further appeal. The Principal will consider the written readmission request and may consult with other School employees regarding the request, particularly any teachers who were impacted by the student's previous behavioral issues. The Principal will make a readmission decision within 14 school days and communicate the decision in writing to the parents. The Principal may request a meeting with the parents and student in connection with making a readmission decision, and if the parents or student refuse to attend the meeting, the Principal may take such refusal into account when making a decision. A student who is readmitted will be required to comply with the terms of a behavioral plan, and failure to comply with the terms of such a plan may be grounds for immediate reimplementing of the original disciplinary action. The Principal's decision is final and may not be appealed.

#### **Special Disciplinary Procedures for Students with an IEP or 504 Plan:**

Students with disabilities under Section 504 or IDEA (and students suspected of having a disability) may be disciplined in the same manner as any other student and may be suspended for up to 10 cumulative days of school per school year. If a suspension beyond 10 cumulative days is contemplated and constitutes a disciplinary change in placement, special procedures must be followed. In general, a manifestation determination conference must be held by the 10<sup>th</sup> cumulative day of suspension, unless the school determines that multiple short-term suspensions cumulating to more than 10 days of suspension do not constitute a pattern.

If the manifestation determination concludes that the student's behavior is a manifestation of the student's disability, then no further disciplinary action can be taken absent "special circumstances" (see below), and alternative means must be employed to address the misconduct. In such cases, a functional behavioral assessment must be conducted, and the 504 or IEP team must convene to develop an appropriate behavioral intervention plan for the student.

If the manifestation determination concludes that the student's behavior is not a manifestation of the student's disability, a hearing officer may impose whatever long-term suspension or expulsion policy allows. The School has no obligation to continue to provide educational services to a 504 student pursuant to the 504-accommodation plan during the period of a long-term suspension or expulsion. However, the School must continue to provide educational services for students eligible under IDEA during any long-term suspension or expulsion.

In connection with a disciplinary determination, the following special circumstances apply: A student with a disability under IDEA may be referred to an Interim Alternative Educational Setting (IAES) in circumstances involving the use or possession of drugs, weapons, or serious bodily injury, without regard to whether the misconduct is a manifestation of the student's disability.

#### **Appeals of Disciplinary Decisions:**

If a parent disagrees with the outcome of any discipline process at this School, he/she may initiate the applicable appeal procedure described below.

- **For disciplinary consequences other than Long-Term OSS or expulsion:** The parent must submit a letter to the Principal that explains the basis for the appeal within a reasonable time of the disciplinary decision. The Principal will evaluate the situation and issues stated in the parent letter and make a final determination regarding whether the disciplinary decision should be upheld, amended or revoked in whole or in part. The Principal's decision is final, and there are no further rights of appeal.
- **For Long-Term OSS or expulsion determinations:** The parent must submit a letter to the School's Governing Board within 10 calendar days of the date of the hearing officer's written decision that explains the basis for the appeal. The appeal is not a rehearing of the matter, and neither the parent nor the School may submit new evidence in connection with the appeal. Instead, the Governing Board will accept as correct the hearing officer's findings regarding evidence and factual issues raised at the hearing. The Governing Board's consideration of the appeal is limited to a determination of whether the hearing officer's determination regarding the appropriate consequences is appropriate. The Governing Board may adopt, modify, or reject the hearing officer's determination regarding the appropriate disciplinary consequences, and will inform the parent in writing of its decision. The Governing Board's decision is final, and there are no further rights of appeal.

## **DISCRIMINATION, HARASSMENT AND BULLYING**

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The School has a zero tolerance policy regarding discrimination, harassment and bullying. Any person that knows or suspects that a student or students are being discriminated, harassed or bullied shall notify the Administration immediately. Upon receipt of a bullying allegation or complaint, the Dean of Students will investigate the incident and prepare a written report for the Principal. If the investigation determines that bullying has taken place, appropriate disciplinary action will be taken according to the School's policies and procedures for discipline. Any student who is found to have retaliated against anyone reporting an incident of discrimination, bullying or harassment will be disciplined. This policy is in place to maintain order at the School and therefore addresses all forms of discrimination, bullying and misconduct, whether it be physical, verbal, environmental, or cyber, and whether it occurs on school grounds or at outside school-sponsored activities.

The School defines discrimination, bullying, and harassment in the following ways:

- A. Discrimination:** Discrimination may be verbal, physical or environmental and is unwelcome verbal, written or physical conduct based on a person's actual or perceived characteristic, such as (but not necessarily limited to) race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression; or a mental, physical, or sensory disability or impairment; or by any other characteristic protected by law.
- B. Bullying:** Bullying is aggressive behavior that is intended to intimidate or harass a student or to cause physical harm and typically involves a perceived imbalance of power or strength. Bullying is repeated, unwanted behavior that can be verbal, social, or physical and includes, but is not limited to making threats, spreading rumors, attacking someone physically or verbally, hitting or punching, teasing or name calling, intimidation through gestures or social exclusion, or insulting messages sent by email, text message, or social media. Hazing behaviors are included in the School's definition of bullying.
- C. Harassment:** As set forth in A.R.S. § 13-2921, harassment is any conduct that is directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed, or harassed and the conduct in fact seriously alarms, annoys or harasses the person. As it relates to the School environment, harassment is conduct that substantially or unreasonably interferes with an individual's academic performance, adversely affects the targeted individual's learning opportunities, or creates an intimidating, hostile or offensive environment. A student engages in harassment when they do the following, among other things:



- a. Anonymously or otherwise contacts, communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses;
- b. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist;
- c. Repeatedly commits an act or acts that harass another person; or
- d. Surveils or causes another person to surveil a person for no legitimate purpose.

Harassment includes sexual harassment. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature whenever submission to such conduct interferes with a student's work performance or creates an intimidating, hostile or offensive school environment. Examples of behaviors that could be considered sexual harassment include touching, pulling at clothes, verbal comments, sexual name-calling, sexual rumors, too personal a conversation, blocking, gestures, and sexual jokes/cartoons/pictures.

Behavior may be considered discrimination, harassment or bullying whether it takes place on campus, at any school sponsored function, in a school vehicle, or, in the case of cyber-bullying, if the behavior significantly disrupts any aspect of the school environment, whether it occurs on-campus or off-campus.

Any incidents of discrimination, harassment or bullying that include possible child abuse or violations of Arizona statutes will be reported to law enforcement as required by law.

## **WEAPONS**

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This School is a Weapon Free School Zone. Possessions of dangerous instruments, weapons, simulated weapons, or similar devices by anyone while on School property or at a School-related event are not allowed. Students are prohibited from possessing devices capable of inflicting bodily harm while at School, attending a School activity or on a School trip. Any student who is aware of a weapon brought to school shall notify a teacher or Administrator immediately. The School may expel a student if the student possesses a dangerous instrument or weapon on school property. Subject to the additional requirements for students in grades K-4, such expulsion is mandatory and will be imposed in accordance with school policy for student discipline or Arizona law, unless the school establishes that the dangerous instrument or weapon was not knowingly possessed by the student or the School determines extenuating circumstances that warrant a lesser consequence. Any possession of a dangerous instrument or weapon on school property will immediately be reported to the student's parent or guardian and local law enforcement.

## **DANCE POLICIES**

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Students who want to organize a social/dance must first find a faculty member to sponsor the event. The faculty sponsor must completely fill out and submit a Special Event Request Form, including the name of the faculty sponsor, chaperones, and administrator who will be chaperoning the dance. The faculty sponsor may consider student requests, but the sponsor will complete and submit the Request Form.

### **MIDDLE SCHOOL DANCES:**

All attendees must be currently enrolled students of the School. No external guests allowed.

Middle school students must stay for the entire event. To leave the event early, the student must be picked up and signed out by a parent/guardian.

### **HIGH SCHOOL DANCES:**

Guests are allowed; guests must complete and submit a Dance Guest request at least 48 hours before the event.

High school students who are under 18 must stay for the entire event. To leave the event early, the student must be picked up and signed out by a parent/guardian. The only exception to this policy is for students who drive themselves. Students who drive themselves may leave the event early if the event organizer has permission from the parent/guardian.

Any student over the age of 18 may leave the event, at any time, at his/her discretion.

**ALL DANCES:**

Students who leave the dance will not be allowed to return to the dance.

**Behavior:**

All students and guests are bound by the School's Code of Conduct. The parent/guardian of any student or guest whose behavior is determined to be inappropriate will be contacted to immediately pick up the student. An enrolled student whose behavior is determined to be inappropriate may be referred to the Dean of Students for disciplinary action.

The Administration reserves the right to warn students who are dancing in an inappropriate way that if they continue to dance in this manner the parent/guardian will be contacted to pick the student up and the student will need to sit out the dance until collected.

**Eligibility:**

Students who do not attend school on a particular day are not allowed to participate in school activities held during or outside the normal school hours, including dances.

## PARENT COMPLAINT FORM

If you have tried unsuccessfully to resolve your complaint with your child's teacher or a staff member and wish to take the matter further, please complete this form and submit it to the appropriate Sonoran Schools representative, as detailed in the Parent Concern Procedure policy.

Parent/Guardian Name: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

When (date and approximate time) did you initially discuss your concern with a Sonoran Schools representative?

What was the result of the discussion?

Please explain your concern (attach sheets as necessary).

What does a resolution to your concern look like?

Signed \_\_\_\_\_

Date \_\_\_\_\_

# MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in No Child Left Behind as Title X-C. The 2002 reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers. The statute requires every public school district and charter holder to designate a Homeless Liaison to ensure that homeless students are identified and their needs are being met. (Arizona Department of Education)

## **Definition of homelessness under McKinney-Vento**

If your family lives in any of the following situations:

- in a shelter, motel, vehicle or campground
- on the street
- in an abandoned building, trailer, or other inadequate accommodations
- doubled-up with friends or relatives because you cannot find or afford housing,

## **You have the right to:**

- go to school, no matter where you live or how long you have lived there
- continue in the school you attended before you became homeless or the school you last attended
- receive transportation to the school you attended before you became homeless
- enroll in school without giving a permanent address
- enroll and attend classes while the school arranges for the transfer of school records and/or immunization records

## **Educational Assistance under McKinney-Vento**

- If your family lives in any of the above conditions, you may be eligible for some assistance under the McKinney-Vento Act. Our school's Homeless Liaison can assist in determining your eligibility for our programs.

# NOTICE REGARDING TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

In accordance with state and federal law, parents and guardians of students attending the School may request information about teachers' and paraprofessionals' educational and teaching background and experience. The School will make such information available for inspection at the School upon request.

# THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

IDEA is a federal law that protects the rights of students with qualifying disabilities. In addition to standard school records, education records for children with disabilities could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents, school staff, doctors and other health care providers, as well as other pertinent sources. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws, as described in 34 CFR 300.613, *et seq.*. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements under 34 CFR 300.624.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-872-5327 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Arizona Department of Education  
Exceptional Student Services  
1535 W Jefferson, BIN 24  
Phoenix, AZ 85007

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

## SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability under any program or activity receiving federal financial assistance. Consistent with Section 504 requirements, Sonoran Schools does not discriminate on the basis of disability in its programs or activities.

A student is qualified under Section 504 if he or she has, has a record of having, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities.

Some students may be eligible for educational services under both Section 504 and the IDEA. IDEA has separate eligibility requirements. Students who are eligible under the IDEA have rights and protections beyond those available under Section 504.

### **The Section 504 Process**

- Your child has the right to an evaluation before the School determines if he or she is eligible under Section 504.

- It is important to remember that the presence of a physical or mental impairment does not automatically guarantee eligibility under Section 504. That impairment must substantially limit one or more major life activities for a student to be eligible.
- If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus.

### **Student Rights**

Students have certain rights under Section 504, which can be found at 34 CFR 104.32-36. Your Student has the right to:

- Receive a free and appropriate public education (FAPE).
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.

### **The Right to Request Reasonable Accommodations**

If qualified under Section 504, students can receive accommodations, including testing accommodations, and/or related aids and services to allow the student an equal opportunity to participate in school activities.

- Students with disabilities have the right to request reasonable accommodations for state/high-stake assessments.
- **Special Note:** students with disabilities do not automatically qualify for the accommodation on College Board or ACT exams; they must still be approved by the Students with Services for Disabilities Coordinator at the College Board and the Testing Accommodations Coordinator at the ACT. Please see the College Counselor or the Section 504 Coordinator for more information.

### **If You Disagree with the School's Decision**

If you disagree with decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you.

You have the right to file grievance by filling out a Parent Complaint Form found in the Student Handbook and submitting to Director of Student Services. Contact The Director of Student Services, Ms. Shannon Wise, at [480-940-5440](tel:480-940-5440) for information on mediation, impartial due process, or filing grievance.

In addition, you have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory.

Phone: 206-607-1600/TDD: [206-607-1647](tel:206-607-1647)

Website: [www.ed.gov/OCR](http://www.ed.gov/OCR)

# STAFF EDUCATION AND EXPERIENCE INFORMATION NOTICE TO PARENTS

The educational and teaching background and experience in a particular content area of all staff who provide instruction to students are available for parent/guardian inspection in the School Office, in compliance with state law.

## ANNUAL PARENT NOTIFICATION: CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

**FERPA Rights.** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The parental request should clearly identify the part of the records they want changed and why it should be changed. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose education records or personally identifiable information contained therein, without consent, under certain circumstances, including the following: when the disclosure is to school officials with legitimate educational interests (school officials include teachers, administrators, staff, school board members, and may also include contractors, consultants, volunteers or other parties to whom the school has outsourced school services or functions); when the disclosure involves directory information, as specified below; or when the disclosure is otherwise authorized by law. In this context, a legitimate educational interest means the review of records, or personally identifiable information contained therein, is reasonably necessary to fulfill a professional responsibility for the school.

# ANNUAL PARENT NOTIFICATION: LIMITED DIRECTORY INFORMATION POLICY

**Directory Information.** Schools may disclose, without consent, “directory information” which has been specifically identified as such, unless notified by the parents or eligible student in writing that the school is not to disclose directory information without consent. Sonoran Schools has identified student name, grade, homeroom class, email address, phone numbers, parent name, parent phone numbers, parent email address, photograph, honors and awards received, participation in officially recognized activities/sports, and student ID number as directory information for this school year.

Sonoran Schools has adopted a **LIMITED** directory information policy, under which **directory information will be disclosed ONLY for the following specific purposes or to the following specific parties.**

**This directory information may ONLY be utilized for:**

- 1) student and parent contact information, such as school/class directories, but ONLY to school staff, parents of current students, and school-recognized parent-teacher organizations,**
- 2) school publications, including yearbooks, newsletters, honor rolls or other awards or recognitions lists,**
- 3) graduation programs,**
- 4) school-sponsored extracurricular programs, such as concert programs, and**
- 5) other purposes that in the School’s best judgment are related to its educational mission, including for grant submissions, contest submissions, or other contests or applications.**

**Except as otherwise necessary to fulfill one or more of the permissible purposes above, directory information will NOT be disclosed to parties seeking to use directory information for commercial purposes.**

In addition, two federal laws require schools receiving certain federal funding to provide military recruiters, upon request, with student names, addresses, and telephone listings unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent.

Parents or eligible students wishing to opt out of the release of their student’s directory information, as set forth above, must do so in writing. A form is provided below for your convenience or you can request a copy of the form from the School office. You must sign a new form indicating your directions regarding directory information every school year.



## STUDENT DIRECTORY INFORMATION RELEASE FORM

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TO: Principal

Re: \_\_\_\_\_ (Student's Name)

- I **do not** consent to the release of my child's personal information to military recruiters.
- I **do not** want any of the information I have indicated below to be designated as directory information and released to any person or organization, without my prior written consent:
- |   |  |
|---|--|
| <input type="checkbox"/> Name   | <input type="checkbox"/> Grade level         |
| <input type="checkbox"/> Homeroom class   | <input type="checkbox"/> Address             |
| <input type="checkbox"/> Email address  | <input type="checkbox"/> Telephone number(s) |
| <input type="checkbox"/> Parents' names and contact information                   | <input type="checkbox"/> Photograph          |
| <input type="checkbox"/> Honors and awards received                               | <input type="checkbox"/> Student ID number   |
| <input type="checkbox"/> Participation in officially recognized activities/sports |  |

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**Parent/Guardian SIGNATURE**

**DATE**

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**Parent/Guardian PRINTED NAME**