Yavapai Accommodation School District

Student Parent Handbook

Success…Nothing less

2022-23

Yavapai Accommodation School District #99

2972 Centerpointe East Drive
Prescott, Arizona 86301

Phone: (928) 759-8126
Fax: (928) 759-8136

Aspire High School

2972 Centerpointe East Drive
Prescott, Arizona 86301
Phone: (928) 759-8126
Fax: (928) 759-8136

Yavapai County High School

6325 Baja Circle
Prescott Valley, Arizona 86314
Phone: (928) 771-3569
Fax: (928) 759-8136

■ ***Kellie Burns, District Executive Officer*** ■
■ ***Tim Carter, Board President*** ■

YAVAPAI ACCOMMODATION SCHOOL DISTRICT #99

Kellie Burns
District Executive Officer
2972 Centerpointe East Dr.
Prescott , AZ 86301

928-759-8126 Phone
928-759-8136 Fax
kburns@yavapaicountyhs.org

Success…Nothing Less

2022/2023

Dear YASD Students and Families,

On behalf of the staff at YASD, welcome and congratulations for making a great educational choice in attending the Yavapai Accommodation School District! Our school district offers a unique format in which students learn through both online learning and in a traditional classroom setting. It is our goal to provide each student with an individualized education that is unique to their current needs and high school completion.

We provide students with a blended-learning approach in the classroom in which students receive a combination of highly-qualified teachers and technology-based instruction. Students are provided online content as well as traditional classroom instruction. This student-centered environment gives students the ability to work at their own pace at their own level.

Our goal is to take each student's current placement and center their educational plan on their individual needs. Our district helps students recover credits, get back on an attainable educational track, and meet their goal of obtaining a high school diploma. In addition, we offer speech, behavioral and special education services.

Our staff works together continuously to discuss and identify goals to support students, focus on continuous growth and improvement of our staff and district, and to become the very best that we can be. Most importantly…

We are committed to ensuring that our students know that they are valued

We are proud to be a district that strives to be the best for each and every one of our students that we believe in and can succeed**.** Thank you for joining us on this journey.

Sincerely,

Kellie Burns
District Executive Officer

Yavapai Accommodation School District

Student/Parent Handbook 2021/22

YAVAPAI ACCOMMODATION SCHOOL DISTRICT #99

DISTRICT ADMINISTRATION	PHONE NUMBERS
Tim Carter, Board President	928-759-8126
Kellie Burns, District Executive Officer	928-759-8126
Ginger Flaumenhaft, Instructional Resource Advisor	928-759-8126
Allison Starr, Business Manager	928-759-8126
Karen McClellan, Registrar Specialist	928-759-8126
Fax	928-759-8136

School Staff Emails

Kellie Burns	District Executive Officer	kburns@yavapaicountyhs.org
Ginger Flaumenhaft	Instructional Resource Advisor	gflaumenhaft@yavapaicountyhs.org
Allison Starr	Business Manager	astarr@yavapaicountyhs.org
Karen McClellan	Registrar Specialist	kmcclellan@yavaipaicountyhs.org
Jessica Marks	Language Arts Teacher	jmarks@yavapaicountyhs.org
Paul Rogers	Social Studies Teacher	progers@yavapaicountyhs.org
Cherri Redd	Science Teacher	credd@yavapaicountyhs.org
Karen Campbell	Math Teacher	kcampbell@yavapaicountyhs.org
Gena Hatfield	Math Teacher	ghatfield@yavapaicountyhs.org
Shauna Barraza	SPED	sbarraza@yavapaicountyhs.org
Cheryl Taylor	Paraprofessional	ctaylor@yavapaicountyhs.org
Lisa Moser	Transition Teacher	lmoser@yavapaicountyhs.org
Chris Fonoti	Transition Paraprofessional	cfonoti@yavapaicountyhs.org

Aspire High School Session Hours

Morning session	Monday-Thursday	8:00 am- 1:00 pm
Transition Program	Monday-Thursday	8:00 am- 1:00 pm

During pandemic times the class times could vary

Yavapai County High School Session Hours

Morning session	Monday-Thursday	7:30 am – 12:30 pm
Afternoon session	Monday-Thursday	12:30am-5:30pm

During pandemic times the class times could vary

YAVAPAI ACCOMMODATION SCHOOL DISTRICT'S VISION AND MISSION STATEMENTS

Our Vision

The First Choice for Responsive Educational Services

It is our goal to open the door to our students' future by providing students with knowledge and skills to succeed in the ever-changing global environment.

Our Mission and Commitment

The Yavapai County Education Service Agency provides quality leadership, services, and support in response to identified and anticipated needs that will ensure the highest quality education for students.

YASD strives to create accommodations that don't fit in standard schools by providing individualized, relevant education in a safe, small, and independent thinking environment. Our spectrum of academics for the individual needs of students enable them to graduate and be career ready.

- ***Student success is our #1 priority***
- ***To provide ongoing professional development that supports quality programs and leadership skills***
- ***To provide every student with an individualized, relevant education through accommodations not available in standard schools***
- ***To maintain consistent communication with families, community and each other***
- ***To ensure equal access to tutoring, mentoring and technology***
- ***To collect and utilize data effectively in decision making***

STATEMENT OF NON-DISCRIMINATION

Yavapai Accommodation School District #99 is committed to a policy of equal opportunity and non-discrimination in relation to race, color, religion, gender, age, national origin and disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services.

Yavapai Accommodation School District complies with *all* applicable federal, state, and local laws relating to educational programs and personnel management.

OPEN ENROLLMENT

YASD accepts students through open enrollment regardless of academic standing or required programs, such as Special Education; continued attendance is outlined in ARS Title 15.

EVERY STUDENT SUCCEEDS ACT ~ TITLE I

Under the" Every Student Succeeds Act (ESSA)", the federal government provides extra funds through a program called Title I, Part A. Title I funds are used to provide extra support to succeed in school. Title I is designed to help students pass challenging State academic achievement standards. Yavapai Accommodation School District will work with parents, students, and teachers to design an instructional program to meet the needs of the students who could benefit from supplemental instructional support.

HOMELESS STUDENT POLICY

Through the McKinney-Vento Act, children who are homeless have certain rights and protections to enable them to continue with their education while homeless. To identify and address the needs of students experiencing homelessness more effectively, both the McKinney-Vento Act and Title I, Part A work together to best meet student needs. If your family lives in any of the following situations, you may qualify for rights provided by McKinney-Vento:

- 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

STATEMENT OF EXCEPTIONAL STUDENT SERVICES

Yavapai Accommodation School District is a grade 9-12 public school district. Students at YASD will be evaluated for appropriate academic placement and, if required, special education related services will be provided in accordance with student's I.E.P. program.

PARENTS RIGHT TO KNOW

In accordance with the No Child Left Behind Act of 2001, parents have the right to request information regarding the professional qualifications of their student's teacher. Contact the District Office for more information.

ACCREDITATION

Accreditation by Cognia was awarded to this district and is maintained and monitored to ensure quality instruction.

PARENT TEACHER CONFERENCES

The administration realizes that the best results can be obtained when both home and school work cooperatively for the educational growth of the pupil. Parent/teacher conferences are always encouraged. These conferences will be held at a time that does not interfere with instructional periods. Also emails and phone conversations can support our students learning and success. Communication is vital for the success of our students from both school and home.

OPEN HOUSE

To establish support and consistency between the schools and home, parents are strongly encouraged to attend Open House/Back to School Nights held at the beginning of each year. During each Open House the faculty will briefly describe the class objectives, instructional materials, major activities of the class, explain the grading procedures, talk about homework expectations, and answer your questions.

ARIZONA TAX CREDIT

We welcome you to participate in the tax credit program that helps our students while also benefiting you! Arizona allows state income tax payers (whether or not they have a child in school) to receive a tax credit of up to $400 for contributions made to public schools to support extracurricular activities. It's not just a deduction, it's a TAX CREDIT! Contact the District Office for more details. 928 759 8126

WITHDRAWAL FROM YAVAPAI ACCOMMODATION SCHOOL DISTRICT

WITHDRAWAL PROCEDURE

If a student is to be withdrawn, parents should inform the school as soon as possible before the student's final day of school so all records can be updated. ***Parent/Guardian must come to the school in person to sign and pick up an official withdraw form for their student. Students may be withdrawn by the Registrar for excessive absences violating the School District's attendance policy.*** To return to school the student and parent/guardian must make an appointment with the Administration to discuss the re-admission of the student. To reenroll, call the district office to check for availability and procedure.

DUAL CREDIT OPPORTUNITIES

DUAL CREDIT COURSES

Community college and university courses are all dual enrollment courses, paid for by the student. Per A.R.S.§15-701.01.F students will receive 0.5 high school credit for each 3 semester hours of credit received from an appropriate college or university. Approved dual enrollment courses will be accepted toward a YASD Diploma and dual enrollment courses must be taken outside of the student's regular YASD session. **The proper YASD form must be completed and signed by the administration for approval before enrolling in a dual enrollment course for high school credit.**

Joint Technical Education Courses (JTED)

Mountain Institute offers career path programs in Career and Technical Education (CTE) to students while they concurrently attend their home high school for graduation. Students may enroll in JTED courses during time that is outside their regularly scheduled session at YASD. Courses include Transportation Technologies, Construction Technologies, Culinary Arts, Agriculture, Nursing Services, Audio Visual, Business Management, Information Technologies, Drafting, Welding Technologies, and Education Professions. These courses will be set as dual courses.

GRADING GUIDELINES

The following guidelines for grading are followed at YASD:

1. The grade the student receives reflects an evaluation of the pupil's performance and also determines the extent to which the pupil is progressing from a given point in proportion to his/her own abilities.

2. The teacher will use every means possible to arrive at a fair and impartial judgment of each student and his/her work.

3. The grading system must allow consistent interpretation by the student, parent, teacher, and administration.

4. **YASD Grading Scale:**

"**A**" = 90-100% - EXCELLENT
"**B**" = 80-89% - ABOVE AVERAGE
"**C**" = 70-79% - AVERAGE
"**D**" = 60-69% - BELOW AVERAGE
"**F**" = 59-0% - FAILURE – NO CREDIT

GRADUATION REQUIREMENTS

YASD offers the Basic High School Diploma.
Basic Arizona Department of Education Diploma Requirements:

Course	**Credits**		**Course**	**Credits**
English	4.0		Economics	0.5
Math (Algebra 1, Algebra 2, Geometry)	4.0		Fine Arts or Voc. Ed	1.0
Science	3.0		Electives	7.0
U.S. / AZ Constitution & History	1.0			
World History & Geography	1.0			
Government	0.5		Civics Test	P/F
TOTAL CREDITS = 22				

Per board policy all course requirements must be completed in order to participate in graduation exercises. It is the responsibility of students to make sure they have sufficient credits in the required courses to graduate from high school. Graduates with **outstanding absences, chronic discipline issues,** and/or library books or other school property will be excluded from the commencement ceremony.

ARIZONA EDUCATION AND CAREER ACTION PLAN

A. Schools shall complete for every student in grades 9-12 an Arizona Education and Career Action Plan ("ECAP") prior to graduation. Schools shall develop an Education and Career Action Plan in consultation with the student, the student's parent or guardian and the appropriate school personnel as designated by the school principal or chief administrative officer. Schools shall monitor, review and update each Education and Career Action Plan at least annually. Completion of an Education and Career Action Plan shall be verified by appropriate school personnel.

B. The Arizona Education and Career Action Plan shall at a minimum allow students to enter, track, and update the following information:

1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options. Analyze assessment results to determine progress and identify needs for intervention, advisement, and documenting academic achievement.
2. Career Goals that include identifying career plans, options, interests and skills, exploring entry level opportunities, and evaluating educational requirements.
3. Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans.
4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work-related activities, leadership opportunities, and other activities.
5. High School students may complete the required credits for a high school diploma at any time during the school year. YASD requests that graduates complete a survey upon final class completion.. Then they may participate in the next scheduled graduation ceremony. Students with outstanding library books or absences may be excluded from the commencement program.

REPORT CARDS

Report Cards will be mailed at the end of every semester. These are designed to let the student and parent know the current progress of the student. Parents are also welcome to check their student's progress by viewing their Edgenuity. Student progress is updated in real time so students, staff, and parents and/or guardians can track progress. Parents can be placed on an automated reporting system through Edgenuity to receive continual emailed progress. Check with the office for details. Students who receive an incomplete (I) at the end of the semester must make up the required work within two weeks or the grade will default to an Fail (F). Extreme emergencies may provide an exception to this policy and are considered on a case-by-case basis. Administrative approval is needed for an incomplete to be given as a final grade on the report card.

TEST OUT GUIDELINES

1. Students must apply to test out of a class with signed parent permission and not currently enrolled in class.
2. Testing will only be administered on the date assigned by the test administrator on approval of the application.
3. Students will only get one (1) attempt to test out of a class. Limited to 2 classes per semester.
4. When testing out, students must receive a passing score of 80% to earn credit for the class.
5. Tests will be administered in a secure setting. Students may not have any phones, iPods, iPads, or other electronic devices in their possession. These MUST be given to the test administrator upon entering the testing setting. Students who are found to have these items on their possession will receive a failing score and will not be allowed to retest. A grade of P for passing, if student passes the exam will be added to transcript.

TESTING/ASSESSMENT INFORMATION

ACT/PSAT/SAT tests are admission requirements to enter most four-year colleges and universities. Registration materials are available through online admissions. Registration and test fees are the student's responsibility. Test dates and deadlines are available to all junior and senior students at https://collegereadiness.collegeboard.org/sat .

RESOURCE PROGRAM - SPECIAL EDUCATION

Yavapai Accommodation School District offers a resource program for students with special or gifted needs. Students are referred by teachers for testing by the school psychologist or if they have been enrolled in an existing program at another school, their records are reviewed. Students follow a curriculum similar to the regular curriculum but are taught in a more individualized manner. State law requires students to be tested and meet eligibility requirements prior to receiving Special Education services. Parents who wish to refer students to these programs and services, or who wish to obtain more information about them, should contact the administration.

YAVAPAI ACCOMMODATION SCHOOL ATTENDANCE POLICY

STUDENT ABSENCES

The regular school attendance of a child of school age is required by state law and is essential for success in school; therefore, your student should be absences only for necessary and important reasons, such as student illness and family emergencies. In the event of a necessary absence known in advance, the parent/guardian is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is required to **telephone the school office within 24 hours** of the absence or the absence will remain unexcused.

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

Scheduling medical and dental appointments after school hours, except in cases of emergency.
The scheduling of family vacations during school vacation and recess periods.
Regular attendance and arriving on time.

EXCUSED AND UNEXCUSED ABSENCES

A student is permitted no more than **TEN (*10) excused absences per semester***. If the parent has not excused the absence, the school will attempt to contact parents/guardians the day of every absence. Parents and guardians will be notified by mail at the fifth (5) excused absence as a reminder, along with a prepared Attendance Agreement.

A student is permitted no more than **FIVE (5) *unexcused absences per semester***. Parents/Guardians will receive a call, possible email and/or letter in the mail to notify parents of unexcused absences. If a student receives more than five unexcused absences, the student could lose credit.

If student surpasses 10 unexcused or excused absences, a student could be withdrawn from school or lose credit. The District will assist parents and students with extenuating circumstances on individual basis, contact our administration for review.

TARDY AND LATE STUDENTS
Students need to be at school on time. Sometimes emergencies occur making the student tardy. After 5 tardies, they may be converted to one unexcused absence. Continued unexcused absences will result in the student losing credit after 5 unexcused absences. Parents or guardians will be notified of unexcused tardies.

ATTENDANCE APPEAL AND PROCEDURAL REVIEW
Parent/Guardian of students may appeal the withdrawal/loss of credit by filing a letter within five (5) days of credit loss, directed to the Instructional Resource Advisor. They will assemble a Review Board to hear and rule on an attendance appeal within five (5) days of receipt of a written request. Decisions by the Review Board, based on the merits of the case, are considered final. A written appeal alleging procedural error(s) in the Review Board's decision may be made to the District Executive Officer within five (5) calendar days of the date the student receives the Review Board's decision. The District Executive Officer may find that all procedural requirements were met and uphold the Review Boards decision, or the District Executive Officer may send the appeal of the decision back to the Review Board outlining appropriate procedures for a further review by the Review Board.

EMANCIPATED STUDENTS - Students who have become legally emancipated (age 18) or who have left the residence of their guardian must report their situation to the administration immediately upon enrollment or change in status. Students will report absences to the office **within 24 hours of the absence**. Students can fill out updated enrollment forms removing the school's obligation to contact parents if they do not want parents contacted.

ATTENDANCE PROCEDURES FOR STUDENTS & PARENTS

ABSENCE NOTIFICATION – Notify attendance office within 24 hours of the absence at 928-759-8126 or by note from parent/guardian prior to absence or the day student returns to school containing the following information: (a) student's name, (b) date returning to school, (c) dates and days missed, (d) reasons for absence. Otherwise the absence is considered Unexcused.

Acceptable Absences: Sick, Family Emergency, Doctors Appointment, Bereavement, Suspension or District Approved Vacation.

CLOSED CAMPUS - YASD has a closed campus policy whereby students are required to remain on campus throughout the school day unless they have **parental permission** to leave and return during school hours on urgent need only.

SIGN-OUT – SIGN-IN PROCEDURES
A student may leave campus during the school day ONLY if . . .

1. Parent/guardian or authorized adult listed on emergency form comes in person to check-out the student.
2. Students 17 and older may check-out if the district administrator or designee obtains permission from parent/guardian or authorized person listed on the enrollment form. Students 16 and under must be checked out by guardian or designee in person.
3. Parent/guardian makes a prior request by phone or written permission to district administration. Notes must include a phone number for verification. Phone calls will also be verified.

- **Students who are excused from class will not remain on campus unless they have administrator permission.**
- **Students returning to campus after checking out must sign in at the office if leaving for acceptable reasons.**
- **Students who miss class for acceptable reasons, but fail to check out while following proper procedures, will be considered unexcused and subject to disciplinary action.**

When a student is sick, arrangements must be made for keeping up with missed class work. Students are expected to complete these assignments and turn them in before requesting additional assignments. It is the STUDENT'S RESPONSIBILITY to make arrangements with his/her teacher for make-up tests and any other missed assignments upon returning to class.

SNOW DAYS – Depending on weather conditions or other emergency situations, a decision must be made regarding school closure or delay. A message will be sent to students on the Edgenuity System. In addition, the announcement will be made on the school website, and a courtesy call will be place through our School Messenger system.

STUDENTS USE OF COMPUTERS

The student will use the Electronic Information Service to support personal educational objectives within the educational goals and objectives of Yavapai Accommodation School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. Students will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations as per signature by both parent and student in the enrollment packet.

Personal Responsibility: Students/parents will be financially responsible for lost or damaged electronic items.

Network Etiquette. Students are expected to abide by the generally acceptable rules of network etiquette including but not all inclusive of, the rules listed:

- I will be polite and use appropriate language. I will not send, or encourage others to send abusive messages.
- I will respect privacy. I will not reveal any home addresses or personal phone numbers.
- I will avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- I will use correct spelling and make messages easy to understand.
- I will not engage in academic dishonesty of any kind.

As provided by the Children's Internet Protection Act, the District shall provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

HEALTH SERVICES

ILLNESS OR INJURY - YASD will make every attempt to contact parents in the event a child becomes ill or injured while at school. If a parent cannot be contacted, the school will try to contact those listed as emergency contacts. If no contacts can be reached, reasonable measures will be taken to give treatment in the best interest of the student.

The school reserves the right to seek emergency help (911) any time school personnel feel this action is warranted when the parents are unavailable or if the situation deems it necessary. **The parents or guardians will be responsible for any and all costs involved with the treatment and/or transport of their child.**

MEDICATIONS - No student is to carry **any** type of medication, prescription or over-the-counter, at any time without proper documentation. Forms for prescribed medications are available in the office. Parents must bring/pick up medications at the office. A parental consent form must accompany all medication requests (available in the office). Students who require an epi-pen or an inhaler may be allowed to keep them in their possession with proper documentation. All other medications MUST be turned into the office. **Any prescribed medication must be in an original container with an unaltered original label showing the student's name. (A.R.S. § 15-344)**

STUDENT SAFETY PROGRAM – Accidents are undesirable unplanned occurrences which may result in tragic consequences such as bodily harm, loss of school time, property damage, legal action, and even loss of life. It is the policy of the Governing Board to guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors, and any person on the YASD campuses.

A. A fire safety and evacuation plan is posted at all exit doors in the classroom and school. Periodic fire drills will take place throughout the school year. For more information on safety and fire prevention please call the school district.

B. YASD is responsible for the supervision of the safety program. General areas of emphasis include, but are not limited to, in-service training, accident record-keeping, planned inspections, fire prevention, emergency procedures, and traffic safety relevant to students, employees, and the community.

Free Health Care – Yavapai Regional Medical Center provides free health care to **eligible** students. Please call Partners for Healthy Students at 771-5123 to find out more about the program.

FIELD TRIPS

In order to use tax credit funding, the district must charge a $5 participation fee paid annually. This will allow students to participate in field trips and extracurricular activities, which may be paid for by donations.

STUDENT TRANSPORTATION

Yavapai Accommodation School District does not provide student transportation.

Parents/guardians of students may contract with YASD about reimbursement of transportation mileage. All student-driven vehicles will be required to meet the following regulations:

STUDENT DRIVERS/PARKING ON CAMPUS - Student drivers must present a valid Arizona driver's license, proof of insurance and registration, and a signed statement of authorized parental permission before a parking is approved before parking is permitted on the YASD property.

1. Parent or Guardian must complete vehicle description section in student application to drive a vehicle on school property.
2. Only vehicles that have valid license tags and are registered through the AZ. Dept. of Motor Vehicles will be allowed to park on campus. The school has the right to refuse any student to drive on campus for any reason.

DRIVING RULES ON CAMPUS - **The speed limit on the entire campus is 5 MPH*. The administration and school employees will have the right to determine who is speeding or operating a vehicle in an unsafe manner by observation. No other proof besides his or her professional judgment is needed. Strict enforcement of the speed limit will be necessary for everyone's protection and safety. Driving violations will result in loss of driving privileges.

*In accordance with state law and good driving practices, seatbelts will be worn at all times by all occupants of vehicles operated on the campus of Yavapai Accommodations School District.

*Students will at all times operate their vehicle in a safe and courteous manner. Fast or dangerous driving, excessive noise, reckless driving, careening, spinning of tires or any other hazardous operation of a vehicle will not be tolerated and could result in the loss of driving privileges.

*Racing vehicles anywhere on YASD campus will not be tolerated and is possible traffic related charges by local authorities and loss of driving privileges will be given.

*Weapons and alcoholic beverages are illegal on campus and are not permitted in vehicles.

*Smoking and use of **all** tobacco products is prohibited in cars on campus. Use of tobacco products will result in punishment according to district and school disciplinary codes.

*Riders and passengers of motorcycles operating on campus must wear a helmet.

*Students are not permitted to ride in the back of pick-up trucks while on campus.

*Students are not permitted to operate tractors, mowers, or other vehicles which are not registered.

*All vehicles on campus must meet the same state requirements under Arizona Law for operation on the campus of YASD.

* All vehicles parked on the property of YASD are under the control of the administration. All vehicles are subject to search at any time and vehicles may be towed at the authorization of the principal or his designee. Parking is a privilege and may be revoked by the administration at any time.

*Yavapai Accommodation School District will not be responsible for valuables of any kind left in vehicles.

DRESS CODE (Board Policy JICA-R)

The responsibility of determining student appearance rightfully belongs with the student's parent/guardian. However, school authorities have an obligation to the patrons of the school district to ensure that standards of decency, health, safety, and a positive learning environment are maintained which will not disrupt the educational process.

Parents should support the concept that acceptable clothing for school may be different than clothing worn in other environments. **Students will appear at school properly dressed. When in doubt parents and students should select more conservative clothing**. What you wear reflects upon yourself, your family, and your school. Please pay careful attention to the following policy.

Although we recognize that each student's manner of dress is a manifestation of personal style and individual preference, we believe that the educational mission of the district will be enhanced if students dress appropriately to maintain an environment conducive to learning.

Student dress and personal appearance shall not disrupt nor distract from instructional procedures, school sanctioned social functions, or the disciplinary control of the school staff. Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child without extremes that are disrupting influences in the classroom as determined by the school administration or designee.

Dress and grooming shall not be contrary to curriculum goals and/or educational objectives. This includes advertising, promotion or pictures of alcoholic beverages, tobacco, drugs or illegal substances, sexual or violent behavior, or any other illegal items. This includes bandana's and masks.

Clothing, masks, jewelry, improper exposure of body parts, or any personal items depicting or promoting **lewd, vulgar**, obscene, offensive language or symbols, drugs, alcohol, or tobacco are not allowed. Garments with lewd or suggestive words or material, garments that are dehumanizing or offensive to other students, or disruptive to the educational environment may not be worn.

Sunglasses shall not be worn inside the building at any time. Anything considered "gang related" will be asked to be removed. Bandana shall be worn for facial coverings during pandemic situations only, with administration approval.

No see-through clothing may be worn. Neatness, and good grooming with regard to the legitimate sensibilities of others in the school and community constitute both the basic goals and norms for the school dress guidelines. Clothing shall cover appropriate areas of the body and shall be sufficient to conceal undergarments at all times. **Spaghetti straps, sleeveless, backless tops and tank tops are not allowed. Bra straps should be covered by three fingers.**

Shirts, overalls, and blouses must be worn **appropriately fastened**.

Revealing "tops" due to length, texture, straps or lack of coverage are not allowed. This includes halter, cropped, or short tops (bare midriff), tops off the shoulders, strapless tops, netting, spandex, and tops that are open on the sides and back.

Shorts may be worn to school that do not cause embarrassment due to lack of proper coverage, do not have rips, tears, or holes. Administration reserves the right to determine school appropriate length on an individual basis.

Big, **baggy coats** or oversize clothing, **including trench coats** that could be used to conceal a weapon, may not be worn.

"Sagging" is not allowed. Pants must ride above student's hips. Pants and shorts will be worn pulled up and secured at the waist at all times. **Undergarments may not be visible.**

Pajama pants and **bed slippers** are **not** allowed.

Footwear (shoes or sandals) must be worn on school campus and in the classroom at all times and appropriately fastened. No "house slippers."

Chains, spikes, large or numerous safety pins or any types of sharp objects are not allowed.

Gang related dress, hairnets, grooming, language, and/or behavior on District property and at District events or **during regular school hours** is contrary to the educational mission and purpose of the District and therefore such dress, grooming, language, and/or behaviors are prohibited.

Students participating in school sponsored, off campus activities may be subject to more stringent dress codes.

YASD CAMPUS POLICY & RULES

NO STUDENT VISITORS - Unauthorized persons will not be permitted on the school grounds or in the school at YASD. **Violators of this policy may be subject to appropriate legal action as provided by Arizona State law.** All adult visitors must be approved by administration and signed in at the office.

LOITERING - Any person loitering on or near school property at any time will be reported to local law enforcement for trespassing. Students are not permitted access to the school campus except during normal school hours.

Parents are to pick up students immediately after the school day has ended. Yavapai Accommodation School District and its staff will not be held responsible for students who arrive earlier than the start of their class or remain on campus after their class has ended. Yavapai Accommodation School is not responsible for supervising students who are not yet picked up from a session, have arrived early for a session, and/or remain for a second school day session.

Parents should make necessary arrangements so their students are not left without transportation or supervision.

MESSAGES - Classes will not be interrupted for messages, unless it is an emergency. The school will take important messages, but it is not responsible if a message is not delivered or communicated.

STUDENTS ARE NOT ALLOWED TO USE THE TELEPHONE IN THE CLASSROOM - All telephone calls are to be made through the District Office so as to not distract teaching. Phone calls may be made at the break only as to not disrupt the educational process.

CELL PHONES NOT ALLOWED IN THE CLASSROOMS
Students will be required to turn the phones off and store them away from reach while they are in the classroom. They may keep them in their purse or backpack during class time. Students may use their phones during break, but the phones will not be allowed to be used during and must be off (not on vibrate). They may NOT be used while out on pass during class time. If students wish to listen to music, they are welcome to do so on a device that does not connect to WiFi and is not a phone. However, administration is not responsible for loss or theft of devises, so we advise leaving them at home.
The following cell phone policy will be enforced:
1. Students may not use a cellular phone or paging device during the school day, except during break.
2. The cellular phone or paging device must be turned off and out of sight upon a student's arrival and exit from the building.
3. A student in possession of a cellular phone or paging device may have the device confiscated by school personnel. It may be retrieved at the end of the day on the first offense.
5. On the second offense, the student's parent/legal guardian will be required to pick up the confiscated device. No other person will be allowed to pick up the device at the end of the school day.
6. Students violating this policy may also be subject to discipline under the school's Code of Conduct.

PUBLIC DISPLAY OF AFFECTION - Public Display of Affection (PDA) is limited to hand-holding. On the first offense students will be warned, a disciplinary notice will be issued, and the parents will be notified. Extreme behavior or any subsequent offenses will be handled under the discipline code.

ITEMS NOT ALLOWED AT SCHOOL - No laser pointer, skateboards, in-line skates (rollerblades), radios, tape recorders, IPods (MP3 Players), guitars, compact disk players, water guns, water balloons, glass bottles, playing cards, cameras or other disruptive devices or any items that could prove harmful to others are not permitted at school. Any deviation from this rule will require permission of the principal. These could be confiscated by administration.

*****YASD is not responsible for stolen, lost or damaged personal property.*****

FOOD/BEVERAGES ON CAMPUS – No food or beverages may be taken into the classrooms or office area.
1. The school will not allow anyone to deliver food, drinks, cards, balloons, or flowers during the school day. It is district policy that no personal deliveries will be accepted.
2. Glass bottles are not permitted at YASD because of the hazard that they create.
3. The administration may grant exceptions for incentives and rewards sponsored by teachers or the school.
4. Students may bring **unopened** water bottles to school. No other beverages are allowed in the classroom.

FIRE DRILLS/EMERGENCY WARNINGS - A steady siren indicates an emergency. Students must leave the classroom with their teachers and clear the building. All persons in the school will meet in the designated area of the parking lot or basketball court. Fire drills will take place to check this procedure.

TAMPERING WITH FIRE ALARM SYSTEM/EQUIPMENT - Per Arizona State Law, tampering with fire alarm systems and/or equipment is illegal. In EACH case of tampering the law will be followed.

STUDENT INVOLVEMENT WITH QUESTIONNAIRES, CONTESTS, AND FUNDRAISERS–
1. Only school-related fund raising may be conducted on campus. All sales and fund-raising activities must be **approved in advance by administration.**
2. No outside questionnaires shall be distributed at YCHS without the approval of the Principal and the concurrence of the Superintendent if deemed necessary.
3. No contests of any nature shall be conducted at YCHS except those sponsored by school authorities or which are considered by the Principal as being essential for carrying forward the educational program of the school.

TOBACCO AND SIMILAR
Possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations: A. School grounds. B. School buildings. C. School parking lots. D. School playing fields. E. School buses and other District vehicles. F. Off-campus school-sponsored events. The Superintendent may establish procedures to implement this policy. Disciplinary penalties for possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension from school or a recommendation for expulsion when there's evidence of repeated and continuous violation of this policy. A violator of A.R.S. § 36-798.03 commits a petty offense. LEGAL REF.: A.R.S. 13-3622, 15-341, 36-798.03, 20 U.S.C. 6083 CROSS REF.: GBED Confiscated items will be destroyed.

ANIMALS ON CAMPUS
Animals are allowed on campus only with administrative approval. Exceptions to this are assistance animals, assistant dog or miniature horse for persons with disabilities. Service animals must remain under handler's control at all times.

STUDENT BEHAVIOR AT YASD

Yavapai Accommodation School District recognizes the need for every student to obtain a thorough education and the need for every student to attend school regularly. YASD also recognizes that discipline is necessary for learning and that each student's conduct must be in accordance with school rules, regulations, and policies at all times. **All employees of Yavapai Accommodation School District** are expected to share the responsibility for supervising the behavior of students and for ensuring students abide by the established rules of conduct.

Yavapai Accommodation School District believes that close cooperation between parents and the school is essential and is most effective in preventing behavioral problems.

The quality of the school community both socially and academically depends on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn.

The exercise of students' constitutional rights must be conducted in a manner that does not disrupt the learning of others in the educational process.

Arizona law authorizes school employees to act "in loco parentis" (in place of parents).

All students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function. The regular school day includes the time between a student's arrival on and departure from the school campus. Any student who is insubordinate or disrespectful to any faculty or staff member or who violates generally accepted rules of good citizenship and behavior will be referred to the principal for discipline.

STUDENT DISCIPLINE

HOW TO AVOID A DISCPLINARY REFERRAL

1. Fully comply with school policies and procedures. If you have a concern about a policy, follow the rules, but see a principal and properly express your concerns.

2. If you have a disagreement with a teacher or a staff member, follow that person's direction, but arrange to speak to your teacher privately after class or arrange a conference.

3. If you are experiencing difficulty in a particular class or situation, speak privately with the teacher and voice your concerns.

4. Use the resources of your guidance counselor or the Instructional Advisor if you are experiencing a communication or behavioral problem. They may not always agree with every point that you make. However, often times a different perspective can help you arrive at a satisfactory outcome.

STUDENT RESPONSIBILITIES

Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents and administrators working together create a common willingness to learn.

Certain student behavior and attitudes foster the desirable healthy learning environment schools encourage. Among these are the following:

- Friendliness and acceptance of people of different political, economic, social, religious, and racial backgrounds and abilities.
- Eagerness to participate in both academic and non-academic activities.
- A spirit of cooperation and willingness to share abilities, time and skills, not only to further one's own goals, but also to help others succeed.
- Prompt and regular attendance in class and at school-sponsored activities.
- Willingness to follow school rules and make positive contributions to the academic and social climate.

STUDENT RIGHTS

All students have the right to an educational school setting that is orderly and educationally efficient as well as free from disruption. The following are a list of policies designed to define some of the rights and responsibilities of students at YASD.

Educational Opportunity - Every student has the right to an education and a corresponding responsibility not to deny this right to any other student.

Prejudice - An individual shall not be subjected to prejudicial treatment nor to abridgment of his/her right to attend and benefit from public school on the basis of ethnic identity, religion, color, gender, political belief, mental or physical handicap, or for the exercise of his/her rights within this policy.

Publications - Official school publications shall reflect, where possible, a wide spectrum of student opinion. Students shall be governed by standards of responsible journalism. **The responsibility to determine whether specific materials comply with the standards of responsible journalism rests with the District Executive Officer.**

Students shall have the right to encounter diverse points of view -
Students shall have opportunities to hear speakers and view presentations representing a wide range of views under guidelines established by the school district.

If it is established that if a student or parent objects as a matter of principle to participation in an activity assigned by school personnel, an alternative activity will be assigned.

Parents are welcome to view all curriculum materials and to request a list of specific texts, video-tapes, etc. being used at YASD. Please give the administration adequate time to gather the materials requested.

Privacy **- Student Records** - Student records are on file at the district office.
Records may be open to review by parents/guardians and/or students and will be treated in a confidential manner as prescribed by Governing Board Policy, Arizona State Board of Education Regulations, and the Family Educational Rights and Privacy Act (FERPA).

Custody - Except in the most extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian unless the student is placed under arrest. In every case of arrest, the school authorities will attempt to notify the student's parent/guardian.

Questioning - If police authorities desire to question a student on school premises regarding any alleged act of misconduct by the student, school authorities shall make every effort to contact the parent/guardian. The parent/guardian will be permitted to be present. If the parent/guardian cannot be present during questioning a school official will be present.

Student rights will be protected in accordance with AZ State Board of Education Regulations which are incorporated within Yavapai Accommodation School District #99 Board Policy.

Faculty, parents, and students shall attempt resolution of problems affecting students and the educational process by informal means. If any student or parent feels that the conditions of the school or decisions made by its staff are not satisfactory, the student or parent shall be afforded the opportunity to confer with the Superintendent. The student or parent may appeal to the Board of Education if not satisfied with the disposition of the matter.

Certain student behavior disrupts the educational process. School authorities shall promptly, efficiently, and with consistency deal with such negative behavior.

HAZING

Per A.R.S. 15-2301, hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person is prohibited. **Hazing**: Any intentional, knowing, or reckless act committed by a student or students against another student which includes an act that contributes to, or causes, a substantial risk of potential physical injury, mental harm, or degradation is against Arizona law and school policies.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedures for Hazing: Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor in writing. Failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject that staff member to disciplinary action in accordance with District policy.

Staff members shall preserve the confidentiality of anyone involved in a hazing incident, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and will be reported to a law enforcement agency.

A person who complains of, or reports a hazing incident may do so directly to the school administrator or to a professional staff member. The staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/ complaint form shall contain identifying information on the complainant and specific names, places, and times as to permit an investigation. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint. The report/complaint of a hazing incident will be investigated by the school administrator or a supervising administrator following the procedures below:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or, when school is not in session, within fifteen (15) days during which the school offices are open for business. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy will be treated in accordance with the appropriate procedures and penalties provided for in district policies related to the conduct and discipline of students, staff and others.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

♦ Students may use the following guidelines to issue a complaint or grievance providing the topic is of a subject which relates directly to the student and is not governed under a direct policy or regulation of Yavapai Accommodation School District #99.

♦ **The Governing Board is not authorized to act upon a complaint or grievance for any matter whereby the review method or discipline procedure is governed by state law.**

♦ The accusation must by made within thirty (30) calendar days from the time the action took place that was grounds for the student's complaint or grievance.

♦ All allegations must be reported on a Yavapai Accommodation School District form. *Forms are available in the district office.*

♦ The complaint or grievance must be made only to a school administrator or professional staff member.

♦ The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

♦ The following are valid reasons for student complaints or grievances and are not all inclusiv**e:**

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies per the YCHS Handbook or Yavapai Accommodation School District Policy Manual.
- Discriminating treatment on the basis of race, color, religion, gender, age, national origin or disability.
- Harassment of the student by another person.
- Concern for the student's personal safety.

♦ The District Executive Officer shall determine any questions concerning whether the complaint or grievance falls within District policy.

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

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

CONTROLLED SUBSTANCE

Definition: Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, prescription drug or intoxicant of any kind.

- Possession - Having any substance capable of producing a change in behavior or altering a state of mind or feeling, and having a "look-alike," or items sold as a controlled substance.
- YASD recognizes that alcohol and drug abuse is a treatable health problem. Health problems of youth are primarily the responsibility of the home and community, but the schools share that responsibility when misuse, abuse and

dependency problems interfere with school behavior, student learning, and the maximum possible development of students. The school will intervene with persons manifesting a sign of misuse or abuse and make every effort to educate and aid them.

- YASD shall endeavor to educate and counsel students and staff concerning abuse of alcohol, illegal drugs and/or controlled substances. Every reasonable effort shall be made to provide for students and staff an environment that is free of alcohol, illegal drugs and/or controlled substances.
- School authorities shall give consideration to the health, safety, and educational rights of all students when prescribing disciplinary action for students who use, are under the influence of, possess or distribute alcohol, illegal drugs and/or controlled substances on school premises or while engaged in school sponsored activities.

BEHAVIOR DISRUPTIVE TO THE EDUCATIONAL PROCESS ARS 13-2911

The following policy does not attempt to set social standards. The definition of unacceptable behavior is based on whether or not the behavior has the potential to disrupt the educational process.

The purpose of the policy is to assist students, parents, teachers, staff, and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of society.

Enforcement: The Administration has the responsibility to take discretionary action any time the educational process is threatened or disrupted. Nothing in the following provisions is intended to prevent a staff member, teacher, principal or other administrator from using his/her best judgment with respect to a particular situation. The provisions of the Student Behavior Policy are in force . . .
. . . any time students are on school property.
. . . during regular school hours.
. . . during transportation of students.
. . . at times and places where school administrators and staff have jurisdiction
. . . including, but not necessarily limited to, school-sponsored events, field trips,
. . . and any other school related activities.
Additionally, the principal, any public school official, or designated chaperone is authorized to take administrative action when a student's misconduct away from school or during a school activity has a detrimental effect on the other students, staff or the orderly educational process. Students are reminded that negative behavior affects the reputation of their high school.

Search and Seizure: Students possess, and are assured of, the right of privacy of person as well as freedom from unreasonable search and seizure of property by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students. School administrators may conduct or authorize searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.

Any administrator making a search or seizure will follow the guidelines below:
Items which are used to disrupt or interfere with the educational process may be removed from a student's person.

Searches - Policy J3400, JIH - School officials have the right to search and seize property when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district administration.

General searches of school property - (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that anything which violates a law or school rule is on school property. If the search reveals illegal items (firearms, explosive devices, weapons, drugs, etc.), or other possessions reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purpose, these items will be seized.

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

Physical Restraining: Any person employed by YASD may use and apply such amounts of force as are reasonable and necessary for the following purposes:

- Restrain a student from an act of wrong-doing.
- Quell a disturbance threatening physical injury to others.
- Obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons or property.
- For the preservation of order.

TYPICAL REFERRAL PROCEDURES

Step 1 - Staff/Student Contact: Staff member, defined as any Yavapai Accommodation School District personnel, will contact the student for conference and verbally correct the student based on the teacher's own discipline guidelines.

Step 2 - Staff/Parent Contact: Staff member will contact parents by note, telephone, or in person. A conference with parent and staff member may be necessary.

Step 3 - Administrator/Student Contact: Administrator will contact student by telephone, or in person.

Step 4 - Administrator/Parent Contact: Administrator will contact parent by note, telephone, or in person.

Step 5 - Administrator/Student/Parent Conference: Administrator, student, and parent conference may take place.

NOTE: At any time in steps 1–3 the teacher can contact the administrator for disciplinary action.

SUSPENDED STUDENTS - The following is Yavapai Accommodation School District Board Policy.
A suspended student . . .

- will not be allowed on school grounds.
- will not be allowed to participate in or attend any school activities (prom, field day, school trips).
- may receive make-up work only at the discretion of the building administration.

ALTERNATIVE MEANS OF CORRECTION (AMC)

AMC may include, but will not be limited to . . .

- discussing the inappropriateness of the student's behavior with the student.
- discussing the inappropriateness of the student's behavior with the student and/or parent.
- serving In-School-Suspension (ISS) or Detention. See Discipline Matrix
- other responsibilities or assignments deemed appropriate by the administration.

Unacceptable behavior is defined and the consequences of this behavior are outlined in District policy. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

On the following pages are listed acts of student misconduct that require corrective or disciplinary action and the progressive disciplinary actions that may be taken. While the need for some leeway in administering these procedures is at times necessary, deviation from them will be the rare exception rather than usual practice.

YAVAPAI ACCOMMODATION SCHOOL DISTRICT
STUDENT MISCONDUCT AND CONSEQUENCES

DISCIPLINE POLICY AND GUIDELINES

- The administration reserves the right to circumvent any discipline actions when deemed necessary.
- Any continuing offense may be considered incorrigible behavior and treated as a level 5 offense.
- Level 4 and 5 offenses may be referred to the District Governing Board for possible long-term suspension or expulsion.
- A student suspended a second time for a drug related offense will be referred to the superintendent for further action (reference A.R.S.§15-843, Pupil Disciplinary Proceedings).
- Detention is assigned time to be served outside normal school hours and may include time to be served before school, after school, Saturday school, at school service, or community service.
- A prohibited item is one that disrupts the educational process of the school, or is a safety issue.
- Suspension may be reduced by the superintendent upon documented proof that student is participating in a counseling program.
- OSS = Out of School Suspension
- LTS = Long Term Suspension
- ISS = In School suspension is defined as attending one additional session of school
- Only the District Executive Officer or his or her designee may suspend a student.

LEVEL ONE MISCONDUCT ACTIONS

- Cell Phones/Electronics (inappropriate use during class)
- Cheating/Plagiarism
- Disruptive Behavior
- Profanity/Vulgarity
- Dress Code Violation
- Public Display of Affection
- Tardiness (habitual- 3 or more tardies)

LEVEL ONE CONSEQUENCES

- FIRST OFFENSE: - Classroom Intervention
- REPEATED OFFENSE: - Administrative Referral

Intervention includes, but is not all inclusive of, the following consequences:

- Conference with student and warning
- Behavior contract or plan
- Conference with teacher/parent/student
- Zero grade on assignments
- Temporary removal from classroom
- Referral to principal
- Voluntary restitution – self-designed consequence
- Conference with principal/teacher/student
- Loss of privileges
- Referral for mediation
- Oral or written communication with parents
- Daily/weekly report
- Detention or ISS
- School service
- Confiscation

LEVEL TWO MISCONDUCT ACTIONS

- Abuse of school property (vandalism <$100)
- Campus Policy violation
- Cheating/plagiarism (repetitive)
- Closed campus violation (leaving during school w/o permission)
- Defiance of authority
- Lying/misrepresentation/forgery
- Possession of prohibited items
- Truancy
- Appearance of sleeping in class (head down or eyes closed or snoring, etc.)
- Parking lot violation
- Verbal abuse

LEVEL TWO CONSEQUENCES

- FIRST OFFENSE: - Referral to Principal (1-10 days OSS or ISS)
- REPEATED OFFENSE: - Long Term Suspension, Possible Referral to Governing Board for Expulsion, Possible Police Referral

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LEVEL THREE MISCONDUCT ACTIONS

- Out of bounds (off school property or in a car during school hours)
- Failure to serve Detention or In-School Suspension
- Assault
- Bullying, Harassment, Intimidation including but not limited to Cyber Bullying and Harassment
- Disorderly conduct
- Drug/alcohol violations
- Fighting
- Gambling
- Hazing
- Inappropriate, lewd, or obscene acts
- Incitement of a fight
- Possession of a laser pointer
- Possession of other potentially dangerous items
- Possession of prohibited items (criminal)
- Possession/use of alcohol products
- Possession/use of tobacco products, including e cigarettes, vaporizers and liquid solutions
- Sexual harassment or assault
- Theft/possession of stolen property
- Unauthorized use or possession of prescription medicine
- Unauthorized entry
- Vandalism (>$100)

OFFENSE: - Long Term Suspension, Possible Referral to Governing Board for Expulsion, Possible Police ***LEVEL THREE CONSEQUENCES***

- FIRST OFFENSE: - Referral to Principal (1-10 days OSS or ISS); Possible Police Referral
- REPEATED Referral

LEVEL FOUR MISCONDUCT ACTIONS

- Any violation of local, state or federal law
- False fire alarm or 911 calls
- False reporting
- Incorrigible behavior
- Interference with disciplinary proceedings
- Physical harm to staff or property
- Possession/use of a weapon (as defined in Board Policy)
- Possession/use/sale/distribution of explosive device
- Sale, intent to sell, or distribution of drugs or imitation drugs
- Threats to educational institution

LEVEL FOUR CONSEQUENCES

- FIRST OFFENSE: - Police Referral, Long Term Suspension
- REPEATED OFFENSE: - Police Referral, Long Term Suspension, Referral to Governing Board for Expulsion

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DEFINITIONS

ABSENCES - Not present at school. Excused absence is when a parent/guardian calls within 24 hours of the absences to excuse the student. Unexcused absence is when parent/guardian did not call with in the 24-hour time period.

AGGRAVATED ASSAULT - Intending or performing assault and battery with a weapon, or any means of force likely to produce bodily injury. This category includes sexual assault and/or offenses.

AGGRAVATED BATTERY - Employing hostile contact with any kind of weapon or causing bodily harm.

ARSON - Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school related activity.

ASSAULT/BULLYING - Threatening physical harm to another, causing a present fear of imminent danger to a person including threats, gestures, and verbal assaults. The use of force, treat, or coercion to abuse, intimidate or aggressively dominate others.

BATTERY/FIGHTING - Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.

BOMB THREAT - Falsely and maliciously stating to another person that a bomb or other explosive has been placed in such a position that persons or property are likely to be injured or destroyed.

BURGLARY - To enter or remain unlawfully with intent to commit a felony or theft therein.

CONTROLLED SUBSTANCE - Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

DEFIANCE OF SCHOOL PERSONNEL/AUTHORITIES - Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

EXPULSION - "Expulsion" means the permanent withdrawal of the privilege of attending school unless the governing board reinstates the privilege. (Policy JKE)

EXTORTION - Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.

FALSE ALARM - Interfering with the proper functioning of a fire alarm system or sounding a false alarm whether by means of a fire alarm or otherwise.

GENERAL DISRUPTIVE CONDUCT - (AR.S. §13-2911) Any other conduct which disrupts the educational process, constitutes a health or safety hazard, or is in violation of specific school rules.

- Failing to provide/surrender school identification to any public-school personnel or activity sponsor upon demand.
- Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by, or provided by a teacher, principal, faculty member, or other public school official at any time whether the rule is designed for the classroom, the campus in general, or any other location or facility involving a school related activity.
- Being dressed in a manner that is potentially disruptive to the educational process.

HARASSMENT - Using any means to persistently annoy, worry, exhaust, or impede another person.

OBSCENE MATERIALS - Displaying material and/or objects which are indecent and have the potential to be disruptive.

POSSESSION - Having any substance capable of producing a change in behavior or altering state of mind or feeling, having a "look-alike" or items sold as a controlled substance.

PRINCIPAL CONFERENCE – If negative student behavior requires a conference with the principal, the principal will meet with the student at the school or make an appointment with the student and a parent/guardian to meet in the principal's office. At that time the student will have an opportunity to discuss why the conference is necessary. Teachers are encouraged to develop contact with parents for discussion of either discipline or academic behavior.

PROFANITY/VULGARITY - Language which is crude, offensive, insulting, or irreverent use of coarse words to show contempt or disrespect (swearing).

PUBLIC DISPLAY OF AFFECTION – Anything beyond holding of hands.

REFERRAL FOR LEGAL ACTION - Any illegal act by a student will be forwarded to the appropriate authorities or law enforcement agency.

RESTITUTION - Restitution will be sought for damage to, or the theft of, personal or school property. This includes damage to the school facilities (bathroom, desks, etc.); damage to or loss of computers, school textbooks, materials, and/or supplies for which student and parents are responsible; damage to personal property of school employees or students. Such matters may be referred to the proper law enforcement authorities and/or courts for further action.

ROBBERY - Taking of property belonging to another person through means of force or fear.

SEXUAL HARASSMENT - All individuals associated with the Yavapai Accommodation School District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by any individual towards another. Anyone who is subject to sexual harassment or knows of the occurrence of such conduct should inform the principal of the school.

SLEEPING- Appearance of sleeping in class (head down, and/or eyes closed, etc.)

SUSPENSION - Temporary withdrawal of a student from school and all school related activities for a specified period of time depending on the seriousness of the infraction.

TRESPASSING/UNAUTHORIZED Entering or being on school grounds or in a school building without permission.

TRUANCY/DITCHING - Truancy is an **unexcused absence** from any class or any part of a class session during the school day. Students truant from school on the day of a co-curricular activity will not be allowed to attend or participate in that activity.

USE OF TOBACCO - Smoking and the use of smokeless tobacco, e cigarettes, vaporizers, and liquid solutions in any form is prohibited on school grounds or near school campus at all times. This includes lots where students park off campus near school.

VANDALISM - Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

VAPE – (Vaping) act or devise using an electronic cigarette or similar device with nicotine (juice) or other organic smoking items.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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 have the right to review and inspect their student's records and seek to amend inaccurate or misleading information within 45 days of a request made to the school administrator. Schools are not required to provide copies of records. For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

A student's records may be disclosed without parent's consent when a legitimate education interest is seeking or intending to enroll in another school, State or Federal programs inquire, records are court ordered, or as designated as directory information. This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms.

Children with Disabilities Notification

The Yavapai Accommodation School District has the responsibility to inform the general public and all parents within our boundaries of our responsibility to make available, special education services for students with disabilities ages 3 through 21 years and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services to children birth through 2 years of age.

The school district is responsible for identifying, locating, and evaluating all children with disabilities including children ages 3 through 21 and referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a Free and Appropriate Public Education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction, and without charge to parents. New students to the district the classroom teacher will complete classroom screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, social behavior, communication, emotional problems, and psychomotor problems. If any concerns are noted the child may be referred for additional help.

Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will transition into that program by the following services.

1. Transition conferences for children ages 2 years, 6 months to 1 year, 9 months will be held.
2. By the child's third birthday, an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented.
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year service.