



**WE AIM WE PLAN WE SUCCEED**

**STUDENT PLANNER**  
**2015 - 2016**  
**GRADES 9-12**

**Sequoia Choice Precision School**  
**Grades 9-12**

*3906 E. Broadway Suite, 104  
Phoenix, Az 85040  
Phone: 602-453-3661 Fax: 602-453-3669*

**A word to the parents of our students:**

*You are entrusting your child to us. Our school rules are created with the safety and well-being of your child uppermost in our minds. We want our school to remain a safe environment at all times.*

**To Our Students**

To our students: We are partners in a program of education and training. Each of us has an important responsibility to the other. It is our job as an educational institution to provide you with the skills and knowledge so that you can find the employment you are searching for or go to College. Our skilled and qualified instructors are available to you for consultation and will provide any assistance you may need.

You, on the other hand, have an obligation to be a responsible student. We will work with you and help in every way we can but we do expect a lot from you. Your job is to follow the instructions and directions given by your teachers and/or staff members carefully and accurately. It is very important for you to pay attention in the classroom. Any disruptions in class cost us time. Please don't be shy about asking questions; we will do our very best to answer them.

You will need to develop study habits and a study schedule and stick to them. We recognize that the time you devote to studying must be borrowed from other activities you enjoy. Remember that even a relatively short period of time each day will result in better understanding and better grades. Once you make up your mind to utilize your time to the best advantage, you will find the effort well worthwhile.

If you have trouble with studying or understanding the material from class, contact your teacher so that you receive assistance. You can and *will* succeed if you make up your mind to do it.

In order to ensure that your education and training here is as beneficial as possible, the following policies and guidelines have been adopted.

**Purpose of Student Handbook**

The purpose of this student handbook is to take a straight forward approach in outlining the school's high, yet reasonable expectations for its students' academics, behaviors, dress, and overall character while on campus or at school sponsored activities. Questions and any clarity desired regarding the definitions and interpretations of the following pages are welcomed by Sequoia Choice Precision School administration, given that it is a respectful and proactive approach. Ultimately, the purpose of this handbook is to serve as a referenced outline of the expected behaviors that will enable a safe and positive culture and environment, one of which you will be proud to have your child be a part of in and outside of our school environment. We take pride in communication and this will be one example that will differentiate our school from others.

**School Vision**

The vision of Sequoia Choice Precision School is to empower individuals to achieve and perform at their highest personal level and to holistically educate students through genuine compassion, integrity and purposeful challenges. In providing a culture where every child is known, students will leave Precision with an appreciation of educational accomplishments through individual pride, respect, and responsibility with an awareness of community that is socially and morally sound.

**Policies and Procedures**

The policies and expectations that have been developed to regulate the operation of Sequoia Choice Precision School are the backbone to our culture, which is a safe and respectful environment. Students and parents are expected to be familiar with these policies and sign off on the last page and return it to the office indicating the acknowledgement of them.

**SEQUOIA CHOICE PRECISION SCHOOL  
BELL SCHEDULE  
2015-2016**

HOUR	TIME	DURATION	DAYS
1	8:30 - 9:50	80 MIN	M-F
2	9:55 - 11:10	80 MIN	M-F
Lunch	11:10 - 11:45	35 MIN	M-F
3	11:50 - 1:05	80 MIN	M-F
4	1:10 - 2:25	80 MIN	M-F
5	2:30 - 4:05	95 MIN	<i>M-Th</i>
6	4:10 - 5:40	95 MIN	<i>M-Th</i>
7	5:55 - 7:15	90 MIN	<i>M-Th</i>
Dinner	7:20-7:50	30 MIN	<i>M-Th</i>

**HALF DAY - FRIDAYS**

HOUR	TIME	DURATION
1st	8:30 - 9:25	55 MIN
2nd	9:30 - 10:30	55 MIN
3rd	10:35 - 11:35	55 MIN
4th	11:40 - 12:40	55 MIN

**SEQUOIA CHOICE PRECISION SCHOOL POLICIES AND EXPECTATIONS**

**SCHOOL HOURS**

The doors open at 8:00 a.m. before this time, no student should be in the building except under the direct supervision of a faculty member. Students who are not attending supervised activities are expected to leave campus immediately after the end of their session. Students staying for supervised activities are expected to be picked up within 15 minutes of the scheduled dismissal. Students will not be supervised after that time. It is the responsibility of the parent to provide transportation home should a student remains after school. Night school hours are from 4:00 p.m. until 8:00 p.m. Monday-Thursday. All students should be off the campus by 8:15 p.m.

**VISITORS**

The school’s policy welcomes visitors, especially parents, who have school business. To protect the safety of the students, all visitors must sign in and submit a photo ID card to the front office. Visitors will be handed a lanyard with our visitor pass on it for higher visibility within the school. Upon checkout, visitors will receive ID card when

lanyard and visitor pass is returned to the front office. Previous students are not allowed to visit the campus while school is in session. A non-Sequoia student can receive permission from the principal to shadow a student for the purpose of possible enrollment. Resistance to leave campus will result in the notification to police.

## **ATTENDANCE**

Regular attendance is one of the most important factors determining success or failure in school. Daily attendance is the responsibility of the individual student and his/her parents or guardians. Parents and students are responsible for requesting make-up work when absent, within the time specified by classroom policy. Under the No Child Left Behind Law a student must be in attendance in a class at least 95% of the semester/quarter for day school and 100% for the Night school in order to receive credit for that class. Students are required to complete and submit work dependent on the number of days absent from school (example: absent one day, student has one day to make up work). **PLEASE BRING PARENT-SIGNED NOTES TO THE SCHOOL OFFICE FOLLOWING ABSENCE. THIS IS REQUIRED.**

Legal excuses for absence may be for the following reasons:

- The student is not proper physical or mental condition to attend school. The school may request the parent to obtain a written statement from a physician as proof of the condition of the student.
- An illness in the immediate family which requires the absence of the student because of family responsibilities.
- Medical, dental, chiropractic, optometric or other valid professional appointments during non-school hours, if possible.
- A death in the immediate family; funerals for close relatives.
- Religious holidays
- A court appearance
- Quarantine as imposed by a public health officer
- Approved school activities during class time.
- Special circumstances that show good cause.

Students are allowed time of absence plus one day for each day of excused absence to complete and hand in daily work missed. Failure to meet this deadline may result in a zero grade being given for the assignment. The make-up policy regarding tests and quizzes differs from the daily work policy. Regarding tests and quizzes, students will be required to take the exam the day they return to school or on the scheduled date, provided they were in class the day the test date was announced. Students missing classes due to school functions should get their assignments *before* they depart so that they can be done when they return to classes.

### **Consequences for Absences – High School (Grades 9 – 12)**

- The parents of a student who has **five** absences within a quarter in any class will be notified by mail or phone, and a parent-principal conference will be held within five days. Students who are 18 years or older are considered emancipated under Arizona law and therefore the student will be required to meet with the principal.
- A student who has **ten** absences (excused or unexcused) from a class within a quarter will be withdrawn from the class and assigned to a non-credit study hall. The student will lose the credit for that class but may recover the credit by taking the class on-line or in a face-to-face class the following school year.
- High School students who have an absentee rate greater than 6% or a total of ten (10) days (either excused or unexcused) may be susceptible to an attendance contract and/or be withdrawn from school.
- Extraordinary circumstances such as medical conditions that can be documented in writing from a health service provider may be considered by the principal as exempt from this consequence.

## **TARDINESS**

Students are expected to be in their classes on time. A tardy is defined as “**not being in an assigned seat when the bell rings.**” Violations to policy will result in:

- Student tardiness will be documented in our PowerSchool system. Excessive tardiness will be reviewed by our attendance committee and may result in lunch detention for each violation. This includes being tardy between classes after first period.
- After ten tardy violations in a semester a student will be subject to a one day suspension and be placed on an attendance contract.
- Students that choose to be habitually tardy to classes after first period will receive a one-day out of school suspension after the fifth tardy offense within a five-week period.
- All students who arrive late to school must check in at the front office.
- **A tardy may be excused with a note from a doctor and onus of parent responsibility/fault does not negate the tardy.**

## **Tobacco-Free Campus**

Arizona Revised Statute 36-601.01

**All public, charter, or private schools where students attend classes K-12 must be tobacco free.**

In order to protect students and staff members from the hazards of smoking and from an environment noxious to non-smokers, and because the Board cannot condone the use of tobacco by students, the Board prohibits the possession, smoking, or use of tobacco by students:

- In school buildings
- On school grounds
- On school buses or other school vehicles
- At school sponsored activities
- At school bus stops

For purposes of this policy, “smoking” shall mean all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco, and snuff.

The penalty for possession and/or use of tobacco or similar products will be determined by the superintendent.

A student may be recommended for expulsion from school when there is evidence of repeated and continuous disregard of regulations and policies of the school related to possession and use of tobacco or similar products.

## **Withdrawing from School**

Any student withdrawing from Precision High School for any reason must bring a parent to sign the withdrawal form. The form, along with the student’s books, computer equipment, and any other school property, must be carried to each teacher for release, signature and grades. Any fines must be paid before withdrawal is completed. Upon completion and clearance, a copy of the withdrawal form will be given to the student to submit to another school.

## **Section 504 Policy**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who: has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual task, walking, seeing, hearing, speaking, breathing, learning, and working.

Sequoia Choice Precision School acknowledges its responsibility under Section 504/ADA (many responsibilities outlined in Section 504 also pertain to the Americans with Disability Act of 1990) to avoid discrimination in policies and practices regarding its personnel, parents, school personnel, and students. No discrimination against any person with a disability will knowingly be permitted in any program or practice in the school.

Under Section 504/ADA, the school has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504/ADA, to provide access to appropriate educational services.

**GRADING**

The Honor Roll for high school will be announced and awarded to students quarterly. The tiers for the Honor Roll are as follows:

- 3.0 - 3.49 - Honors
- 3.5 - 3.99 - High Honors
- 4.0 + - Principal's List

High school grades are based on a quarter long grade. Students will receive a grade at the end of each quarter. The final grade at the end of the quarter reflects the total points that a student earned throughout that quarter. Each student has the opportunity to earn one-half credit upon passing a class for the quarter. Each quarter is separate and equal from one another. An incomplete (“I”) may be given under certain circumstances. An incomplete will be changed to a letter grade upon the approval of the teacher and administration. The GPA (grade point average) is based on a 4.0 system. All coursework completed for college credit will require a minimum GPA of 2.0 (C average).

If a student fails two or more subjects as a final grade, he or she will be given an academic success plan.

Mark	% Equivalent	GPA
A	93-97	4.0
B	83-87	3.0
C	73-77	2.0
D	63-67	1.0
F	59 or below	0
I	Incomplete	
NC	No Credit	
P	Pass	

**CLASS RANK**

To figure out one’s GPA, the points are totaled and divided by the number of credits attempted. The GPA is cumulative with the student’s ninth (9th) grade coursework. Class Rank is determined at the end of the fifth semester of high school. Class rank is determined by a calculation of student cumulative GPA.

Valedictorian status is awarded to the student(s) earning the highest GPA in the graduating cohort class. Salutatorian status is awarded to the student(s) earning the second highest GPA in the class. Candidates for the valedictorian and salutatorian designations will be identified at the end of the fall semester of their senior year. This ranking will be based on any and all completed high school credit granting courses.

**PARENTAL ACCESS TO GRADES ON THE INTERNET**

Parents will be assigned a confidential access code to Power School that will allow them to see their student’s grades, assignments, and attendance in each class. To take advantage of this powerful tool, parents should go to <http://edkey.powerschool.com> and enter their ID and password. You can receive your ID and password from the front office.

### **THINGS TO LEAVE HOME – ELECTRONICS**

Due to the increase in cyber-bullying, distractions, misuse and disrespect, mobile phones and iPods / MP3 players are NOT ALLOWED at Sequoia Choice Precision School outside of the outlined criteria below. Students are welcome to use the office phone and classroom phone, with teacher discretion, if they need to call home. Recognizing the positives for such devices, such as safety and communication, students may use such devices before and after school.

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Sequoia Choice Precision School.

- Cell phones/electronic devices may only be used for educational purposes in the classroom setting per the instructor's direct approval and instruction.
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.
- Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

**First Offense** ~ the device will be held in the Administration office until the end of the school day. Students may pick up their phone at the end of the school day.

**Second Offense** ~ the device will remain in the main office until the end of the school day. An Administrator will assign a detention and/or establish parent contact. Phone may only be picked up by a parent.

**Third Offense** ~ the device will remain in the main office until a parent/guardian is able to personally pick up the phone from the office. The Administrator will create a success plan with the student and parents.

**Please note: If a student has any electronic device damaged or stolen, no administrative time will likely be utilized to investigate the incident nor will the school take any financial responsibility for such devices.**

### **SKATEBOARDS, SCOOTERS, ROLLER BLADES, AND BICYCLES**

Students are not allowed to ride skateboards, scooters, roller blades, or bicycles on campus at any time. These items must be "walked" when on campus.

### **LEAVING THE SCHOOL GROUNDS**

- Once a student has entered school grounds he or she must remain on campus at all times unless checkout procedures are followed.
- Sequoia Choice Precision School is a Closed Campus for lunch. This includes students not being allowed to "order in" lunch. No students are allowed to leave campus for lunch unless they have been signed out, by a parent/guardian.
- A one-day suspension will result if a student leaves school grounds without permission.

### **LEAVING A CLASSROOM**

Students are expected to remain in class. **All students are required to have a staff signed student planner for movement on campus.** A suspension may result if a student walks out of class without permission.

### **COMPUTER AND INTERNET USAGE POLICIES**

Sequoia Choice Precision School firmly believes in the educational value and applications of technology through computers and the Internet. In particular, our high school lab enables students to have access through many core, elective and collegiate courses. *Our lab and access to such courses is a privilege!*

Sequoia Choice Precision School blocks inappropriate sites on the Internet. However, the Internet is growing at such a phenomenal rate that it is impossible to block all of the inappropriate sites and/or content.

Therefore, in order to use computers and/or the Internet at Precision, a student and his/her parents/guardian must agree to abide by the following:

- I recognize and accept the responsibility for my actions and conduct on the Internet.
- I will follow the same conduct outlined in the Sequoia Choice Precision School and Expectations. Inappropriate behavior includes, but is not limited to, accessing, viewing or distributing vulgar or demeaning language, images or audio; hacking, damaging or altering software, data, or hardware so as to harm or inconvenience others.
- I understand that student use of E-mail, chat rooms, and news groups is prohibited unless the student is given permission by a teacher to do so as part of a class requirement.
- I will be courteous and respectful of property including but not limited to data, programs, written and printed materials and equipment.
- I understand that Sequoia Choice Precision School computers and Internet resources will not be used for commercial purposes without prior written consent of Sequoia's Governing Board.
- I will not participate in any form of cyber-bullying.
- I recognize that the use of the Internet and computers at Sequoia Schools is a privilege, not a right. Abuse or misuse of that privilege may result in loss of privilege or disciplinary action. If the student is enrolled in a computer or technology class the student may be dropped from that class or removed from the lab resulting in loss of credit.

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Sequoia School has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information. Files are maintained to ensure the confidentiality of the information, and to guarantee parents' and students' rights to privacy. The policies and procedures are in compliance with: *The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 132g and 1232 h and the Federal Regulations 34CFR, Part 99 issued pursuant to such act; The Education of Handicapped Children Act: Title 20, United States Code, Sections 1412(2\_(d) and 1417 © and the Federal Regulations (34 CFR 300.560.300.574) issued pursuant to such Act; and Arizona Revised Statutes Title 15 Section 141.*

**The Health Insurance Portability and Accountability Act (HIPAA)**, Standards for Privacy of Individually Identifiable Health Information; Final Rule (Privacy Rule) [45 CFR § 164.512]. Pursuant to 45 CFR § 164.512(b) of the Privacy Rule, covered entities such as your organization may disclose, without individual authorization, protected health information to public health authorities "...authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including, but not limited to, the reporting of disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions..."

#### **EXTRA-CURRICULAR ACTIVITIES AND SPORTING EVENTS**

To be eligible for participation in extra-curricular activities, a student must be passing all subjects each week with a **minimum 2.0+ GPA, with NO Failing grade.**

The grade for each subject will be calculated on Fridays, based on grades through Thursday, by averaging all grades in that class. Students who are not meeting such criteria will not be eligible to participate in competitions before, during, or after school until that the minimum required is met. *Students who have been deemed ineligible for a week or more due to not meeting the minimum grade requirement will not be allowed to participate in all activities, including practices, until the student is deemed eligible.*

Students, who desire to participate in extra-curricular activities after school including practice sessions, must be in attendance at school on the day of the activity. This is for students who are enrolled in a full four period day. The students with a shortened schedule must be in attendance the last half of their scheduled day. Exceptions, such as doctor or dental appointments may be made on an individual basis as deemed excusable by the principal. The above conditions do not apply to field trips which are part of class assignments. Students who are on suspension, or have been expelled from school are ineligible to participate in any activities until the suspension or punishment has been served. Furthermore, if a student is suspended from school, he or she will miss the next scheduled game or competition. If the student is suspended twice or more during a season, that student will be removed as an active member of that team or group. If a student is removed from a team, it is up to the discretion of administration and athletic director whether or not he or she will be allowed to participate on another team in the same school year.

**Athletic Department Mission Statement-** It is the perpetual purpose of the Athletic Department to support and administer interscholastic sports as a supplement to academic curriculum and citizenship development. The Department believes the lessons learned through sports, including sportsmanship, cooperation, commitment and the results of hard work will develop

balanced students and lead to enhanced performance in the classroom as well as in the community. The Department views athletic participation as not just a privilege, but also a key component to the mental and physical growth of Pathway students.

**Student Athlete and Parent/Guardian Conduct-** Student athletes and their families are required to conduct themselves pursuant to the Athletic Department's Mission Statement at all times during practices and games. Student-athletes and their fans are subject to removal or suspension from athletic events at the discretion of the Athletic Director, (Assistant) Principal, and/or Dean of Students for conduct (on or off-campus) that is deemed detrimental to the school and Athletic Department.

*"Your kid's success or lack of success in sports does not indicate what kind of parent you are. But having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient and tries their best is a direct reflection of your parenting."*

### **INSURANCE**

Sequoia does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their student's insurance.

### **FIELD TRIPS**

Field trips are taken for educational purposes. A student field trip permission slip is required for the student to attend the scheduled field trip. The field trip permission slip must be turned in one week prior to said field trip. Inappropriate behavior during a field trip is subject to Sequoia Pathway's regular day discipline policies and procedures. Some field trips may require particular grade limit constraints. Teachers and administration reserve the right to add additional requirements in order to participate in field trips.

### **LOST AND FOUND**

Lost and Found items are stored for 30 days. When items are not claimed and have been stored in excess of 30 days, they will be donated to a charitable group. Lost and found items are stored in the front office.

### **STUDENT PUBLICATIONS**

The Governing Board recognizes the value of official school publications in teaching journalism, English, writing and other skills. It is the intent of the board to support and encourage such publications. Students shall be required to submit publications to the principal for approval prior to distribution.

### **FIRE ALARMS/BOMB THREATS/FALSE REPORTS**

Students or persons reporting and/or creating false fire alarms, bomb threats or potentially harmful reports will be disciplined both internally and by notification of the police.

### **HEALTH SERVICES AND MEDICATION**

We ask parents to supply emergency medical information for each of their students with a list of health problems and emergency contact information. **Please inform the office if your address, home phone, business phone, or emergency phone numbers change at any time during the school year.** If we cannot reach you in an emergency, we may call the paramedics or an ambulance if necessary. The cost of this service is the parent's responsibility.

State regulations prohibit a school employee from treating an ill or injured student. If your child becomes ill or is injured, you or your emergency contact will be called. Students who cannot return to class must be promptly picked up. In order to be in compliance with state guidelines, Sequoia Choice Precision School has implemented the following policy on dispensing medications to students during school hours:

- Whether a prescription drug or an over-the-counter drug, the medication must come in the original container with explicit directions. Parents must bring the medication to the Health Office and fill out the proper forms before it can be dispensed to the student. Your pharmacist should be willing to provide two medicine vials, one for home and one for school if necessary.
- Do not send medication to the school with your child. It will not be accepted. You will be called to come to the school immediately and complete the proper forms for the child to have the medication dispensed.
- All students are required to have the proper amount of immunizations before entering school. If your child is not in compliance, his/her attendance at school may be disrupted until the series of shots needed is begun.

## **CONTRACT OF EXPECTATIONS**

Sequoia Choice Precision School is dedicated to providing a safe, nurturing atmosphere of respect that fosters a love of learning. To this end, parents and faculty have developed the Contract of Expectations that the parents and students will both sign. These policies and expectations are in effect during school hours, within the vicinity of the school and during participation in any school activity.

- All students will conduct themselves and carry out his or her actions with pride, respect and responsibility;
- All students will respect and obey the law;
- All students will respect the property of others;
- All students will demonstrate respect for ideas, beliefs, cultures, individual differences of others;
- All students will respect the privilege of education.

## **BEHAVIOR POLICIES**

The following behavior policies are a part of the contract the student and his/her parents will agree to while they are a student at Sequoia Choice Precision School. These policies are in effect during school hours, within the vicinity of the school and during participation in any school activity.

- Sequoia Choice Precision may elect not to admit students who are currently under disciplinary action or who have been withdrawn pending such action from another school, such as expulsion. If the school discovers that a student has been previously expelled, the student's enrollment may be terminated.
- A student who has been suspended or long term suspended or has withdrawn pending a disciplinary action from Sequoia Choice Precision School, may not return to the vicinity of the campus during a school day or attend any school functions. Doing so may result in the student's expulsion and or police involvement. During the school day, students may not associate with individuals who are suspended or who have been expelled.
- Sequoia Choice Precision students should avoid all individuals and groups who are involved in acts that violate the school's Contract of Expectations. Students who associate with others who are violating the Contract of Expectations may be deemed guilty by association and disciplined accordingly.
- A student and/or his possessions may be searched if there are reasonable suspicions that they are in possession of illegal, dangerous, or inappropriate items.
- A student may be required to undergo alcohol or drug screening if there is reasonable suspicion of substance abuse. A positive test result or a student's refusal to submit to such a test may result in suspension or expulsion.
- The student and a parent are required to attend a conference with the Assistant Principal, Dean of Students, or Principal to discuss readmission following a five-day suspension. *A student who is readmitted may be placed on probation. Any misconduct occurring during the probation period may result in expulsion.*

## **HOMEWORK, CLASSWORK, GRADING AND STUDENT ASSESSMENT POLICY**

- In the case of any school absences that fall within what is deemed to be allowable, students have an equal amount of day(s) to make up any missed work.
  - Ex. 1 – If a student misses a day of school, the student should receive one additional day to make up the assigned work. This, however, is not true in ALL situations such as in the case of a project and/or assessment that has been assigned for a length of time.
  - No late work will be accepted in any course that exceeds two weeks (14 calendar days) in tardiness.
- Sequoia Choice Precision School will implement the following percentages in coursework in grades 9-12:
  - 45% Assessments
  - 40% Classwork
  - 15% Homework and Participation

## **DRESS CODE,**

The purpose of Sequoia's dress code is to minimize distractions to learning and promote positive, modest choices in dress. Our dress code standards are meant to be conservative. All students enrolled in Sequoia Schools are expected to abide by the following dress code while on campus or while attending off campus Sequoia School sponsored activities including field trips, parties, and sporting events. Violations of Dress Code Standards are covered in the discipline system.

*It is our goal to remain as consistent in dress code as possible. This begins with you as parents. As dress code continues to be an ongoing issue, families should be cognizant of what is acceptable to wear to school in order to avoid the next step, which is a school*

***uniform. If a student is in violation of the dress code, the parent will be notified and expected to bring another option of dress to their student. The student will not be permitted to return to class and will be marked “absent” from class until this happens. This absence will count against the student’s attendance. Habitual offenses towards dress code could result in further disciplinary actions. Any concerns or confusion regarding dress code needs to be directed to school administration.***

Specific standards are covered in the following:

- Clothing that is cut off, tattered, torn, or has holes must be repaired before being worn to school. Clothing that is bought or deemed “fashionable” with holes, may be worn pending the approval of the administration. Generally speaking, holes may not exceed one inch in diameter and should remain in the vicinity of one’s knee. Inappropriate showing of skin or undergarments through holes is unacceptable.
- Gang paraphernalia including, but not limited to, bandannas, hairnets, and clothes with obvious gang colors or markings, may not be worn.
- Clothing with chains may be worn if the chains are attached or sewn to the clothing and are not hanging free.
- Baseball caps, hats, hoods or visors may be worn to and from school and during outside activities. They may not be worn inside any building.
- Shirts or T-shirts must cover the waistband of pants, or stay tucked-in to the waistband of the pants, with no midriff or lower back exposed at any time. Button up shirts must be completely buttoned with an exception of the top collar button.
  - FEMALES: Shirts must meet the minimum requirement of covering the area that meets the upper-shoulder (“tank tops” are NOT allowed) and must fit closely under the armpits. Low-cut necklines are not acceptable. No tube tops are allowed, nor are any shirts that may expose one’s midriff, back or side skin and this includes when the student raises his or her hand(s) in class. No part of a bra or bra straps may be exposed.
  - MALES: All shirts must have sleeves and at least cover the shoulder.
- Pants, Shorts, Bottoms
  - FEMALES: Shorts and skirts must pass the “pointer finger” rule, which means that the clothing may not be shorter than where the student’s pointer finger touches the leg when the arm is hanging straight down. “Yoga” and knit pants may be worn but must fit appropriately (administrative discretion). Clothing that restricts movement is not acceptable. Tights and leggings may be worn under proper length shorts, pants, skirts and dresses that comply with dress code.
  - MALES: Extremely baggy/saggy style shorts or pants showing underclothing, are not acceptable. The fact that a student may wear an excessively large shirt in attempt to hide the baggy pants does not negate the fact that pants or shorts are deemed to be baggy. All pants/shorts must fit around the waist and be properly fastened. The length of the pants should be appropriate for the height of the student, not hinder walking or running.
- Inappropriate, suggestive, or obscene language, advertisements or images including violence, drugs, alcohol, tobacco, sex, nudity, occultism, gang symbols, racism, sexism or other possible offensive symbols are not allowed on any article of clothing or on any item brought to school.
- No house slippers, regardless of sole, or any foot coverings that appears to be unsafe for everyday activity may be worn. Sandals are allowed but must have sufficient covering to remain on the foot during normal school activity. Soles and heel of shoes or sandals may be no higher than two inches.
- Facial piercings are limited to a single stud in the nose only; no hoops, rings, or spikes may be worn in one’s face. “Clear piercings” are not an exception. All other facial piercings are not allowed, examples are but not limited to lip, tongue, eyebrow, chin, and cheek. Earrings and all other jewelry should be moderate in size and amount worn so as not to be a distraction or pose a safety hazard for the student.
- No spiked accessories are allowed. This includes earrings.
- Hair must be a natural human hair color; blue, green, pink, orange, bright red, purple and all other unnatural shades are NOT permitted. If a student chooses to dye his or her hair, it must be a color that a human can naturally grow. Hair may not be distracting to others. Appropriate grooming and hygiene standards must be met. Hair must be neat, clean and conservative in color cut and style. No Mohawks, long spikes (longer than 2 inches) or brightly, unnaturally colored hair allowed. Streaking, tipping and other hair-coloring treatments and styles may be considered out of dress code if teachers/admin deem them distracting to learning. “Feathers” may be worn if they match the student’s hair at the time. Exceptions in hair coloring may be made for plays, parties or other school events with safety and modesty being a priority.
- No transparent or see-through clothing is permitted.
- No trench coats, long coats, or coats whose bottom hem is below the knees are allowed.
- Pajamas (and pajama pants) and all other types of sleepwear are not permitted. Exceptions may be made for school events and parties.

The Supreme Court has decided that although students do not give up their Constitutional Rights on school grounds, the free speech rights of students are not absolute (Tinker and Bethel). Courts have also found that schools are allowed, within constitutional bounds to

consistently apply a reasonable dress code that reflects its values and serves the valid educational function of instilling discipline and creating a positive educational environment (Hines v. Caston). [In addition, federal courts have found that students have no Constitutional Right to wearing “sagging” pants (Bivens v. Albuquerque).]

*Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with this dress code, they should contact the administration prior to wearing such attire or accessories in order to ensure compliance. On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code.*

#### Administrative Discretion

Sequoia Choice Precision School administration has the final decision whether a garment or accessory meets the dress code. Parents will be notified if a student is in violation of the Sequoia Choice dress code. Students may be asked and will be expected to fulfill any reasonable request by administration. Additionally, continuous disregard of dress code could result in a suspension.

## **DISCIPLINE AND ATTENDANCE POLICIES SEQUOIA CHOICE PRECISION SCHOOL**

### **PHILOSOPHY**

The Board of Education believes that the primary obligation for developing self-discipline, responsibility and respect for other people rests with the home and the parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behaviors, and must provide a positive learning environment; therefore, a strong teacher-parent partnership will be created to increase student achievement. Classrooms are places of learning. Students will be held responsible for their behavior, grades, and success. In order to meet this shared responsibility for the maintenance of positive behavior:

#### **PARENTS SHOULD:**

- Keep in regular communication with the classroom teachers concerning their student's conduct and academic progress.
- Be in communication with the front office with any anticipated absence or tardy.
- Ensure that their student is in daily attendance and promptly report any absence or tardy.
- Provide their student with the resources needed to complete class work and be successful in school.
- Assist their student in being healthy, well groomed, and clean.
- Bring to the attention of school authorities any problem or condition which affects their student or other students in the school community.
- Discuss report cards, classwork, homework, as well as grades and attendance online.
- Maintain current telephone numbers including home, work, cell phone, and emergency contact numbers. If these change, please call (602)453-3661.

#### **STUDENTS SHOULD:**

- Attend all classes daily and be on time.
- Come to class prepared with appropriate materials.
- Work to the best of their ability.
- Come to school to learn.
- Be respectful of all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well-groomed and clean.
- Graduate from high school.
- Prepare for advanced training beyond high school.
- Abide by the rules and regulations set forth by the school and classroom teachers.
- Remain out of staff vehicles at all times.

#### **EDUCATORS SHOULD:**

- Set high expectations for student learning and achievement.
- Maintain a positive and safe learning environment.
- Provide a flexible curriculum to meet the needs of all students.
- Utilize a discipline program based upon fair and impartial treatment of students.
- Develop a positive working relationship among staff and students.

- Establish and maintain regular communication with parents.
- Seek to involve the entire learning community in order to improve the quality of life within the school and community.

### **PURPOSE**

To ensure an atmosphere that is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities. In an effort to preserve this balance, the school has approved this code. The intended effect is to create a positive and safe learning environment for the Sequoia Choice Precision School.

The various sections of this policy are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

### **INTRODUCTION**

Sequoia Choice Precision School students are expected to have self-respect and self-discipline in order to be successful in the classroom and on campus. All teachers will implement a classroom discipline plan which includes consequences and rewards. Additionally, Sequoia Choice Precision School teachers have implemented Lunch Detention and Success Plans for those students that violate classroom rules.

The Student Code of Conduct as stated in this planner will be enforced through disciplinary referrals by staff members, teachers, and other personnel. The administration will process all disciplinary referrals using the guidelines stated in the planner.

### **DEFINITIONS**

**Bullying:** Sequoia is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying.

Definition: Use of superior strength or influence to intimidate someone typically to force him or her to do what one wants. *A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.*

**Cyber Bullying:** Electronic posting of mean-spirited messages about a person (as a student) often done anonymously. Typically, cyber bullying is seen through text (SMS and MMS) messages and social media avenues such as, but not limited to, Facebook and Twitter. As the access and availability of such technology has dramatically increased over recent years, it has been a challenge to keep up with this trend.

As a school, we understand students to be extremely savvy in their use of such technology and while most intentions are good, we have found that not all students understand the impact and lasting impression of such actions. In past years, it has been policy that a student's life and any conflicts outside of school are deemed personal and it does NOT involve the school. However, it has become extremely apparent that this is not the case as it nearly always leaks over into the daily life of school for said individuals.

*It is now the policy of Sequoia Choice Precision School that in the scenario of any cyber bullying taking place between Precision students, it will be considered and handled as a school matter and in alignment with our student behavior policies.*

As parents, Sequoia Choice Precision School encourages you to be leaders in this charge. Please be cognizant of what you post on social media sites for the sake of modeling such behaviors for our students.

### **SEARCHES**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Items provided by the school for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student, but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy: lockers, desks, storage areas, backpacks, vehicles, etc., may be inspected at any time without notice by school personnel. A.R.S. 8-303, 8-823, 8-304, 8-802, 8-821, 13-3881, 13-3883 A.G.O. I04-003, I88-062, I77-211, I91-035, IAll school property including student lockers, desks, and storage areas are subject to being searched by

school officials. When school officials have reasons to suspect\* that someone is harboring contraband\*\* in or on school property, a reasonable effort should be made to contact the student so that an inspection may be conducted in the presence of the student and a witness. If the student cannot be located immediately, the search may be conducted in the presence of a witness.

\*Reasonable suspicion is more than a hunch. It must be based on observed facts or reliable information. Reasonable suspicion means that one has a good reason to suspect that what is being sought can be found within the object or area to be searched.

In view of the escalating presence of weapons in our schools, the governing board authorizes the use of hand-held or walk-through metal detectors to check a student's person personal effects as follows:

- School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (example: on all students in a randomly selected class; on every third individual entering an area). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.
- A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

*All persons entering any Sequoia Choice Precision School facility may be required to pass through a metal detector to prevent weapons from entering the buildings or a random check at any time.*

\*\*Contraband means all substances or materials prohibited by school policy or state law.

If probable cause\* exists that a student is harboring contraband, then:

1. Personal property including handbags, wallets, book packs, and vehicles may be searched
2. A student's person may be searched subject to these conditions:
  - a. Any search of a person (including a pat down) will be in the presence of one witness and will be conducted by persons of the same sex as the suspect.
  - b. Strip searches should be avoided under all conditions unless an extreme emergency exists which jeopardizes the immediate health and safety of the suspect or other persons on the premises. This type of search will be reported to the superintendent's office.

\*Probable cause means that school officials must be convinced by their knowledge of the situation (including reliable information given by other persons) that is more probable than not the object sought can be found within the area searched82-094

**Detention:** A detention will be held at lunch and will last for the entire lunch period for students. Students will be given an ample amount of time to eat during the detention. A detention may be given to a student for reasons including, but not limited to, tardiness, disrespect, insubordination, or failure to follow reasonable requests which are defined by Sequoia Choice Precision School. A student's failure to report to detention on time will result in receiving another detention. After the fifth detention, students will receive a one-day suspension if the five prior detentions occurred within a five-week time period.

**Suspension:** The act of prohibiting a pupil from attending school and school-related activities for a period up to ten (10) school days.

**Out-Of-School Suspension:** A suspension that must be served away from the school building and grounds. A student that is suspended shall not attend any school activity while on suspension.

**In-School Suspension:** A suspension that will be served within a designated room and place at school. The student will be allowed to use the restroom upon request and will be served lunch if they have paid for one. The student will generally be isolated and will receive schoolwork and/or homework that is assigned by their teachers.

**Expulsion:** An action taken by the school board to prohibit an enrolled pupil from further attendance.

**SCHOOL AND CAMPUS DISCIPLINE**

The purpose of sending a student to the Dean of Student’s, Assistant Principal's or Principal's office is to remove a disruptive student from interrupting the learning process. During this time, the student will have their Disciplinary Referral processed, which includes a phone call to the parents informing them of the consequences of their actions.

The disciplinary consequences for each step are as follows:

- STEP 1:** Referral to Principal/Dean for a conference, incident recorded.
- STEP 2:** Referral to Principal/Dean for a conference. Notice sent to parents and lunch detention.
- STEP 3:** One **(1+)** day suspension. Parent notification and written notice sent to parent.
- STEP 4:** Two **(2+)** days suspension. Parent notification and written notice sent to parents.
- STEP 5:** Three **(3+)** days suspension. Re-entry conference with student and parent and re-entry behavior contract.
- STEP 6:** Expulsion hearing before the Board of Education.

*With the discretion of the administration and with parent permission, a student may be asked to perform community service in the cafeteria or around campus in lieu of a detention. It is up to the discretion of the administration as to whether or not a student is to serve an out of school suspension (OSS) or an in school suspension (ISS). With the exception of a fight or other actions that may warrant expulsion, a student may be put on a behavior contract after a series of suspensions. If a student violates a behavior contract, a three-day suspension will occur for the first violation, a five-day suspension will occur for the second violation, and a ten-day suspension will occur for the third violation and every violation thereafter. The exception to this series of disciplinary actions is a physical fight or any other action that may warrant expulsion.*

*With the discretion of the teacher, there may or may not be homework or make-up work provided in any case of disciplinary action that results in a suspension.*

Administrative Discretion

The administration at Sequoia Choice Precision School reserves the right to have the discretion to determine the final consequence for any particular action or behavior.

**A. SCHOOL AND CLASS ATTENDANCE**

**Right** - Students enrolled in a Sequoia Choice Precision School who are under the age of 21 are entitled to an education through the twelfth grade.

**Responsibility** - Students are expected to attend school every day.

**Policy** - Students will attend all classes and required meetings unless excused by the administration. Students are required to report to school and classes on time and remain on the school campus during regular school hours unless excused by school authorities.

<b><u>INFRACTION</u></b>	<b><u>STEP</u></b>	<b><u>SPECIAL PROVISIONS</u></b>
<b>A-1 TRUANCY:</b> Being absent from school without permission of parents or administrators	3 .	
<b>A-2 UNEXCUSED ABSENCE:</b> Failure to report to assigned classes	3	
<b>A-3 TARDIES:</b> Not in assigned seat beginning of session	2	
<b>A-4 EXCESSIVE TARDINESS:</b> 6 or more in a 5 week period.	3	Behavior contract

<b>A-5 EXCESSIVE ABSENCES:</b> 10 or more in an 18 week period	3	Behavior contract or withdrawn from school
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**B. STUDENT/STUDENT RELATIONSHIPS**

**Right:** Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being and property.

**Responsibility:** Each student shall be responsible to respect the feelings, property and physical well-being of other students.

**Policy:** Students will refrain from physical and verbal abuse and harassment directed at other students as well as any damage or theft of the property of a fellow student.

<u><b>INFRACTION</b></u>	<u><b>STEP</b></u>	<u><b>SPECIAL PROVISIONS</b></u>
<b>B-1 THREATENING/INTIMIDATING ACTS:</b> The act of verbally, or by gesture, threatening the well-being, health, or safety of any student on school property, at a school activity or to and from school.	3-5	Behavior contract
<b>B-2 FIGHTING/ASSAULT:</b> Demonstrating hostile physical contact where one party inflicts harm on another.	5-8	Referral to police when appropriate; Behavior contract
<b>B-3 DISRESPECT:</b> To insult; call derogatory names; use obscenity toward, dishonor, or in other manner abuse verbally or in writing any member of the student body.	3	Behavior contract
<b>B-4 BULLYING:</b> Any form; Physical, Verbal (name calling) Behavior contract relationships, spreading rumors) Social Media, and Cyber.	5	Referral to police; (e.g. threats, taunting, teasing, Psychological (e.g. manipulating social
<b>B-5 SHAKE DOWN:</b> The act of extorting anything of value from a person in the school, under pressure of either implied or expressed threats.	5	Referral to police; Behavior contract
<b>B-6 PROPERTY DAMAGE:</b>	3-5	Restitution required through parental contract
<b>B-7 THEFT:</b> Stealing of items or being an accessory to the act of stealing.	5-8	Restitution required through parental contract. Referral to police.
<b>B-8 HORSEPLAY:</b> Examples are, but not limited to tripping, shoving, punching while “just playing”	1-3	
<b>B-8 SEXUAL HARRASSMENT:</b> Unwanted words and/or touches of a sexual nature.	5-8	Referral to police.

**C. STUDENT/STAFF RELATIONSHIPS**

**Right:** Students and staff have a right to work, study, and teach in an atmosphere of mutual

respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

**Responsibility:** Students have the responsibility to respect authority, feelings, physical well-being and property of members of the school staff.

**Policy:** Students shall refrain from willful and persistent disobedience, disrespect, threats or attacks directed at members of the school staff, as well as damage to, or theft of property belonging to school staff members.

<u>INFRACTION</u>	<u>STEP</u>	<u>SPECIAL PROVISIONS</u>
<b>C-1 INSUBORDINATION:</b> The willful failure to comply with any lawful instructions or reasonable requests of teachers, student-teachers, principals or during any period of time when he or she is properly under the authority of such school personnel.	2-3	other authorized personnel
<b>C-2 THREATENING/INTIMIDATING ACTS:</b> verbally or by gesture threatening the well-being, health or safety of any member of the school staff.	5-7	Notify Police; Behavior contract
<b>C-3 ASSAULT:</b> The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	8	Notify Police
<b>C-4 DISRESPECT:</b> To insult, call derogatory names, dishonor, make gestures, or in any other manner abuse verbally or in writing any member of the school staff.	4-5	Behavior contract
<b>C-5 DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE STAFF:</b> Either on or off the school grounds.	5	

#### D. SCHOOL PROPERTY

**Right:** Each student is entitled to a well-maintained, clean and aesthetically pleasing school environment.

**Responsibility:** Each student is responsible to respect and help maintain the appearance and cleanliness of the campus.

**Policy:** Acts of vandalism, theft from and abuse of school buildings and grounds are prohibited.

<u>INFRACTION</u>	<u>STEP</u>	<u>SPECIAL PROVISIONS</u>
<b>D-1 VANDALISM:</b> The act of willful destruction of public property.		Behavior contract
<b>D-1A:</b> Destruction to render unusable	5	Restitution
<b>D-1B:</b> Defacing damage requiring repair	4-5	Restitution
<b>D-1C:</b> Damage to printed material	3	Restitution
<b>D-2 THEFT</b>		
<b>D-2A:</b> Theft not serious enough to report to police (\$50.00 or less)	5	Restitution
<b>D-2B:</b> Major theft (\$50.00 or more)	6	Report to police

<b>D-3 LITTERING</b>	1	Clean up
<b>D-4 WRITING ON DESKS, TABLES OR WALLS</b>	4	Restitution
<b>D-5 BREAKING AND ENTERING</b> To forcefully enter a school building or room.	5-8	
<b>D-6 LOITERING</b> To occupy a given area of which one is unscheduled or unpermitted to be present.	2-4	

**E. PROTECTION OF THE PUBLIC PROPERTY**

**Rights:** All people have the right to be safe and secure.

**Responsibility:** Students have a responsibility to conduct themselves in such a manner as to not pose a threat to the health and welfare of others.

**Policy:** The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u><b>INFRACTION</b></u>	<u><b>STEP</b></u>	<u><b>SPECIAL PROVISIONS</b></u>
<b>E-1 DETONATION OF EXPLOSIVE DEVICES</b>	8	Referral to police
<b>E-2 FALSE ALARMS</b> <b>E-2A</b> The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. <b>E-2B</b> Bomb threats.	8	Referral to police
<b>E-3 ARSON</b> The willing and malicious burning of or attempt to burn any part of any building or any property of the school or its staff and students.	8	Referral to police
<b>E-4 IMPROPER USE OF MOTOR VEHICLES</b> <b>E-4A</b> Reckless driving. <b>E-4B</b> Unauthorized driving during the school day. <b>E-4C</b> Being in the parking lot during the 1 school day without a pass.	3-6 3	Referral to police
<b>E-5 POSSESSION OF WEAPONS IN SCHOOL BUILDINGS, ON SCHOOL GROUNDS ON SCHOOL RELATED TRANSPORTATION OR AT SCHOOL ACTIVITIES:</b> Weapons include: firearms, a knife with a locking or fixed blade, a destructive device or a dangerous instrument.	8	Referral to police
<b>E-6 POSSESSION OF SIMULATED WEAPONS:</b> Simulated weapons are	7-8	Referral to police Behavior contract

defined as an instrument, toy, or device that represents a weapon or firearm made of any materials that creates a replica or facsimile version. Any object such as a stick or finger concealed under clothing and portrayed as a firearm or weapon.

<b>E-7 OFF PREMISES THEFT AT SCHOOL SPONSORED ACTIVITES</b>	5	Referral to police
<b>E-8 ABUSE OF TECHNOLOGY:</b> Inappropriate use of internet through non-authorized websites, e-mails, postings, and other acts.	3-4	Loss of technology rights and access; removal from lab

**F. ALCOHOL, TOBACCO AND ILLEGAL DRUGS**

**Right:** Each student has the right to associate with students who are free from the use of alcohol, tobacco and illegal drugs and not be subjected to those wishing to buy, sell or use such substances.

**Responsibility:** Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

**Policy:** The use or sale of any non-prescription drugs, alcoholic beverages or tobacco is prohibited on schools grounds as well as at school sponsored activities.

<u>INFRACTION</u>	<u>STEP</u>	<u>SPECIAL PROVISIONS</u>
<b>F-1 ALCOHOL AND DRUGS</b>		
<b>F-1A</b> Possession of alcohol, illegal drugs or drug paraphernalia.	8	Referral to police
<b>F-1-B</b> Selling or transmitting alcohol or illegal drugs and/or paraphernalia.	8	Referral to police
<b>F-1-C</b> Noticeably under the influence of alcohol or illegal drugs by obvious behavior and mood changes and/or the smell of substances on the person.	5-7	Referral to police when appropriate; behavior contract
<b>F-1-D</b> Student observation of the use of illegal drugs or alcohol.	4	Referral to police
<b>F-1-E</b> Use, distribution or under the influence of over the counter (otc) drugs.	4-7	Referral to police Behavior contract
<b>F-2 TOBACCO:</b> Possession, use, and/or distribution appropriate; Behavior	4	Referral to police when on school grounds.  contract

**G. OTHER DISCIPLINARY INFRACTIONS**

<u>INFRACTION</u>	<u>STEP</u>	<u>SPECIAL PROVISIONS</u>
<b>G-1 REPEATED OR SERIOUS CLASSROOM DISRUPTION</b>	3	Parent conference; Behavior contract
<b>G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES</b>	1-4	Possible exclusion
<b>G-3 CHEATING/PLAGERISM</b> (i.e. Stealing a test,	3-7	Extreme circumstances

tampering with a grade book, copying work, etc.)		may result in expulsion.
*Administrative and teacher discretion may be used.		
<b>G-4 FORGERY:</b> Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, et cetera).	4	
<b>G-5 INAPPROPRIATE USE OF ELECTRONICS:</b> Cell phones, iPods or MP3 players (except for educational or medical purposes) and other inappropriate electronic devices.	1-3	Confiscated-required parent pickup
<b>G-6 ABUSIVE OR OFFENSIVE LANGUAGE:</b> used in the presence of staff members and/or students including written notes or published material as well as vocal.	3	
<b>G-7 PUBLIC DISPLAY OF AFFECTION:</b> inappropriate touching or embracing that would be considered a personal matter that should not be displayed in public.	2-5	
<b>G-8 DRESS CODE VIOLATION:</b> not adhering to the published dress code for the school.	3	Behavior contract
<b>G-9 PURPOSE FALSE ACCUSATIONS AND/OR SLANDER TO STUDENT(S)/STAFF</b>	3-7	
<b>G-10 REFUSAL TO COOPERATE IN SCHOOL INVESTIGATION:</b> non-cooperation with school investigations or lying to school authorities in the course of an investigation.	8	Grounds for expulsion
<b>G-11 GAMBLING:</b> Participating in games of chance for the purpose of exchanging money or something of value.	3	
<b>G-12 INAPPROPRIATE WRITTEN MATERIAL</b> Notes, drawings, symbols, or other written representations that depict offensive scenes, dangerous acts, drugs/alcohol, racism	3-4	
<b>G-13 UNAUTHORIZED SALES:</b> Selling of items without proper/prior approval from staff or selling of stolen or banned goods.	3-8	Behavior contract Referral to police

Sequoia Choice Precision School    Graduation Evaluation 2014+ (Standard)

Name \_\_\_\_\_ Evaluation Date \_\_\_\_\_ Expected Grad \_\_\_\_\_

English - 4 Credits (8 Semesters)

1 English 9	3 English 10	5 English 11	7 English 12
2 English 9	4 English 10	6 English 11	8 English 12

Math - 4 Credits (8 Semesters)

1 Algebra 1A	3 Geometry 1	5 Algebra 2A	7 Business Math 1
2 Algebra 1B	4 Geometry 2	6 Algebra 2B	8 Business Math 2

Social Studies - 3 Credits (6 Semesters)

1 World History/G 1	3 American History/Az 1	5 Government
2 World History/G 2	4 American History/Az 2	6 Economics

Science - 3 Credits (6 Semesters)

1 Earth Science 1	3 Biology 1	5
2 Earth Science 2	4 Biology 2	6

Fine Arts/CTE – 1 Credit (2 semesters)

1
2

Electives – 7 Credits (14 semesters)

1 (PE)	7	13
2	8	14
3	9	
4	10	
5	11	
6	12	

22 Credits necessary to graduate.





## BEHAVIOR REFERRAL FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time or Period: \_\_\_\_\_ Grade: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

LEVEL I INFRACTIONS	
<input type="checkbox"/> 1 Controlled Substance:Distribution <input type="checkbox"/> 2 Employee Assault	<input type="checkbox"/> 3 Explosive Devices <input type="checkbox"/> 4 Weapons

LEVEL II INFRACTIONS	
<input type="checkbox"/> 5 Arson <input type="checkbox"/> 6 Assault <input type="checkbox"/> 7 Cont.Sub:Posses/Use/Para. <input type="checkbox"/> 8 Directed Profanity/Gestures	<input type="checkbox"/> 9 Gang/Gang-Like Activity <input type="checkbox"/> 10 Harassment / Intimidation / Bullying <input type="checkbox"/> 11 Threat to Employee/Student/Other

LEVEL III INFRACTIONS	
<input type="checkbox"/> 12 Academic Misconduct <input type="checkbox"/> 13 Defiance <input type="checkbox"/> 14 Destruction of Property <input type="checkbox"/> 15 Disrespect <input type="checkbox"/> 16 Dress Code Violation <input type="checkbox"/> 17 Electronic Device in Class <input type="checkbox"/> 18 Fighting <input type="checkbox"/> 19 ISS Infraction <input type="checkbox"/> 20 Play Fighting/Horseplay	<input type="checkbox"/> 21 Tardy <input type="checkbox"/> 22 Theft <input type="checkbox"/> 23 Throwing Items <input type="checkbox"/> 24 Tobacco Use / Possession <input type="checkbox"/> 25 Transportation Violations (Per Policy) <input type="checkbox"/> 26 Truancy (Per Policy) <input type="checkbox"/> 27 Under the Influence <input type="checkbox"/> 28 Unnecessary Physical Contact/PDA <input type="checkbox"/> ** Other

**INFRACTION DETAILS:**


Teacher recommended Consequence: \_\_\_\_\_

PLEASE MARK INTERVENTIONS YOU HAVE ALREADY TAKEN	
<input type="checkbox"/> 1 Modified Methods/Positive Experiences <input type="checkbox"/> 2 Afterschool Detention(s) <input type="checkbox"/> 3 Phone call(s) home <input type="checkbox"/> 4 Behavior/Academic contract(s) <input type="checkbox"/> 5 Provided Choices <input type="checkbox"/> 6 Letter(s) Home	<input type="checkbox"/> 7 Lunch Detention(s) <input type="checkbox"/> 8 Moved Seat <input type="checkbox"/> 9 Removed from class <input type="checkbox"/> 10 Verbal Warning(s) <input type="checkbox"/> 11 Voluntary time-out(s) <input type="checkbox"/> 12 Other

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Action Taken: <input type="checkbox"/> LD <input type="checkbox"/> ASD <input type="checkbox"/> ISS <input type="checkbox"/> OSS <input type="checkbox"/> OTHER  DATE: _____ Days: 1/2 (AM PM) 1 2 3 4 5 6 7 8 9 10  Other: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 2px;">Re-Entry conditions:</th> <th style="text-align: left; padding: 2px;">Parent Conference</th> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Behavior Plan</td> <td style="padding: 2px;">Date: _____</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Behavior/Academic contract(s)</td> <td style="padding: 2px;">Time: _____</td> </tr> </table>	Re-Entry conditions:	Parent Conference	<input type="checkbox"/> Behavior Plan	Date: _____	<input type="checkbox"/> Behavior/Academic contract(s)	Time: _____
Re-Entry conditions:	Parent Conference						
<input type="checkbox"/> Behavior Plan	Date: _____						
<input type="checkbox"/> Behavior/Academic contract(s)	Time: _____						

SEQUOIA CHOICE PRECISION SCHOOL  
3906 E. Broadway Suite 105  
Phoenix, AZ 85040

**Sequoia Choice Precision Schools Automobile Policies**

Students are expected to drive and operate motor vehicles in a safe and responsible manner at all times when on campus. The campus speed limit is 10 MPH. The safety of the drivers and all persons in the area is of extreme importance. You are expected to use good judgment in operating a motor vehicle and to avoid any situation that would endanger yourself or others.

**Rules Regarding Student Driving, Parking, and Use of Vehicles on Campus**

- Only students who possess a valid driver's license are permitted to drive to school and park in the school's parking lot. Vehicles driven on to the Precision campus must be properly licensed, insured and free from offensive bumper stickers, window stickers or other materials that would be considered offensive through generally held beliefs.
- Students are responsible for operating their vehicles safely and within the rules of school. Failure to do so may result in the loss of parking privileges on campus.
- Students are not to visit cars or the parking lot during the school day. Cars are not to be used for books/equipment storage during the school day.
- Students may not park their vehicles in the first two rows of parking spaces, south of the building. Staff member and school vehicles have priority for parking spaces over students. Students are not to park in any parking space that is labeled reserved for a staff member or school vehicle.
- Student vehicles may be searched if there is reasonable suspicion that they are in possession of illegal, dangerous, or inappropriate items or substances. A student's refusal to cooperate with such a search may result in suspension or expulsion. By signing this form and parking your vehicle on Sequoia School campus you give consent to search.
- Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, fines and/or suspension from school may result when these regulations are violated.
- The speed limit for the entire length of the parking lot is ten (10) miles per hour.
- Students are responsible for notifying the school if they change cars during the school year and for the proper registration of each vehicle.

\_\_\_\_\_ Date \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature

**SEQUOIA CHOICE PRECISION SCHOOL**  
**SIGN -OFF SHEET**

Dear Parents/Guardians and Students,

Please read the following pledge and sign:

As the parent or guardian of this student, I pledge that I have read this handbook with my son/daughter. Together we acknowledge our understanding and acceptance of all the policies and procedures of Sequoia Choice Precision School contained in this handbook.

Our signatures below also signify our acceptance of the Technology Use Agreement, Fees Schedule, Automobile Agreement, Visitor Policy, and Photo/Video Permission. We further acknowledge we understand the requirements for graduation and the grading scale. Sequoia Choice Precision School has taken precautions to minimize network access to inappropriate material. However, we also recognize it is impossible for the school to restrict access to all questionable materials and as such we will not hold them responsible for materials acquired on the network. We acknowledge being informed that the classroom books furnished to this student by the school are for this student's use. The books do not belong to the student and it is agreed they will not be defaced in any way. If these books need to be replaced, the replacement cost will be the responsibility of the student/parent. It is agreed that all books will be returned prior to the last day of school.

We acknowledge the levels of discipline as outlined in the Discipline Guide, and will respect the schools authority to handle matters of discipline.

After signing, carefully remove this page from the handbook section. Your son/daughter is required to return this page to their teacher the first day of school. If you have any questions concerning any of the information in the handbook section, please call Sequoia Choice Precision School at 602-453-3661. Failure to return this form could result in denial of certain privileges on campus, such as use of the computers. These policies and procedures may be revised at the discretion of the administration if deemed in the best interest of the school. If revisions are made, you will be notified immediately. School administrators reserve the right to modify, change and add to the policy and procedure handbook.

\_\_\_\_\_  
(Print Student's Name)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)