

SIERRA SUMMIT ACADEMY



STUDENT HANDBOOK

2004/2005

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WELCOME

Fall 2004

Dear Students and Parents,

Welcome!

As part of a community and a school we all share in the responsibility to create an environment that is safe, welcoming, and encourages learning. This handbook is designed to outline the responsibilities and expectations of Sierra Summit Academy. Together we can ensure students will reach their full potential and become the leaders and scholars of the future.

Please read and sign all sections of the Sierra Summit Academy Student Code of Conduct signature form and return it as soon as possible.

Thank you,

Lisa Cohne, MSW
Director of Education

-----Cut along this line and return bottom-----

Sierra Summit Academy Code of Conduct Signature Form

Signature required in all areas

Student Name _____
Last Name First Name Grade

Student Code of Conduct Agreement

I have received a copy of the Sierra Summit Academy handbook, reviewed the Student Code of Conduct, and agree to abide by the Sierra Summit Academy Code of Conduct stated in the handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Responsibilities and Rights of Students

1. **Educational Opportunity:** Every student enrolled at Sierra Summit Academy is entitled to the opportunity to receive a quality education through access to a professional staff and adequate facilities. Students who participate in Sierra Summit Academy school programs, on or off school property, agree to comply with the rules, regulations, and provisions of the program.
2. **Use of Educational Resources:** Students share the responsibility for the preservation and care of school property. Any unauthorized use, deliberate destruction, damage, or defacing of school property is a violation of Sierra Summit Academy's Code of Conduct..
3. **Special Programs:** All students identified with disabilities shall receive special education services commensurate with their abilities and needs.
4. **Freedom of Speech:** Sierra Summit shall maintain an educational environment conducive to learning, study, and the free exchange of ideas and opinions. Students have a responsibility to respect others at all times. Use of language or expressions that are considered obscene or derogatory in nature will not be tolerated. Comments about one's race, color, creed, national origin, age, gender, or handicapping condition that are considered defamatory or otherwise discriminatory or offensive are not permitted.

Students have the right, and are encouraged to develop, express, and exchange their ideas and opinions. In order to maintain this right, students must be able to express their ideas within the proper academic context. Students have an obligation to express themselves responsibly and respectfully without incurring penalty or repercussion through academic evaluation.

Students are entitled to express their personal opinions in writing. Students are further permitted to circulate petitions. The manner of distribution of such material shall not interfere with or disrupt the educational process.

5. **Student Records:** Parents/guardians have equal rights to inspect and to review a student's records unless the school has been provided with a valid court order to the contrary. Review and inspection of a student's record by others may also occur under the following circumstances:

- a. Prior written consent of the student's parents of the eligible student has been received.
- b. Law enforcement or probation officers are operating under the direction of the court.
- c. Under certain limited circumstances, it is permitted by the federal Education Rights and Privacy Act of 1974 (FERPA) 20 USC 1232(g) and 1232(h) and by federal regulations issued pursuant to that statute.

Students, parents/guardians, or any eligible student may notify the school in writing if they object to the release of any or all student information. The aforementioned parties may also request access if they wish to correct parts of the student's educational record which is believed to be inaccurate, misleading, or in violation of the student's rights. The right to request access to correct education records includes the right to a hearing to present evidence that the record should be changed if the school declines to make the requested change.

6. **Student Publications:** The school principal is the official publisher of school-sponsored publications. Student editors of school-sponsored publications shall be guided by the policies of the school and shall adhere to accepted standards of responsible journalism including, but not limited to prohibition of libel, intentional distortion of facts, or reckless disregard for the facts. Authorship shall be disclosed and opinions shall be identified as such. Student editors of school-sponsored publications must provide the opportunity for other students, teachers, and administrators to express views that are contrary to editorial opinion.

All material to be published in school-sponsored publications shall be submitted for approval to the staff sponsor before publication. Any materials submitted for approval may be rejected by staff sponsor if it is found to violate the rules of responsible journalism. The staff sponsor shall provide a written explanation to the student editor of the reason for any such rejection. The rejection may be appealed in writing to the school principal within five school days after receipt of such a written explanation. The principal may uphold, reverse, or modify the action taken by the staff sponsor. The authorship of the material must be identified.

Students who edit, publish, or distribute handwritten, printed, duplicated, or other materials among their fellow students assume full responsibility for the content of all material. Students are entitled to express in writing their personal opinion and to circulate petitions. Circulation of petitions may occur during class breaks, lunch break, and prior to and/or after school in areas designated by the principal, which provide reasonable access to the student body. The authorship of the material must be identified.

Students shall have access to specified bulletin boards and/or areas for the posting of notices or other communications concerning school activities or matters of general interest to the student population. Posted notices shall 1) be subject to reasonable size and number limitations determined by the administration 2) be dated, and 3) identify to sponsoring individual or organization. Notices that violate any applicable restrictions, are posted longer than authorized, or that is outdated will be removed by school officials.

The administration may prohibit the posting or distribution of and may remove any material which:

- a. Interferes or threatens to interfere with the orderly operation of the school.
- b. Disrupts or threatens to disrupt class dynamic, the learning process, or the educational environment.
- c. Involves or threatens to involve disorder, violence, harassment, or any violation of the rights of other students.
- d. Is libelous, defamatory, or obscene.

7. **Right to Assemble:** School sponsored activities and meetings may be scheduled during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at reasonable times.

Student meetings or gatherings in school buildings or on school grounds must be authorized by the school administration. The principal must be informed, in advance, and may impose reasonable restrictions on the time and place of student gatherings or assemblies.

If the principal denies permission for a student gathering or assembly, a written explanation will be provided upon request. Attendance at meetings and assemblies is limited to students currently enrolled in Sierra Summit Academy unless the principal has given prior approval for others to attend.

8. **Exercising Rights and Privileges:** Students shall not be punished or penalized for exercising any rights or privileges described in the Code of Conduct. Students who believe that they have been punished or penalized in violation of this paragraph may appeal, in writing, to the principal, who will hear and consider the appeal and respond in writing.

9. **Freedom from Harassment:** Sierra Summit Academy seeks to provide all students with an educational atmosphere that is free from harassment. Harassment occurs when an individual is subjected to treatment and/or to a school environment that is hostile or intimidating because of the individual's race, religion, creed, color, national origin, age, physical condition, abilities, or gender. Harassment can occur at any time during a

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school day which includes going to and from school or during any school- related activity or function.

10. **Responsibilities and Limitations:** Anyone subjected to harassment should inform school personnel immediately. The school will attempt to maintain confidentiality of harassment complaints and related matters however; information may be disclosed if the school deems it necessary and appropriate. Students are required to obey all federal, state, and city laws, also school policies, rules, and regulations.

Students are required by state law to comply with the regulations, pursue the required course of study and submit to the authority of the teachers and the Governing Board (ARS ss 15-841).

Students are required to comply with the lawful directions of school officials and law enforcement officers acting in performance of their duties. Students must identify themselves to such officials or officers when requested to do so. Students are to ensure that while exercising their rights and privileges, they are not to disrupt the educational environment, school activities not infringe upon the rights of others.

11. **Student Searches:** School administrators are entitled to search students and seize property including school property temporarily assigned to students, when there is reasonable suspicion that such property contains stolen material (s)/items that are deemed detrimental to the health, safety, or welfare of the student/staff population. Searches may include but are not limited to a student's personal property such as backpacks, purses, or pockets. Any search must be reasonable in scope and not excessively intrusive being sensitive to the student's age and sex, nature of the infraction, property/ item involved. Strip searches are strictly prohibited. Searches may be conducted at any time without notice, formal documentation, search warrant, or student consent.

Desks, lockers, or any receptacle utilized for the storage of school related or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have a reasonable expectation of privacy; however, school authorities may inspect lockers, desks, storage areas/containers, backpacks, or other personal items etc. at any time with or without notice, search warrant, formal documentation, or student consent. Students who use school property must assume full responsibility for the content and security of these areas.

The school may patrol parking areas and inspect the exteriors of student automobiles on school property. The interior of student vehicles may be inspected whenever school authorities have reasonable suspicion that illegal, stolen, unauthorized material, or

materials which may be detrimental to the health, safety, and welfare of the students may be contained within the vehicle. Such patrols and inspections may be conducted without notice, search warrant, formal documentation, or student consent.

12. **Medication:** When a student must take medication during school hours, school personnel may assist under the following conditions:

- a. The medication must be in its original container.
- b. The pharmaceutical label must be on the container of any prescription drug.
- c. The parent or legal guardian must provide written directions to school personnel at the school where the medication is to be administered. The direction must be signed and dated by the parent/guardian.
- d. Student medication shall be kept in the school's office.

13. **Parent Liability:** Upon complaint of the Governing Board, the parent or guardian of minors who damage school property shall be liable for all damages caused by the children (ARS ss15-842).

14. **Visitor/Guests:** Any person other than a student or employee of the school must obtain a visitor's pass from the school office. The school administration has absolute discretion as to the issuance of visitor passes.

DISCIPLINARY ACTIONS

The following behaviors are considered to be detrimental to the educational environment and are prohibited on school property, including school vehicles, the vicinity of the school, the grounds surrounding school buildings, at school activities, school-sponsored events/activities, and on the way to and from school. Disciplinary decisions are at the discretion of the administration. The administration may consult the governing board disciplinary committee. Disciplinary action will occur in a timely manner in the event that any of these behaviors occur:

1. **Abuse of Staff:** (any school employee) Insubordinate behavior: refusing to obey a reasonable directive or request; physically accosting; verbally threatening; abusive, threatening, and or profane language; insolent behavior; disrespectful manner or tone of voice; inappropriate body language, gestures; failure to comply with lawful directions of district officials or any law enforcement officers acting in performance of their duties; failure to identify themselves to such officials or officers when requested to do so.

Actions taken may include, but are not limited to:

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- a. Student may be isolated from other students.
- b. Administration may involve police. Legal action may be taken as appropriate.
- c. Administration will inform parents of conduct, policy, and disciplinary procedures.
- d. Suspension from school premises and activities for a period not to exceed ten days and or pending conference with parents.
- e. Requirement to obtain counseling assistance.
- f. Removal of student for the aggrieved teacher's class with loss of credit for the day's assignment.
- g. Removal student for the regular school program or recommendation for an expulsion hearing per ARS ss15-521 and ARS ss15-507: Insult or abuse of teacher in school: A person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of duty is guilty of a Class 3 misdemeanor.

2. **Cheating/Academic Dishonesty:** Cheating on schoolwork is the presentation of another person's work as one's own. This includes but is not limited to the following: Copying another's homework, term paper, examination, assignment, or other work to be assessed; inappropriately collaborating on work to be assessed; using "cheat sheets" other prohibited test-taking aids; obtaining examinations, term-papers, or assignments from others with the intent to copy answers and present the work as one's own; viewing a video or reading a summary of an assigned book in lieu of the book itself; plagiarizing and submitting another person's words, thoughts, ideas, or work as one's own.

While a student is expected to use information from sources other than personal experience, appropriate acknowledgement of such sources is required. Academic dishonesty/cheating includes but is not limited to:

- h. Using a direct quotation without citing the source.
- i. Paraphrasing the ideas, interpretation, or expression of another without giving appropriate credit.
- j. Failing to acknowledge or document sources.

The classroom teacher and or administration will make the final determination regarding whether a student has committed fraudulent/dishonest academic conduct.

Actions taken may include, but are not limited to:

- a. Students may be isolated from other students.
- b. Material may be confiscated.
- c. Parents will be informed of conduct, policy, and disciplinary procedures.

- d. Suspension from school premises and activities for a period not to exceed three days and or pending conference with parents. The conference may be made a condition for readmission.
- e. A grade reduction or failing grade may be assessed for the specific work associated with dishonesty.
- f. Student may be withdrawn from class with loss of credit.
- g. Student may be removed from the regular school program or recommended for expulsion based on the nature of the offense.

3. **Alcohol, Drugs, Controlled Substances, Narcotics, Paraphernalia, or Illegal**

Contraband: Sierra Summit Academy strictly enforces a drug free school zone. The use, sale, and or distribution of any unauthorized controlled substance to anyone at school, during school activities, anywhere on school property, or within the defined boundaries of the drug free school zone area is against the law. This included off-campus consumption or use prior to being on school property or at a school-sponsored event. It also includes use, possession or distribution of drug paraphernalia, imitation non-prescribed drugs, narcotics, and other mood/behavior/mind-altering substances.

Actions taken may include, but are not limited to:

- a. Student may be isolated from other students.
- b. Material will be confiscated.
- c. Contact with appropriate sources for any needed assistance will be made.
- d. Administration will file a police report when a student is in possession of alcohol, controlled substances, or narcotics paraphernalia. If the student is under the influence and is a behavior problem, the administration may choose to file a disorderly conduct report with the police as well.
- e. Parents will be informed of conduct, policy, and disciplinary procedures.
- f. *First Offense* – Suspension for ten days. The suspension may be reduced to five days with enrollment in a school approved substance abuse prevention program. Failure to attend a program appointment shall cause the ten day suspension to be reinstated.
- g. *Second Offense* – Any second offense of this policy within the same school year shall result in a suspension for two semesters and or recommendation for an expulsion hearing.

4. **Bomb Threats, False Fire Alarms:** A bomb threat or false fire alarm endangers the safety of anyone at a school site or school function. The threat may be oral, written, or any other medium of communication. These threats will be reported to appropriate law enforcement agencies.

Actions taken may include but are not limited to:

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- a. Student shall be isolate from others.
- b. Administration may involve the police and legal action may be taken as appropriate.
- c. Student may be removed from the regular education program.
- d. Student may be referred to counseling services.
- e. Student may be subject to suspension or expulsion. A conference with the principal, parents/guardians, and disciplinary committee may be a condition for readmission.

5. **Closed Campus Violation:** Sierra Summit Academy is a closed campus for all students, from the beginning of the school day until dismissal. Students are expected to be on campus during the school day.

Sierra Summit Academy recognizes that students sometimes must leave for education, employment, medical/dental, or family reasons; therefore students are given permission to leave campus under certain circumstances with prior parent/guardian authorization. Parents wishing to have students excused for part of the day must obtain permission from the school administration for the student to leave.

Actions to be taken may include, but are not limited to:

- a. Revocation of the privilege of leaving the campus during the school day.
- b. *First Offense:* Suspension until conference with parent.
- c. *Second Offense:* Three day suspension and parent conference.
- d. *Third Offense:* Ten day suspension or revocation of student's campus parking permit.

6. **Dangerous Items:** Dangerous items include but are not limited to such items as GUNPOWDER IN ANY FORM, any type of minor explosive device, poisons, materials which may be toxic to the human body, fire production devices (MATCHES, LIGHTERS, TORCHES, etc.) caustic acids, mace, pepper spray, gas or other materials in pressurized containers. Other items that are prohibited include laser pointers and any other device determined by the administration to be dangerous. Objects that are launched with or without the intent to harm (i.e. rocks, gravel, sand, etc.) and which potentially violate the safety of others are deemed to be dangerous instruments or materials.

Actions taken may include, but are not limited to:

- a. Material will be confiscated and held for evidence.
- b. Appropriate sources of medical assistance will be contacted immediately.
- c. Removal of student from the regular education program and isolate from other students.
- d. Administration may involve police; legal action may be taken.

- e. Suspension from school premises and activities for a period of up to ten days and or pending conference may be made a condition for readmission.
- f. Long-term suspension and or recommendation for expulsion.

7. **Disruptive, Deceptive, or Defiant Behavior:** Disruptive behaviors consist of any behavior that distracts from or interrupts the learning environment, such behavior includes, but is not limited to: dishonest or disrespectful behavior, deception, forgery, stealing, falsifying documents, profanity, obscene behavior, or insubordination. Profanity is the use of obscene language or gestures that disrupts the educational environment. Statements intended to intimidate, berate, or otherwise harm another person are included.

Actions taken may include, but are not limited to:

- a. Student shall be isolated from other students.
- b. Materials causing disruption will be confiscated.
- c. Conference with parent/guardian.
- d. Suspension from school premises and activities for a period not to exceed three days and or pending conference with parents. The conference may be a condition for readmission.
- e. Repeated abuse may result in withdrawal from class and loss of credit.
- f. Recommendation of long term suspension or expulsion hearing.

8. **Disruptive or Obscene Behavior and Pranks:** Any action which does not qualify as an act of vandalism, but results in one of the following, may incur consequences: an act which causes a negative public image of the school, creates tension or excessive excitement within one school or between two or more schools, temporarily disrupts or distracts from a school event (such as a parade, assembly, punctuality to class, attendance to class, etc.) or stimulate similar acts of behavior by other students. Acts intended as pranks, but which fall into one of the vandalism categories, are regarded as vandalism and are dealt with as set forth in previous statements.

Actions taken may include, but are not limited to:

- a. Request a written apology from student(s) to be communicated to all concerned (i.e., letter, address, or press release).
- b. Work detail (amount an type or work to be determined by the situation).
- c. Suspension for one to three days.
- d. Cancellation, postponement, or restriction of related events.
- e. Drop from any extra curricular activities.
- f. Place student on social probation.
- g. Student may be removed from the regular school program or recommended of an expulsion hearing.

9. **Dress Code Policy and Personal Appearances:** Student dress and grooming are generally a matter of personal choice. However, the school recognizes that there is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff and the accomplishment of curricular goals and educational objectives.

The administration may prohibit dress/grooming that:

- a. Presents a risk to the health, safety, or welfare of students.
- b. Interferes with or disrupts the educational environment or process.
- c. Displays or suggest obscene language or symbols/gestures.
- d. Immodestly exposes the chest, abdomen, midriff, genital area, or buttocks.
- e. Creates an atmosphere of threat, intimidation, or undue pressure.
- f. Displays or advertises alcohol, drugs, tobacco, or any illegal or controlled substance or item.

Footwear must be worn at all times. Safety requirements for specific classes must be considered.

Hats and visors in their original unaltered condition are the only acceptable headwear allowed at school. Bandanas, hairnets, knit stocking caps, etc., are not to be worn at school. Students shall remove their hats when in a building or when requested to do so by any school staff.

Gang clothing/paraphernalia is prohibited on school property or at any school activities. Gang paraphernalia is defined as any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, or any other attribute denotes memberships in a gang.

Actions taken may include, but are not limited to:

- a. Turn inappropriate clothing inside out.
- b. Change into clothing that may be provided by the school.
- c. Have other clothing brought to school.
- d. Removal of student from school until the offending item is removed or covered.
- e. Removal of the accessory or item.
- f. Parent conference and suspension for repeated violations.

10. **Electronic Devices:** Electronic devices are those which interfere with the orderly operation of the school such as, tape or CD players, beepers, pagers, cell phones, electronic games, etc.

Electronics devices should be left at home. If it is necessary for a student to have any electronic device on campus, it must be turned off during the school day. Arrangements

may be made with individual teachers for the use of CD players and headphones in only their particular classroom.

Consequences for infraction of these rules may include, but are not limited to:

- a. Equipment may be confiscated and returned at the end of the school day.
- b. Repeated violations may result in suspension and or parent/guardian conferences.

11. **Fighting, Assault, Extortion, Threatening, Bullying, or Intimidation:** Fighting is the act of two or more persons engaging in any violence toward each other. Horseplay/ roughhousing may lead to fighting and is considered unacceptable behavior.

Assault is the attempt to apply force to another (or to attack another) with the intent to do physical injury or with means to execute the attempt.

Extortion is obtaining money, information, or any other item or thing from others by coercion or intimidation.

Threat/intimidation is the threatening or frightening of another person by physical force or verbal abuse. Intimidation shall include stalking which is any intentional following of a person by another in a time, place, or manner which implies a threat to the safety of the person being followed.

Actions taken may include, but are not limited to:

- a. Students may be isolate from others.
- b. Contact appropriate sources from any needed medical assistance.
- c. Suspend from school premises and activities pending conference with parents. The conference may be made a condition for readmission.
- d. Administration may involve police. Legal action may be taken.
- e. Student may required to obtain counseling as appropriate.
- f. Student may be required to complete up to five hours of cleanup or repair work on school property.
- g. Suspension and or recommendation for expulsion.

12. **Gambling:** Participating in games of chance for personal gain (i.e. dice, cards, trading cards, dominoes).

Action taken may include, but are not limited to:

- a. Material may be confiscated.
- b. Administration may involve the police. Legal action may be taken as appropriate.
- c. Conference with parents.

- d. Three-day suspension.
- e. Long-term suspension and or recommendation for expulsion for repeat violations.

13. **Gang Affiliation and Activity:** Gangs that initiate, engage in, or advocate activities that threaten the safety and well being of persons and or property on school campus are dangerous and conflict with the purposes for which the school is operated.

Symbols, gestures, or possession of paraphernalia associated with gangs or gang-like activity, are strictly prohibited.

Any student wearing, carrying, displaying gang paraphernalia, or making gestures that symbolize gang membership, or cause an incident that disrupts the school program for others shall be subject to appropriate disciplinary action.

Actions taken may include, but are not limited to:

- a. Student may be isolated from others.
- b. Parents will be informed of conduct, policy, and disciplinary procedures.
- c. Suspension and or expulsion. A conference with parents/guardian may be a condition of readmission.
- d. Law enforcement officials may be notified. Legal action may be taken as appropriate.

14. **Good Neighbor Policy:** Any infractions of the Sierra Summit Academy Student Code of Conduct in the neighborhood of the school during the regular school day or while waiting for transportation are prohibited. This includes inappropriate conduct while going to and from school as well as damage to a neighbor's property. A student may be disciplined by the school administration for these violations.

Actions taken may include, but are not limited to:

- a. Parents will be informed of conduct, policy, and disciplinary procedures.
- b. Student may be required to clean or repair damaged property.
- c. Suspension and or expulsion. A conference with the disciplinary committee, the principal, and the parents/guardian may be a condition for readmission.
- d. Student may be required to be accompanied by a parent/guardian when going to and from school buildings.

15. **Harassment:** Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, religion, creed, color, national origin, age, physical ability or condition, or gender.

Harassment can occur at any time during a school day, including conduct while going to and from the school building. The definition also includes any actions or treatment in the school environment which may cause the individual to be alarmed, concerned, fearful, or feel intimidated as a result of their occurrence and or leads to the individual's perception of harassment.

Harassment includes: Verbal harassment, i.e.: derogatory comments, jokes, slurs, insults, epithets, or threatening words spoken to another person, whether direct, by phone or computer, or any other mode of communication.

Physical Harassment: Unwanted physical touching, including hugging, kissing, fondling, patting, pinching, or other unwanted physical conduct. Physical harassment also includes assault, the deliberate impediment or blocking of movements, or any intimidating interference with normal work or movement. Stalking is also a form of physical harassment and shall be defined as any intentional following of a person by another in a time, place, or manner which implies harassment.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, calendars, written word, letters notes, invitations, drawings, gestures or objects, or the display of any sexually suggestive object. Such actions are to be considered harassment when created and or transmitted by computer, fax, or any other mode of communication.

Actions taken may include, but are not limited to:

- a. Student may be isolated from other students.
- b. Material may be confiscated.
- c. Parents will be informed of conduct, policy, and disciplinary procedures.
- d. Suspension from school premises and activities for a period not to exceed three days and or pending conference with parents/guardian. The conference may be made a condition for readmission.
- e. Law enforcement official may be notified. Legal action may be taken as appropriate.
- f. Requirement to obtain counseling assistance.
- g. Long-term suspension and or recommendation for expulsion for repeat violations.

16. **Littering:** Trash or debris must be placed in the proper receptacles.

Actions taken may include, but are not limited to:

- a. Pick-up trash/debris and dispose of it properly.
- b. Compensate for damages or excessive custodial time.
- c. Repeated violations may result in a three-day suspension.

17. **Skateboards and Roller Blades:** In order to protect the safety and well-being of persons on campus, students are not allowed to use skateboards, rollerblades, motorized scooters, or other motorized vehicles that are not an automobiles on the school campus at any time.

Actions to be taken may include, but are not limited to:

- a. Confiscation of equipment.
- b. Involvement of local law enforcement officers.

18. **Telephone Messages:** Because of the disruptive impact on staff and the operation of the school, telephone messages for students will only be accepted in cases of emergency. If it is determined that a telephone message is not an emergency, the action will be considered deceptive.

19. **Tobacco Use and Possession:** Use, possession, sale, or distribution of tobacco in any form on Sierra Summit Academy property and or school sponsored activities. The Sierra Summit Academy strictly adheres to a tobacco free environment.

Actions taken may include, but are not limited to:

- a. Student shall be isolated from others.
- b. Material will be confiscated.
- c. Contact with appropriate sources for any necessary medical assistance will be made.
- d. Parents will be informed of conduct, policy, and disciplinary procedures.
- e. Administration may involve police.
- f. Suspension. Requirement for enrollment in a tobacco awareness/cessation program may be required by the administration.

20. **Trespassing:** The unauthorized presence of students in areas closed to students.

Actions taken may include, but are not limited to:

- a. Parents will be informed of conduct, policy, and disciplinary procedures.
- b. Suspension or expulsion. A conference with the disciplinary committee, administration, and the parents/guardian may be a condition for readmission.
- c. Administration may involve the police.
- d. Legal action may be taken as appropriate.

21. **Sale of School Property:** Unauthorized sale of school property: No student shall

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sell, offer for sale, or take orders for any items without the prior written approval of the principal.

22. **Vandalism:** Property damage including graffiti. Depending upon the severity of the vandalism, action taken may include, but are not limited to:

- a. Recommendation for expulsion hearing.
- b. Civil lawsuit pursuant to ARS ss 12-661.
- c. Suspension.
- d. Requirement to correct, clean up or repair the property.
- e. Require full restitution for damages to school property as per ARS ss 15-842(B)
- f. Referral of student to police department for criminal charges.

23. **Weapons (Dangerous and Deadly): Possession, Use, or Sale:** Dangerous weapons: anything that under the circumstances in which it is used, carried, displayed, possessed, or attempted to be used or threatened to be used , is readily capable of causing injury or death. Dangerous/ deadly weapons include explosive devices and anything designed to represent or imitate an item or substance perceived by a reasonable person to be capable of causing injury or death, given the manner in which it is possessed, controlled, used, carried, displayed, or threatened to be used. The term further includes clubs, blackjacks or similar device, brass knuckles, rope or any other garroting device, or any device composed of a blade used to inflict or capable of inflicting bodily injury. Also included under the umbrella term are bullets or other projectiles, sling shots, air or gas powered shooting devices, devices normally considered to be weapons of war, law enforcement, criminal activity, hunting, or any other normally safe device that has been altered or is utilized to cause or attempt to cause physical injury.

The term shall also include knives of any sort including pocketknives, scout or camping knives, and all similar devices. This includes tools of any kind.

A deadly weapon is anything designed for lethal use as defined by law. This includes firearms.

A firearm is any loaded or unloaded pistol, revolver, rifle, or shotgun whether the projectile is expelled by gunpowder, pressurized air or other source of discharge.

Any toy or simulated weapon shall be considered the same as a weapon.

Actions taken may include, but are not limited to:

- a. Student shall be isolated from others.
- b. Administration will involve the police. Legal action may be taken as appropriate.
- c. Material will be confiscated and turned over to police.

- d. Contact appropriate sources for any needed medical assistance.
- e. Parents will be informed of conduct, policy, and disciplinary procedures.
- f. Suspension from school premises and activities for a period of up to ten days and or pending conference with parents/guardian. At the discretion of the principal, the conference may be made a condition for readmission.
- g. In cases where a student is in possession of a gun (unloaded or loaded), switchblade, and or knife with a blade which is 4" or longer in length, and brings such dangerous weapons onto school campus, there will be an automatic referral to the Governing Board for an expulsion hearing. This referral for an expulsion hearing may be in addition to any other disciplinary measures.
- h. Removal of student from the regular school program or recommendation for an expulsion hearing.

24. **Withdrawn Student Status:** Once a student is withdrawn from Sierra Summit Academy the student is considered to be trespassing unless a visitor's pass has been obtained from the administration.

ADMINISTRATIVE ACTIONS

Informal Conference – A teacher, administrator, or counselor talks with the student and comes to an agreement as to how the student will behave in the future.

Formal Conference – A formal conference is held between one or more school officials and the student.

Parent Notification and or Conference – Parent will receive notification of student discipline. A parent/guardian may be a condition of readmission following suspensions.

Isolation – A student may be isolated from others if the administration determines that there is a present danger to the student or others.

Searches – Administrators may search students and seize property, when reasonable suspicion that some material or item detrimental to the health, safety, and welfare of the student's possession or control. Searches may include a student's personal property

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such as backpacks or pockets. Any search will be reasonable in scope and not excessively intrusive, being sensitive to student's age, sex, and nature of the infraction. Strip searches are strictly prohibited.

Confiscation of Contraband – The administration may confiscate any materials which students are restricted from having at school. Illegal materials will be turned over to the police.

Special Education – The administration may refer the student to the multidisciplinary team for an evaluation, which would include a behavioral component.

Short Term Suspension – The administration may impose a suspension of ten school days or less. During the suspension, the student is not permitted on school property or at school functions.

Long Term Suspension – The administration may recommend a suspension of eleven school days or more. Imposed by the discipline committee or designee, the student is not permitted on school property or at school functions during the suspension.

Expulsion – Expulsion may be recommended by an administrator and imposed by the Governing Board following a hearing before the Board or its designated discipline committee. Only the governing Board can expel a student. Upon expulsion, a student is not permitted on school property or at school function unless the Governing Board has readmitted the student to school.

Community Service – A student may be required to participate in a given number of hours of community service either on or off campus.

Restitution – A student may be required to apologize for certain behaviors or to pay damages caused by those behaviors.

Police Intervention – The administration will involve the police and file necessary police reports, if a student is involved in any illegal activity.

Medical Assistance – Appropriate sources will be contacted if a student needs medical assistance.

SIERRA SUMMIT ACADEMY ATTENDANCE AND DISCIPLINE CODE 2004-2005

ACTION TO BE TAKEN

OFFENCES	MINIMUM	MAXIMUM
ATTENDANCE	Teacher urged to call parent at the first sign of trouble a. 5 th Absence – Parent to be notified by teacher b. 10 th Absence – Office sends letter home to parent c. Enrolled in less than 4 classes – withdrawn from school *If granted extension past 10 days, one subsequent absence may result in withdrawal from class(es) with no credit.	
TRUANCY (Out of scheduled class without permission)	1 st - 2 days CAST 2 nd - Parent contact, 2 days Saturday school 3 rd - Parent contact, 4 days Saturday school 4 th - Parent informal conference, 2 days suspension 5 th - Parent formal conference. Failure to attend may result in recommendation for suspension or long-term suspension. * If student is under age 16(or has not completed 10 th grade) subject to legal action	
TARDIES	1-2 Teacher discretion	