

**PILLAR ACADEMY OF BUSINESS & FINANCE  
AHA MACAV HIGH SCHOOL CAMPUS**



**STUDENT & PARENT HANDBOOK  
SY 2020/21**



This handbook was developed in collaboration with the Fort Mojave Indian Tribe

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## ***"Our Goal Is Your Success!"***

Our schools reflect an image of what occurs in our communities: therefore, it is essential that schools prepare students academically and morally to meet today's challenges. Pillar Academy has an obligation to provide a proper academic and social setting so that all who participate in the educational process can enjoy a productive and positive education experience. We believe that the qualities and integrity, respect, justice, responsibility, manners are fundamental to human conduct. Students are encouraged and expected to demonstrate these character traits at all times.

Most students are very serious about wanting to take full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. They have a good attitude toward school. Students who come to school to learn and participate in school activities seldom have problems with school rules.

Unfortunately, there are some students who are less sincere about school. They experience difficulty in maintaining a reasonable attitude toward school rules and the resulting in inappropriate behavior creates problems from themselves as well as for fellow students, their parents, and school personnel. Student behavior that disrupts the educational process must be confronted and corrected. To this end, Pillar Academy has enacted policies and regulations upon which the Student Code of Conduct is based.

Education is a process that requires reasonable order and decorum. Conduct is the manner in which students are expected to act so that order and decorum can be maintained. Students have certain basic rights under The Constitution of the United States, The Constitution of the State of Arizona, and The Constitution of the Fort Mojave Indian Tribe. Those rights, however, do not extend to infringement on the rights of teachers to teach and other students to learn. Those rights cannot be exercised in an environment of disturbance and fear.

It is the responsibility of the Administrator to take actions as necessary to protect students and school personnel from dangerous and social detrimental action of the student. A person who obstructs any teaching, administrative, or extracurricular activity shall be subject to such disciplinary procedures as set forth in this STUDENT CODE OF CONDUCT handbook. Every student is strictly accountable for any disorderly conduct in school or at school related functions, away from school property or off school property when, in the administrator's determination, that conduct directly impacts the health, welfare, and safety of students or school employees.

To assist students, parents, and staff in maintaining such an environment, this STUDENT CODE OF CONDUCT has been developed. Disciplinary offenses and consequences set forth herein are enacted by the Pillar Academy Governing Board.

## HOW TO USE THIS PUBLICATION

Through careful reading of this booklet, students and parents will understand areas of inappropriate behavioral concerns. They will also be aware that inappropriate behavior will result in a sure and determined effort to resolve and correct such behavior through constructive and corrective disciplinary action.

The reader should first become familiar with the **STUDENT CODE OF ETHICS** and Table of Contents.

This booklet is divided into three sections. The first section defines specific behavioral infractions and a series of subsequent disciplinary action, which can be taken and defines possible additional consequences from the list of corrective disciplinary actions. The consequences decision will be based on circumstances unique to each individual incident of inappropriate behavior. Factors such as the cause and severity of the behavioral incident, the student's attitude, length of time since the last incident of a problem, and the student's past behavior record will influence the disciplinary action to be taken. A good record of behavior can result in administration or minimal disciplinary actions while the student who is more frequently involved in problem behavior can result in maximum consequences. A single incident of severe inappropriate behavior may require application of more than one consequence: For Example, a student may be placed on suspension in addition to referral to a Student-Parent Drug Intervention Program.

There are major problem areas that not only violate school rules but state, local and tribal laws as well. When appropriate behavior violates law, school officials will take appropriate disciplinary action as well as make a referral to law enforcement and juvenile court authorities for criminal misconduct. Any action law enforcement authorities might take such as a citation or arrest will be in addition to action taken by the school. If the student is arrested, law enforcement officials will normally transport the juvenile to the Fort Mojave Tribal Police Department. Administrative personnel must attempt to notify the parents)/guardians(s) when a student has been released from the school to law enforcement authorities.

The Third section with description is sequence of **CORRECTIVE DISCIPLINARY ACTIONS** to be administered in the event of problem behavior. The remainder of the booklet contains the **STUDENT DRESS CODE, AND RULES FOR CONDUCT FOR SCHOOL VAN RIDERS**.

This parent/student booklet describes major problem behavior areas that school cannot tolerate. Students may receive corresponding disciplinary action as listed in the **STUDENT CODE OF CONDUCT**.

Students should be aware that this booklet describes only major problem areas. At any time students may be corrected and counseled by teachers or the administrators regarding their behavior. If this occurs, students will be informed as to what they must do to make their behavior acceptable.

After carefully reading the **STUDENT CODE OF CONDUCT**, students are asked to share it with their parents. It is a basic code of conduct designed to assist and support student by providing them with a school they are proud to attend in an atmosphere where they have full freedom to learn.

Special education students are also responsible for complying with the **STUDENT CODE OF CONDUCT** and will be disciplined in accordance with the guidelines set forth by the Individuals with Disabilities Education Act (IDEA).

## STUDENT ABSENCES/ HIGH SCHOOL PROMOTION

Dear Parent and Guardian and Student:

Provided in this letter is a summary of the Pillar Academy Policy/ Regulation regarding limitation and classification of absence. Also, contained in this document is a reminder of the retention and promotion requirements for students at high school levels.

Further information concerning these and other school related issued can be found in the student/parent handbook provided by your school upon enrollment and the Pillar Academy School Behavior Guidelines for Students.

Pillar Academy's Regulation provides corrective steps and/or sanctions to be taken or applied when a student does not attend school.

### *Excess Absenteeism; Issuance of Failing Grades: Retention (Secondary Students)*

All students who demonstrate excessive absenteeism during the school year may be referred to the Governing Board for Truancy.

### **Classification of Absences**

Determination for proper classification of an absence (physically not present at the school site) requires the exercise of judgment on the part of the teacher, site director or principal/director. To evaluate proper classification of an absence, the school may reasonably inquire, investigate, and/or request further documentations from the parent/guardian.

Non-attendance from full/partial school days due to student's participation in school sanctioned activity or absences from full/partial school days resulting from a student's suspension or required parent conference shall **NOT** be counted as absences for the purpose of attendance enforcement by the FMIT.

### **Approved Absences**

Explanations by the parent, legal guardian, or physician stating the reason a student was not present within the meaning of section 1-4 as listed below must be presented to the teacher, site director or principal/director's designee no later than three days after the students returns to school. Absences shall be approved for the purpose of attendance enforcement by the FMIT when:

- A student is physically or mentally unable to attend school.
- The absence is related to the student's disability.
- Approval of the teacher, site director or principal/director's designee has been given for an unavoidable absence due to an emergency.
- The student is absent due to a required court appearance or religious holiday.
- The absence has been prearranged upon written request of the parent of legal guardian.

### Unapproved Absences: Notice or Truancy

An absence is unapproved when:

- The prearranged absences was not requested in writing in advance of the absence:
- The absence was not to a physical or mental inability of the student to attend school, the students disability , an emergency, a required count appearance , or religious holiday;
- The absence from open lab/class or school was without written permission from the principal/director or teacher.
- The parent/guardian or person in charge of the student failed to notify the school with the reason the student was physically or mentally unable to attend, or the nature of the emergency, court appearance or religious holiday within three days after the student returned to school;
- The student failed or refused to attend when so directed by the parent or legal guardian or school official; or
- The parent/legal guardian or person having charge of the student failed or refused to require the students' attendance at school.

An unapproved absence for the equivalent of one or more “periods” (open lab) during a school day shall be deemed truancy. Because Pillar Academy’s attendance is calculated by hours attended, an “equivalent period” is defined as 50 minutes. This designation is necessary for the FMIT Student Attendance Review Board’s (SARB) procedures of accountability.

### Units of Credit Required for High School Grade Promotion

The minimum units of credit a high school student must earn to be promoted to the next grade. The number of credits earned will determine a student's status as a member of a given class.

In order to qualify as a...

**Sophomore** (10th grade) a student must have earned a minimum of **5** credits.

**Junior** (11th grade) a student must have earned a minimum of **11** credits.

**Senior** (12th grade) a student must have earned a minimum of **16** credits.

A student will be deemed credit deficient if the minimum number of credits has not been earned during a given year in order for the student to attain status as a member of the next higher grade the following year.



**Pillar Academy of Business & Finance**  
**STUDENT CODE OF ETHICS**

As a student at Pillar Academy of Business & Finance, I will strive to demonstrate at all times the five qualities or moral character fundamental to human conduct:

**INTEGRITY** -Standing up for what is right instead of trying to go along with the group.

**RESPECT** - Treating other and myself with honor and obeying school rules and laws of my country

**JUSTICE** - Being fair to others as well as myself; balancing praise and blame in accord with my actions.

**RESPONSIBILITY** - Accepting complete responsibility for my own actions and the effects they have on me and on others.

**MANNERS** - Following the fundamental principles of good manners. Students should be conscious of and respectful to adults and to each other at ALL times.

***"Our Goal Is Your Success!"***

## Pillar Academy of Business & Finance

### SECTION 01: RESPONSIBILITIES and RIGHTS OF STUDENTS

- A. Educational Opportunity.** Each student is entitled to the opportunity for a quality education through access to a professional staff and facilities. By participation in school programs on or off school property, students agree to comply with the rules, regulations, and provisions of these programs.
- B. Use of Educational Resources.** Students share the responsibilities for the preservation and care of school property. Any unauthorized use or deliberate destruction, damage to, or defacing of School property is a violation of the Pillar Academy Student Code of Conduct.
- C. Special Programs.** All identified handicapped children shall receive special education commensurate with their abilities and needs. All identified gifted children shall receive education commensurate with their abilities and needs.
- D. Freedom of Speech.** An environment conducive to the free exchange of ideas and to study and learning shall be maintained in each school. Students have a responsibility to respect other at all times. Communication of an obscene or defamatory nature of those that constitute or advocate discriminatory comments about one's race, color, creed, national origin, age, gender or handicapping condition or which violate commonly accepted standards of the School, are not permitted.

Students have the right, and are encouraged, to form, hold and express their ideas and belief. The encouragement of this right requires that students be able to disclose or express an idea or belief in the proper educational setting without penalty, embarrassment or any reflection in academic evaluation.

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

- E. Student Records.** Parent or 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 when; the prior written consent of the student's parents or the eligible student has been received, law enforcement or probationary officers are operating under the direction of a court, or, under certain limited circumstances, it is permitted by the Federal Education Rights and Privacy Act of 1974 (FERPA) 20 USC 1232 (g) 1232 (h) and by federal regulations issued pursuant to that statute.

Students, parents, or an eligible student, may notify the school in writing if they object to the release of any or all student information and 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 to correct educational records includes the right to a hearing to present evidence that the record should be changed if the School declines to make a requested change.

A parent or eligible student may file a complaint with the Arizona State Department of Education or United States Department of Education if they believed the School has violated the provisions of FERPA.

- F. Student Publications.** The school principal/director is the official publisher of school-sponsored publications. Student editors or school-sponsored publication shall be guided by the policies of the School and shall ensure adherence to accepted standards of journalism including, but not limited to prohibition of libel, intentional distortion, or reckless disregard for the facts. Authorship shall be disclosed and opinions shall be



identified as such. Student editors of school-sponsored publication must provide the opportunity for other students, teachers, and administrators to express views that differ from editorial policy.

All material to be published in school-sponsored publications shall be submitted for approval to the faculty sponsor before publication. The faculty sponsor shall provide a written explanation to the student editor of the reasons for any such rejection. Within five school days after receipt of such written explanation, the rejection may be appealed in writing to the building principal/director that may affirm, reverse, or modify the action of the faculty sponsor.

Students, who edit, publish or distribute handwritten, printed, duplicated or other material among their fellow students', assume full responsibility for the content of all material. Students are entitled to express in writing their personal opinions and to circulate petitions. Circulations of petitions may occur during lunch and prior to and/or after school in areas designated by the principal/director, which provide reasonable access to the students. 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 students. Posted notices shall:

- 1) be subjected to reasonable size and number limitations determined by the administration;
- 2) be dated; and
- 3) identifying the sponsoring individual or organization.

Notices that violate any applicable restriction that is outdated, or is posted longer than ten days may be removed by school authorities.

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

- 1) interferes or threatens to interfere with the orderly operation of the school;
- 2) disrupts or threatens to disrupt a class, classes, class work, or the educational process;
- 3) involves or threatens to involve disorder, violence, harassment or an invasion of the rights of other students; or
- 4) is libelous, defamatory or obscene.

**G. Right to Assemble.** School sponsored activities and meetings (student government, pep rallies, etc.) may be scheduled during the school day. In addition, students shall be given the opportunity to organize and hold student meeting at other reasonable times. Student meeting or gatherings in school buildings or on school grounds may be authorized by the school administration. The principal/director must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. If the principal/director 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 regularly enrolled in that school unless the principal/director has given prior approval for others to attend.

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

- I. **Freedom from Harassment.** The school seeks to provide all students with an atmosphere 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 or ability, or gender. Harassment can occur at any time during a school day, including while going to or from school or during school-related activities.
- J. **Hazing.** There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment-or intending to enroll or be promoted to School, schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "students" until graduation, transfer, promotion or withdrawal from the School.
- K. **Responsibilities and Limitations.** Anyone subjected to harassment should immediately inform school personnel. The school will attempt to maintain confidentiality of harassment complaints and related matters but may be disclosing such information if the School deems it appropriate. Students are required to obey all federal, state, or city laws, School policies, rules, and regulations.

Students are responsible for ensuring that their own exercise of rights and privileges does not disrupt the educational program or school activities nor infringe on the rights of others.

Students are required by state law to comply with the regulations, pursue the required courses of study and submit to the authority of the teachers and the Governing Board (ARS 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.

- L. **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 stolen property or some material or item detrimental to the health, safety or welfare of students may be in their possession or control. Searchers may include a student's personal property such as backpacks or pockets. Any search must be reasonable in scope and not excessively intrusive on the student in light of the age, sex of the student, nature of the infraction, property or item involved and the type of conduct alleged. Strip searches are prohibited. Searches may be conducted at any time, without student consent, without notice and without a search warrant or other formal documentation.

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

Students have a reasonable expectation of privacy in the personal belongings they carry with them at school such as backpacks or purse when they have a reasonable suspicion that a particular illegal, dangerous or stolen objects is located in the backpacks or purse.

The school may patrol parking areas and inspect the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal, stolen or unauthorized materials, or materials, which may be detrimental to the health, safety,

and welfare of the student(s), may be contained inside, Such patrols and inspections may be conducted without notice, without student consent and without a search warrant or other formal documentation.

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

- 1) The medication must be in its original container.
- 2) The pharmaceutical label must be on the container of any prescription drug.
- 3) The parent or legal guardian must provide written direction to the school personnel at the school where the medication is to be administered. The direction must be signed and dated by the parent or guardian.
- 4) Student medications shall be kept in the school's health office. Provisions may be made for the students to carry asthma inhalers or similar aids.

**N. Identification Cards.** For the safety of all persons, students in grades 9-12 are required to carry an identification card issued by the administration, and to provide said card to any school employee or law enforcement officer upon request.

**O. Parent Liability. Upon complaint of the Governing Board,** the parent or guardian of minors who damages school property shall be liable for all damages caused by their children. (ARS 15-842B).

**P. Visitor/Guest Pass.** 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 insurance of visitor's passes.

## **SECTION 02: DISCIPLINARY ACTIONS**

The following types of behavior, which are considered to be detrimental to the educational environment, are prohibited on school property, including school buses, in the vicinity of the school, at school activities, at school sponsored activities, and on the way to and from school. Disciplinary decisions are at the discretion of the administration. Disciplinary actions will occur in a timely manner.

**A. Abuse of Staff (Any School Employee).**

Insubordinate behavior: refusing to obey reasonable directives or requests: physically accosting: verbally threatening: abusive, threatening and/ or profane language: insolent behavior: disrespectful manner: tone of voice: inappropriate bodily actions/gestures; failure to comply with lawful directions of School 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 take may include, but not limited to:

- 1) Student may be isolated from other students.
- 2) Administration may involve police. Legal action may be taken as appropriate.
- 3) Inform parents of conduct, policy, and disciplinary procedures.
- 4) Suspend from school premises and activities for a period not to exceed ten days /and or pending conference with parents. The conference may be made a condition for readmission.

- 5) Requirements to obtain counseling help.
- 6) Remove student from the aggrieved teacher's class with loss of credit.
- 7) Remove student from the regular school program or recommend for an expulsion hearing per ARS 15-521 and ARS 15-507 ARS 15-507: 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.

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

- 1) Using a direct quotation without citing the source
- 2) Paraphrasing the ideas, interpretation, or expressions of another without giving appropriate credit.
- 3) Failing to acknowledge or document sources.

The classroom teacher/ and or administration will make the final determination regarding whether a student has violated this subsection 2.B.

Actions taken may include, but not limited to:

- 1) Student may be isolated from other students
- 2) Material may be confiscated.
- 3) Inform parent of conduct, policy, and disciplinary procedures.
- 4) Suspend 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.
- 5) A grade reduction or failing grade may be assessed for specific work associated with dishonesty.
- 6) Student may be withdrawn from class with loss of credit.
- 7) Student may be removed from the regular school program or recommended for expulsion.

**B. Academic Dishonesty/Cheating.** Cheating on schoolwork is presenting the work of another person as one's work. This includes, but is not limited to the following:

- 1) Copying another's homework, term paper, examination, assignment, or other work to be assessed.
- 2) Inappropriately collaborating on work to be assessed.
- 3) Using "Cheat Sheets" or other prohibited test-taking aids.
- 4) Obtaining examinations, term papers, or assignments from others with the intent to copy answers and presents the work as one's own.
- 5) Viewing a video or reading a summary of an assigned book in lieu of the book itself.
- 6) Plagiarizing and submitting another person's word, 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 include, but are not limited to:

- 1) Using a direct quotation without citing the source.

- 2) Paraphrasing the ideas, interpretation, or expressions of another without giving appropriate credit.
- 3) Failing to acknowledge or document sources.

The classroom teacher and/or administration will make the final determination regarding whether a student has violated this subsection 2.B

Actions taken may include, but not limited to:

- 1) Student may be isolated from other students.
- 2) Material may be confiscated/
- 3) Inform parents of conduct, policy, and disciplinary procedures.
- 4) Suspend 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
- 5) A grade reduction or failing grade may be assessed for the specific work associated with dishonesty.
- 6) Student may be withdrawn from class with loss of credit.
- 7) Student may be removed from the regular school program or recommended for expulsion.

**C. Alcohol, Drugs, Controlled Substances, Narcotics Paraphernalia, or Illegal Contraband.**

Pillar Academy School strictly enforces a drug free school zone. The use of or the same and/or distribution of any unauthorized controlled substances to anyone at school, at school activities or on school property, or with the defined bounds of the drug free school zone, is against the law. This includes off-campus consumption or use prior to being on school property, at a school function or at a school sponsored activity. It also includes use, possession, or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics, and other noxious substances.

Action taken may include, but are not limited to:

- 1) Student may be isolated from other students.
- 2) Materials will be confiscated.
- 3) Contact appropriate sources for any need medical assistances.
- 4) Administration will file a police report when a student is on possession of alcohol, controlled substances, and/or narcotics paraphernalia. If the student is under the influence and is a behavioral problem, the administration may choose to file a disorderly conduct charge with the police.
- 5) Inform parents of conduct, policy, and disciplinary procedures.
- 6) First Offense- Suspend for 10 days. The suspension may be reduced to five days with enrollment of school approved substance abuse prevention program. Failure to attend a program appointment shall cause the 10-day suspension to be imposed.
- 7) Second Offense- Any second offense of this policy within the same school year shall result in a suspension for two semesters and/or recommendations for an expulsion hearing.

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

Actions taken may include, but are not limited to:

- 1) Student shall be isolated from other
- 2) Administration may involve the police and legal action may be taken as appropriate.
- 3) Student may be removed from the regular program.
- 4) Student may be referred to counseling services.
- 5) Student may be subject to suspension or expulsion. A conference with the principal/director and parent may be a condition for readmission.

**E. Controlled Campus Violation.** All schools at Pillar Academy are controlled campuses for all students, from the beginning of the school day until dismissal. Students are expected to be on campus during the school day.

The school recognizes that students sometimes must leave for education, employment, or family reasons, and therefore allows students the privilege of leaving the campus under certain circumstances with prior parent permission. Parents wishing to have student excused for part or the day must obtain permission from the school administration for the student to leave. Each school will develop a procedure for obtaining permission to leave the campus.

Actions taken may include, but are not limited to:

- 1) Revocation of privilege of leaving campus during the school day.
- 2) First Offense: Suspension until conference with parent.
- 3) Second Offense: Three day suspension and parent conference.
- 4) Third Offense: Ten-day suspension and parent conference.
- 5) Any Offense: Rescind Student's campus parking permit.

**F. Dangerous instruments and/or Materials.**

Dangerous Instruments may include but are not limited to such items as gunpowder in any form, any type or minor explosive or explosive device, poisons, other material which may be toxic to human bodily functions, fire producing devices {matches, lighters, torches, etc.}, caustics acids, mace, pepper spray or gas or other gases/ materials in pressurized containers, laser pointers and any other devices determined by the administration to be dangerous. Objects that are launched with or without the intent to harm (i.e., rocks, sand, gravel, etc.) and which potentially violate and safety of others are defined to be dangerous instruments or materials.

Actions take may include, but not be limited to:

- 1) Material will be confiscated and held intact for evidence.
- 2) Appropriate sources of medical assistance will be contained immediately.
- 3) Remove student from the regular school program and isolate from other students.
- 4) Administration may involve police, Legal action may be taken,

- 5) Suspend from school premises and activities for a period of up to ten days and/or pending conference with parents. The administrator or designee will determine either or both actions. At the discretion of the principal/director, the conference may be made a condition for readmission.
- 6) Long-term suspension and/or recommendation for expulsion.

#### **G. Disruptive, Deceptive, and Defiant Behavior.**

Disruptive Behaviors consist of any behavior that distracts from other interrupts the learning environment, including but not limited to, behavior that is dishonest or disrespectful, such as deception, forgery, stealing, falsifying documents, profanity and obscene behavior and insubordination. Profanity is the use of obscene language or gestures that disrupt the educational environment. Statements, which offend, intimidate, berate, or otherwise harm another person, are included.

Actions taken may include, but are limited to:

- 1) Student shall be isolated from other students.
- 2) Material may be confiscated.
- 3) Conference with parents.
- 4) Suspend 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.
- 5) Repeated abuse may result in withdrawal from class and loss of credit.
- 6) Recommend suspension or expulsion hearing.

#### **H. Disruptive or Obscene Behavior and Pranks, Including Interschool Rivalry.**

Any action which does not qualify as an act of vandalism, but does one or more of the following: 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 homecoming, parade, school assembly, punctuality to class, etc.) or stimulates 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 subsection 2.24 (Vandalism).

Actions taken may include, but are not limited to:

- 1) Request written apology from student to be communicated to all concerned, (i.e., letter, PA address, press release).
- 2) Work detail (amount and type of work to be determined by the situation).
- 3) Suspension for one to three days.
- 4) Cancellation postponement or restriction of related event. (i.e., football games, parade, dance, etc.).
- 5) Drop student from co-curricular activities
- 6) Place student on social probation.
- 7) Student may be removed from the regular school program or recommended for an expulsion hearing.

## **I. Threatening an Educational Institution.**

Threatening an educational institution means to interfere with or disrupt an educational institution. A student who is determined to have threaten an education institution shall be expelled from school for at least one (1) year except that the School may modify this expulsion requirements for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The school may require the student's parent (s) to participate in medication, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

## **J. Dress Code Policy and Personal Appearance.**

Student dress and grooming are generally a matter of personal choice. However the School recognizes that there is a relationship between

Student dress and grooming are generally a matter of personal choice. However the School recognizes that there is a relationship between student dress or student success in school pride, the safety and general welfare of students and staff, and the accomplishment of the curricular goals and education objectives. Individual school sites may implement stricter dress code policies.

The administration may prohibit dress and/or grooming that: Presents a risk to health, safety or welfare of student or:

- 1) Interferes with or disrupts the educational environment of education objectives.
- 2) Is counterproductive to curricular goals and/or educational objectives.
- 3) Displays or suggests obscene language or symbols.
- 4) Immodesty exposes the chest, abdomen, midriff, genital area or buttocks.
- 5) Creates an atmosphere of threat, intimidation or undue pressure.
- 6) Displays or advertises' alcohol drugs, tobacco or any illegal or controlled substance or item.
- 7) Present a hazard to the health or safety of the student or to others in the school.
- 8) Body piercing and/or accessories that present risk to self or others.

Footwear must be worn at all times. Safety requirement for specific classes such as industrial technology, life management, physical education and chemistry shall be followed.

Hats or visors in their original unaltered condition are the only acceptable head ware allowed at school. Bandannas, 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 a member of the administration, faculty or staff.

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

Actions taken may include, but are not limited to:



- 1) Turn inappropriate clothing inside out.
- 2) Change into clothing that may be provided by the school.
- 3) Have other clothing brought to school.
- 4) Remove the student from school until the offending item is removed or covered.
- 5) Remove the accessory.
- 6) Parent conference and suspension from school for repeated violations.

**K. Electronic Devices.**

Electronic Devices are those which interfere with the orderly operation of the school such as tape or CD players, MP3 plays, beepers, pagers, I-pods, telephones, electronic games, etc.

Electronic 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.

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

- 1) Equipment may be confiscated and returned at the end of the school day.
- 2) Repeated violations may result in suspension and/or parent conferences.

**L. Fighting, Assault, Extortion, Threat and 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 (or to attack another) with the intent to do physical injury and/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 of 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:

- 1) Student may be isolated from others.
- 2) Contact appropriate sources for any needed medical assistance.
- 3) Suspend from school premises and activities pending conference with parents. The conference may be made a condition for readmission.
- 4) Administration may involve police. Legal action may be taken.
- 5) Student may be required to obtain counseling as appropriate.
- 6) Student may be requested to complete up to five hours of cleanup or repair work on school property.
- 7) Suspension and/or recommendation for expulsion.

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

Actions taken may include, but are not limited to:

- 1) Material may be confiscated:
- 2) Administration may involve the police. Legal actions may be taken as appropriate.
- 3) Conference with parents.
- 4) Three-day suspension.
- 5) Long-term suspension and/ or recommendation for expulsion for repeat violations.

**N. Gang Affiliation and Activity.** Gangs that initiate engage in or advocate activities that threaten the safety and well-being of persons or property on school campuses are dangerous and conflict with the purpose for which the school is operated.

Symbols, gestures, or possession of paraphernalia associated with gangs or gang like activity are prohibited. Any student wearing, carrying, displaying gang paraphernalia, making gestures that symbolize gang membership, or causing an incident that disrupts the school program for others incidents that disrupt the schools program for others shall be subject to appropriate disciplinary action.

Actions taken may include, but are not limited to:

- 1) Student may be isolated from others.
- 2) Inform parents of conduct, policy and disciplinary procedures.
- 3) Suspension and/or expulsion. A conference with parents may be a condition for readmission.
- 4) Law enforcement officials may be notified. Legal action may be taken as appropriate.

**O. Good Neighbor Policy.** Any infractions of the Student Code of Conduct in the neighborhood of the school during the regular school day or while waiting for School-provided transportation is 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:

- 1) Inform parents of conduct, policy and disciplinary procedures.
- 2) Require student to clean or repair damaged property.
- 3) Suspension and/or expulsion. A conference with the principal/director and parents may be a condition for readmission.
- 4) Require student to be accompanied by a parent or guardian while waiting for School provided transportation in participation in any school-sponsored activity.

**P. 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 or from school or during school-related activities. The definition also includes any actions or treatment in the school environment, which may cause the individual to be alarmed, concerned, or feel intimidated as a result of their occurrence and/or leads to the individual's perception of harassment. A student may complain directly to a school administrator or professional staff member

Harassment includes:

*Verbal Harassment:* Derogatory comments or jokes, slurs, insults, epithets or threatening words spoken to another person or about another person or group of persons, whether direct or by telephone, computer or any other medium of communication.

*Physical Harassment:* Unwanted physical touching, including hugging, kissing, fondling, patting, pinching or any other unwanted physical conduct, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement. Physical harassment includes stalking which 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 words, letters, notes, invitations, drawings, gestures or objects, or the display of any sexually suggestive objects. Such actions are also considered harassment when created and/ or transmitted by computer, fax or any other medium of communication.

Actions taken may include, but are not limited to:

- 1) Student may be isolated from others.
- 2) Contact appropriate sources for any needed medical assistance.
- 3) Suspend from school premises and activities pending conference with parents. At the discretion of the principal/director, the conference may be made a condition for readmission.
- 4) Administration may involve the police. Legal action may be taken as appropriate.
- 5) Student may be required to make use of counseling services.
- 6) Suspension and/or recommendation for expulsion.

**Q. Littering.** Trash must be placed in proper receptacles. Actions taken may include, but are not limited to:

- 1) Pick up trash, debris and dispose of it properly.
- 2) Compensate for damages or excessive custodial time.
- 3) Repeated violations may result in a three-day suspension.

**R. Off Campus Conduct.** School rules and other reasonable expectations for acceptable student behavior govern student conduct while off campus during the normal school day, including the students conduct going to and from school, bus stops and school sponsored activities. A student may be disciplined by the school for any misconduct while off campus as specified times.

**S. Skateboards and Roller Blades.** In order to protect the safety and well-being of persons on campus, students shall not use skateboards, roller blades, or motorized scooters on campus at any time.

Actions taken may include, but are not limited to:

- 1) Confiscation of equipment.
- 2) Involvement if local law enforcement officers.

**T. Telephone Messages.** Because of the disruptive impact on staff and the operations 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 student's actions will be considered deceptive.

**U. Tobacco: Use, Possession, Sale and/or Distribution of Tobacco in Any Form on School Property and/or at School Sponsored Activities.** Pillar Academy School strictly adheres to a tobacco free environment.

Actions taken may include, but are not limited to:

- 1) Student shall be isolated from others.
- 2) Material will be confiscated.
- 3) Contacted appropriate sources for any needed medical assistance.
- 4) Inform parents of conduct, policy and disciplinary procedures.
- 5) Administration may involve the police,

**V. Trespassing.** The unauthorized presence of students in areas closed to students. This also includes the unauthorized presence of students on a campus other than their own.

Actions taken may include, but are not limited to:

- 1) Inform parents of conduct, policy and disciplinary procedures.
- 2) Suspension or expulsion. A conference with the principal/director and parents will be a condition for readmission.
- 3) Administration may involve the police.
- 4) Legal action may be taken as appropriate.
- 5) Once a student is withdrawn from Pillar Academy High School, the student is considered to be trespassing unless a visitor's pass has been obtained from the office.

**W. Vandalism. Property damages including graffiti.** Depending upon the severity of the vandalism, actions taken may include, but are not limited to:

- 1) Recommendation for expulsion hearing.
- 2) Civil lawsuit pursuant to ARS 12-661
- 3) Suspension.
- 4) Requirements to correct, clean up or repair the property,
- 5) Require full restitution for damages to school property as per ARS 15-842 (B)
- 6) Refer student to Special Education Department for psychological testing and appropriate follow-up treatment (i.e., psychiatric help, alternative program).
- 7) Refer student to police department for criminal charge.
- 8) Transfer student to another school or alternative program for a minimum of one semester.
- 9) Drop student from co-curricular/ extracurricular activities.
- 10) Social probation.

**X. Vehicle Violations: Hazardous Driving/ Unauthorized Parking.** Use of and/or parking of a vehicle that violates school rules and/or driving laws and/or endangers property or personal safety.

Actions taken may include but are not limited to:

- 1) Student shall be isolated from others.
- 2) Administration may involve police.
- 3) Inform parents of conduct, policy and disciplinary procedures.
- 4) Deny further permission to operate or park a vehicle on School property.
- 5) Suspension or expulsion. A conference with the principal/director and parents will be a condition for readmission.
- 6) Legal action may be taken as appropriate.

**Y. Water Guns/ Water Balloons. Or Similar items,** Items containing water or other solutions that disrupt the educational programs.

Actions take may include but are not limited to:

- 1) Student shall be isolated from others.
- 2) Materials will be confiscated.
- 3) Contacted appropriate sources for any needed medical assistant.
- 4) Inform parents of conduct, policy and disciplinary procedures.
- 5) Administration may involve the police.
- 6) Suspend from school premises and activities pending conference with parents. The conference may be made a condition for readmission.

**Z. Weapons (Dangerous & Deadly): Possession, Use, or Sale.** *Weapon* means any of the following:

- A firearm.
- A knife, other than a folding pocketknife, with a blade length of not more than 2 1/2 inches that cannot be locked in an open position.
- A destructive device.
- A dangerous instrument.

*Simulated weapon* means an instrument displayed or represented as a weapon. *Firearm* means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- A firearm muffler or silencer.

- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/ pellet gun, slingshot, bow, crossbow.

Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events ( for example, athletic games and competitions, music competitions, etc.) are held away from School property.

Deadly weapon means any weapon designed for lethal use, including a firearm. Actions taken may include but are not limited to:

- 1) Student shall be isolated from others.
- 2) Administration will involve the police. Legal action may be taken as appropriate,
- 3) Material will be confiscated and turned over to police.
- 4) Contact appropriate sources for any needed medical assistance.
- 5) Inform parents of conduct, policy and disciplinary procedures.
- 6) Suspend from school premises and activities for a period of up to ten days and/ or pending conference with parents. At the discretion of the principal/director. The conference may be made a condition of readmission.
- 7) In cases where a student is in possession of a gun, unloaded or loaded, switchblade, and/or a knife with a blade which is 4" or longer in length, and brings such dangerous weapon on a 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 discipline.
- 8) Remove student from the regular school program or recommend for expulsion hearing.

### **SECTION 03: POSSIBLE ADMINISTRATIVE ACTIONS**

- A. 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.
- B. Formal conference.** A formal conference is held between one or more school officials and the student.
- C. Parent Notification and/or Conference.** Parents will receive notice of student discipline. A parent conference may be a condition of readmission following suspension.

- D. Intervention.** Intervention may take the form of a short-term suspension combined with a counseling program in lieu of a long-term suspension.
- E. Isolation.** A student may be isolated from others if the administration determines that there is a present danger to the student or others.
- F. Searchers.** Administrators may search student and seize property, including school property temporarily assigned to students, when there is reasonable suspicion that some material or item detrimental to the health, safety, and welfare of the student(s) may be in the student's possession or control. Searchers may include a student's personal property such as backpacks or pockets. Any search will be reasonable in scope and not excessively intrusive considering the age, sex of the student, and nature of the infraction. Strip searches are prohibited.
- G. Confiscation on Contraband.** The administration may confiscate any materials which students are restricted from having a school. Illegal materials will be turned over to the police.
- H. Special Education.** The administration may refer the student to the multidisciplinary team for an evaluation, which may include a behavioral component
- I. Short Term Suspension.** The administration may impose a suspension often school days or less. During the suspension, the student is not permitted on School property or at School functions.
- J. Long Term Suspension.** The administration may recommend a suspension of 11 school days or more. Imposed by the executive director or designee. The student is not permitted on School property or at School functions during the suspension.
- K. Expulsion.** Expulsion may be recommended by an administrator and imposed by the Governing Board following a hearing before the Board or its designated hearing officer. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on School property or at School functions unless the Governing Board has readmitted the student to school.
- L. Social Probation.** A student may be restricted from attending any social event sponsored by the school.
- M. Community Service.** A student may be required to participate in a given number of hours of community service either on or off campus.
- N. Restriction of Co-curricular/Extra Curricular Activities.** A student may be restricted from participation in co-curricular and /or extracurricular activities for a given period of time.
- O. Restitution.** A student may be required to apologize for a certain behavior or to pay damages caused by behavior.
- P. Police Intervention.** The administration will involve the police, and file any necessary police reports, if a student is involved in any illegal activity.
- Q. Medical Assistance.** Appropriate sourced will be contacted if a student needs medical assistance.
- R. Alternative Placement.** A student may be reassigned to an alternative educational program if the student refuses to comply with rules and pursue the required course of study.

## **SECTION 04: SCHOOL TRANSPORTATION RULES**

Students have the privilege of riding School transportation as assigned. The school bus is considered to be an extension of the student's classroom. Inappropriate conduct at bus stops, on School vehicles, or in process of boarding or exiting such vehicle may result in student disciplinary action including, but not limited to, denial of transportation privileges.

Students receive permission to travel to and from school by bus when prior arrangements have been made between parents and the school. Students not previously assigned to ride a bus, or a particular bus (i.e. to travel with a school friend) must seek permission to do so. The parent must request such permission: the administrator will communicate to the driver accordingly.

### **A. School Bus Rules**

School bus rules and policies are created to enhance and ensure the safety of our students, parents, staff and the community. Inappropriate behavior by student on the school bus pulls the bus driver's attention away from the road, compromising the bus driver's ability to operate the bus in the safest possible manner. Because of this, bus drivers are required to report student discipline issues to school administrators.

**Student shall also observe the following specific rules:**

- Maintain orderly conduct as designated bus stops.
- Follow the driver's instructions.
- Keep the aisles clear.
- Remain seated, facing forward.
- Keep all body parts inside the vehicle.
- Talk quietly using respectable language.
- Be courteous at all times.
- Do not throw anything inside the vehicle or from the vehicle.
- Do not eat or drink on the bus ( plastic water bottles are permitted)
- State law prohibits the transportation of animals, insects, weapons, glass containers, dangerous instruments, alcohol and drugs (including medication) on a school bus.
- Approved items brought onto a bus must be under the passenger's control at all times.

When transporting musical instruments or athletic equipment on a school bus, the student should be certain the items:

- Do not occupy a seat if needed for a passenger.
- Are not placed in the driver's compartment or the step wall of the bus.
- Do not block the aisles or any emergency exit of the school bus at any time.
- Are under the passenger's control at all times or otherwise secured in the school bus.



## **B. Violation of Bus Rules.**

Violation of bus rules may include the following actions by the school bus driver:

- Counsel the student.
- Move the student to another seat.
- Issue a bus conduct referral incident form to the student and the school administration.

Actions taken by school administration may include, but are not limited to:

**1st Referral:** The student will be counseled and/or disciplined by the school administration as deemed appropriate.

**2nd Referral:** Parents will be contacted and the student will lose bus privileges for a minimum of three days.

**3rd Referral:** Parent will be contacted and the student will lose bus privileges for a minimum of five days

**4th Referral:** Parent will be contacted and the student will lose bus privileges for the remainder of the school year, or six months minimum.

## **C. Loss of Bus Privileges**

Riding a school bus is a privilege. Student may lose their bus riding privileges immediately for serious safety infractions. School administrators will determine the length of time.

All bus suspensions are for AM and PM runs, activity runs are field trips.

Students may be suspended immediately, or privileges revoked, for physical fighting, destruction of property, use of a weapon, or making a dangerous threat while on the bus.

Student who cut, deface or otherwise damage any school vehicles may be suspended or expelled from school. Parents will be liable for damages done to the vehicle by their children.

## **SECTION 05: ATTENDANCE REGULATIONS**

### **A. Attendance**

School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her educational program. No student may be excused from the school by a parent and still remain on campus. Excessive absence (less than 25 hours/week) may require a doctor's note for readmission to school.

Students are required to be enrolled in 4 or more courses and physically attend the school a minimum of 25 hours each week in order to meet the Ft. Mojave Indian Tribe's attendance requirement. While students may work on their instructional program outside of the school's regular operational hours (8:00 am – 2:30 pm); only coursework and approved academic activities that occurs on-site will counted towards the 25 hours/week minimum requirement. Coursework completed at home (off-site) will not count towards the 25 hours/week minimum requirement.

It is the responsibility of the school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of individual students.

The School will develop programs to encourage responsible attendance, taking into account their varying student populations and their varying resources. Such programs will include regular sharing of attendance data with the parents of students whose attendance is poor.

**Definitions:**

**Tardy** is defined as arriving after the start of the regular school day, at the assigned location ready for instructional activity. Tardiness is also defined as arriving after the start of the open lab at the assigned location ready for instructional activity. The teacher/coordinator must admit all tardy students upon arrival.

**Absence** is defined as a student not being physically present in his/her assigned computer lab/classroom.

**Excused Absence** is defined as the student's non-attendance for less than 25 hours per week, which has procedures listed below. No student may be excused from school by a parent and still remain on campus.

**Unexcused Absence** is defined as the student's non-attendance for less than 25 hours per week, which has not been excused by a parent. An excessive number of unexcused absences may result in the removal from school or referral to the courts. It's unlawful for any child between the ages of six and sixteen to fail to attend school during the hours the school is in session or not meet the required 25 hours/week attendance requirement, unless there is a valid reason. The child will be considered truant when there is not a good reason for missing school. Determination of what constitutes "good or valid reason" shall be at the discretion of the administration. If a parent fails to ensure that the child attends school, they are guilty of class VI Misdemeanor. When the parent does not provide a valid excuse for the child's absence, a law enforcement officer may cite the student, parent or custodian for violating the state truancy law (ARS 15-802, 15-803)

- B. Truant** is a student who is not physically present at school without a valid reason.
- C. Habitual Truancy** A habitual truant child is a child between the ages of six and sixteen who is not physically present for 25 hours/week (unexcused absence) five times within a single school year (ARS 15-803, C1). A student who is habitually truant from school may be issued a criminal citation.

The administration will attempt to notify the parent that the citation may be issued and the parent will be required to appear in court with the student.

- D. School Procedures and Discipline** Each school will publish rules for parental reporting of student non-attendance specific to their sites. Penalties for excessive pupil non-attendance may include failure in a subject, failure to receive course credit, suspension from school or expulsion (ARS 15-843, 11).
- E. Grades** in a course will not be reduced by excused non-attendance from school. However, since non-attendance will affect the learning and course-pacing of the student, the overall evaluation of the student can be affected adversely. The student is expected to make up his/her coursework in order to remain on-pace and meet course completion deadlines.

## **SECTION 06: STUDENT GRIEVANCE PROCEDURES.**

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, harassment, or personal safety issues may complain directly to the school administrator or to a professional staff member.

### **A. Process for Student Grievance.**

The individual receiving the student complaint must retrieve sufficient detail from the student to complete the form designated for such purpose. High School students shall file complaints on their own behalf.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the submission is longer than 30 calendar days from the date of the occurrence of the alleged incident.

When a professional staff member receives the in information, the staff member will transmit it to the school administrator no later than the next school day following the day the staff member received the complaint. If the complaint/grievance involves the school administrator, the professional staff member shall forward the complaint/grievance to the next administrative level.

At a minimum, the complaint shall contain the identifying information on the complaint and such specificity of names, places and times as to permit an investigation to be conducted. The written complaint should contain a requested solution and the submissions should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form. The school administrator or a supervising administrator will investigate the complaint/grievance.

The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten school days when school is in session or within fifteen days during which the school offices are open for business when school is not in session.
- The investigator shall meet with the student who submitted the complaint/grievance at or before the end of the time period and shall discuss the conclusion and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the executive director. Where disciplinary action is necessary, school policies shall be followed.

## **SECTION 07: SUSPENSION AND APPEAL PROCEDURES**

The governing Board regards the use of out-of-school suspension and expulsion as an extraordinary step, which shall be utilized only when other means of bringing acceptable behavior have failed, or the nature of the offense is so serious it endangers the health, welfare, or safety of other students or school personnel. School work missed due to suspension must be made up, but full credit may not be given.

### **A. Suspension**

Definition: The temporary removal of a student from the physical school facility as designated by the administration.

*Short Term Suspension* - one to ten days.

*Long Term Suspension* - eleven days or more.

*Authority to Suspend* - A site administrator has the authority to suspend a student pursuant to this code.

## **B. Short Term Suspension Procedures**

If a decision is made to suspend:

- 1) The student is notified by the school administrator of the reason for the disciplinary action, the conditions, and the length of the proposed suspension.
- 2) The parents are given notice by phone and by mail.
- 3) The student and parents are informed of the Appeals Procedures.

## **C. Short Term Suspension Appeal**

- 1) Student or parents may initiate appeal of disciplinary actions within two school days after receipt of telephonic or written notice of a short-term suspension. The appeal must be in writing.
- 2) If an appeal is filed, the student remains in school pending the outcome of the appeal hearing, unless it is determined that the student is a danger to him/herself or others.
- 3) An appeal hearing shall be held before the principal/director within three days following receipt of written appeal to the principal/director.
- 4) The student and suspending administrator shall have an opportunity to present witnesses of other evidence relating to the suspension. If the student denies the charge, the student and school administrator shall have an opportunity to present witnesses or other evidence relating to the charge.
- 5) The principal/director has final authority regarding the determination of the appeal.
- 6) Upon request, the principal/director shall prepare a written summary of the facts relating to the charge, and the duration of suspension, if any.

## **D. Long Term Suspension Procedures**

- 1) The school administrator or designee will recommend to the executive director that the student be suspended for more than ten days.
- 2) The principal/director will provide a written report including summary of facts, evidence, witnesses presented, and finding.
- 3) The parents may request an informal hearing with the executive director. The request must be made within three days of receiving notice of recommendation concerning the long-term suspension and must be in written form.
- 4) Based on the information provided, the executive director will determine if a long-term suspension will be imposed.
- 5) Both the parent and the principal/director will be notified of the executive director's decision.

#### **E. Long Term Suspension Appeal**

- 1) The parents may request a formal hearing within three days of receipt of notice of the decision. The request must be in a written form.
- 2) A hearing will be conducted by a hearing officer within five days of receipt of the request.
- 3) The student and/or the student's parents and administration have the right to be presented at all appeal hearings and must be notified in advance of the time and place of the hearing.
- 4) Within two days following the hearing, the hearing officer will provide a written summary of the decision for the executive director and parents.

#### **F. Records and Reports**

- 1) All cases of suspension involving at least one full day shall be reported weekly to the executive director.
- 2) A letter shall be delivered to the student's parents, or to an adult student, stating the reason(s) for the length of suspension, where appropriate.
- 3) Suspension days will be counted starting on the day the student is denied participation in school activities.
- 4) Times when school is not officially scheduled are not to be counted as part of the suspension.

#### **G. Expulsion**

Expulsion is the permanent exclusion of a child from any of the school within the School. Expulsion is an extremely serious sanction that may be imposed only by the Governing Board.

Expulsion proceedings maybe initiated by the principal/director when (1) a student has repeated suspensions for the same or similar infraction which fail to correct the student's behavior, (2) The health, safety, welfare and educational opportunities of other members of the school community are affected, or (3) as outlined in specific areas of the Pillar Academy Code of Conduct.

With the written recommendations of the administration, the parent and/or legal guardian of a student who has been expelled from the school may appeal to the Governing Board for their child's reentry. Normally, at least one semester must have lapsed since expulsion occurred.

#### **H. Authority to Expel**

The Governing Board may expel a student for misconduct (ARS 15-342 (1) 15-841 ABD 15-842). Upon the recommendation of the executive director and building principal/director, the Governing Board may expel a student from school and participation in all school activities for violation of Pillar Academy Student Code of Conduct after other disciplinary actions have failed or when the student's initial violation has been as severe in the opinion of the Board as to warrant such action.

Expulsion hearings may be conducted by a hearing officer who shall hear the evidence, prepare a record, and bring a recommendation to the Governing Board.

The Governing Board has the authority to adopt, modify or reject the conclusions or recommendation of a hearing officer. While the Governing Board will generally be bound by the finding of fact, it may reject

finding of fact where there is no substantial evidence to support them. The Governing Board expressly reserves the right to reach its own conclusions based upon the findings of fact.

The Governing Board will render the final decision relative to any recommendation of expulsion.

## **I. Procedure for Expulsion**

For all regular education students, the following steps are required:

- 1) The student will be granted an informal hearing with the school administration when there is an accusation of wrong doing or evidence of alleged misconduct. Once the student has received notice, he/she will be asked to explain his/her version of the situation. The administration will make every reasonable effort to verify all facts and statements prior to making a judgment.
- 2) If, on the basis of the informal hearing or preliminary investigation, the student appears to be guilty of the misconduct; he/she may be removed from the contact with other students by temporary suspension. Should the student or parent wish to appeal the decision and thus contest the expulsion, the student will be placed in an alternative educational setting and will be allowed to continue his/her academic assignment pending the outcome of the expulsion hearing. If a clear and present danger to him/herself others, or school property is present, the student may be immediately suspended for ten days pending the formal hearing.
- 3) The parent will be notified before the student is allowed to leave campus. If the school staff unable to locate a parent, the student will be isolated until the regular dismissal time and then given a written message for the parent to be delivered by the suspended student. A copy of this message will be mailed to the parent.
- 4) There will be a student/parent conference to review the incident with the assistant principal/director. The student and parent will be informed of due process and appeal rights.
- 5) During the student/parent conference with the principal/director or designee, the following will be reviewed:
  - Due process
  - Expulsion procedure
- 6) A formal letter from the school will be hand delivered by school staff to the parent five school days prior to the hearing. The parent will sign for receipt of the letter. The letter will explain:
  - Date, time and place of the hearing.
  - Statement of charges.
  - Rule or regulations violated.
  - Conclusions reached after the preliminary investigation.
  - Notification that counsel may represent the student/parent. If they intend to exercise this option, the School must be notified in writing prior to the expulsion hearing. Should counsel be present without notification, the expulsion hearing will be rescheduled.
  - Notification that the Governing Board will be asked to consider expulsion of the student.

- 7) The Governing Board or its designated hearing officer will conduct a closed hearing (i.e... the public will not be present) unless the parent requests the hearing open to the public. A formal hearing consists of the following minimum requirements:
- The student is entitled to a statement of the charges and the rules or regulations violated.
  - Counsel without prejudice may represent the student. Right to counsel in the context of a student disciplinary hearing means that if a student wishes to be represented. The school will not be responsible for fees incurred by counsel for either student or parent. If the student/parent elects to be represented by counsel, they must notify the School if this intention the School's counsel will also be present.
  - The student may present witnesses.
  - The student or his/her counsel may cross examine witnesses presented by the School,
  - The Board and/or its designee also have the right to cross-examine witnesses.
  - The burden of proof of the offense lies with the school.
  - The hearing must be recorded.
  - The Governing Board shall make its final decision by voting in an open meeting.

For Special Education students, the following steps are required:

In lieu of expulsion, the School must provide a continuum of Special Education services, including private placement. The School must utilize change of placement procedures, which provide successive transfer from least restrictive to more restrictive placement,

Procedures for changes in Special Education placement must include:

- 1) Written notice to parent/guardian.
- 2) Review of placement, including the opportunity for a Special Education due process hearing with the Multi-Disciplinary Team.
- 3) Provision for a continuum of alternative placements, including the provision of a free, appropriate education in the least restrictive environment. 4. Procedural and due process rights required by IDEA [Individuals with Disabilities Education Act (PL94-142)] will be followed.

#### **J. Expulsion Hearing Procedures**

The principal/director or designee shall:

- 1) Prepare, after consultation with the executive director, a written discipline summary for presentation to the Board or its designated hearing officer and the student's parents.
- 2) At the hearing, present an oral summary of the student's case to the Board or its designated hearing officer with emphasis on the specific incident(s) leading to the recommendation for an expulsion hearing.
- 3) Offer counseling services after expulsion.
- 4) State conditions for reentry.

The Governing Board or its designated hearing officer shall:

- 1) Hear the expulsion case. The following participants may be present as applicable: the executive director, principal/director, and school staff. School Resource Officer, parent/guardian, student, and attorneys.
- 2) Accept for deliberation the principal/director's written statement.
- 3) Give the principal/director an opportunity to present the administration's case through questions and presentations of witnesses (by the School's attorney, if present).
- 4) Give the student and his/her parent the opportunity to respond to written material, reasons for action, and presentation of witnesses.
- 5) Provide opportunities for Board members or their designated hearing officer to ask questions.
- 6) Consider this matter without the presence of the student, his/her parent, or any other witnesses who testified at the hearing.
- 7) If a hearing officer has heard the case. The hearing officer shall make a written recommendation to the Governing Board within five school days after the hearing. The Governing Board will consider the recommendation during Executive Session.
- 8) A formal letter for the executive director will be hand-delivered by school staff to the parent five school days prior to the Executive Session. A copy of the hearing officer's recommendation will be included if the parent wishes to object to the hearing officer's recommendation, these objections should be submitted to the School in writing within five school days after the receipt of the hearing officer's recommendation and at least twenty-four hours before the Executive Session where the Governing Board shall consider the hearing offer's recommendation.
- 9) Parents are welcome to attend the Executive Session whether they object to the recommendation of the hearing officer or not. The Governing Board retains complete discretion as to whether or not it will hear additional statements for the parent or the student: take testimony, or make its decision based upon the hearing officer's recommendation, exhibits, record, and the parent's written objections A parent who has filed no written objections to the hearing officer's recommendation will not be allowed to speak to the Governing Board during the Executive Session.
- 10) Written confirmation of the Governing Board's decision shall be mailed to the student's parent within two days after their meeting.

#### **K. Expulsion Appeal**

Pursuant to ARS 12-904, an appeal of the Board's decision must be directed to the Mohave County Superior Court.

### **SECTION 08: COMPUTER & INTERNET USE GUIDELINES**

Please read this document carefully. When signed by you and your parent or guardian on the signature page of this document (page), it becomes an agreement between you and Pillar Academy/Aha Macav High School. Your signature indicates that you agree to abide by the conditions and guidelines established herein.

#### **A. Terms and Conditions of This Agreement**

These policies shall apply to:



- 1) Students who use computers located within Aha Macav High School.
- 2) Students who access network resources available through Aha Macav High School.

## **B. Personal Responsibility**

I will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibit or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below.

## **C. Privileges**

The use of School computers and network resources is privilege, not a right, and may be revoked at any time.

## **D. Services**

The Pillar Academy/Aha Macav High School is not responsible for any service interruptions, changes, or consequences resulting from system use; even if these arise from situation under control of the school.

## **E. Consequences**

Infractions of the provisions set forth in these guidelines may result in termination of access privileges. It may also result in the suspension and/or expulsion of the student.

## **F. Computer/Internet User Agreement**

- 1) I will use computers and network resources for educational purposes only. I understand that using chat rooms, interactive games, E-mails, news groups, or credit card purchases is prohibited.
- 2) I agree not to submit, publish, display, or retrieve and defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
- 3) I will abide by all copyright regulations.
- 4) I will not reveal my password (if I have one), nor will I attempt to discover the password of others.
- 5) I will not reveal personal information, such as home address or phone number, of others or myself. I will not use the network in any way that would disrupt the use of the network by others.
- 6) I will not use the network to earn money.
- 7) I will not modify or destroy hardware, or interfere with system security.

## SECTION 09: STUDENT CODE OF CONDUCT

PROBLEM AREA	POSSIBLE ACTION(S) TO BE TAKEN		
	Range	First Occurrence	Repeated Occurrences
<b>Academic Misconduct / Cheating</b>	Minimum	Parent Involvement	Parent Involvement
	Maximum	Loss of Credit for the Assignment	Removal from Course, Loss of Credit, and/or Expulsion
<b>Abuse of Staff<sup>1</sup></b>	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
<b>Alcohol and Non-Prescribed Drug Possession, Use or Distribution<sup>1</sup></b>	Minimum	Short-Term Suspension (Intervention)	Long-Term Suspension
	Maximum	Expulsion	Expulsion
<b>Bus/Van Violation</b>	Minimum	Conference	Loss of Bus/Van Privileges
	Maximum	Loss of Bus/Van Privileges	
<b>Dangerous Instruments and/or Materials (Excluding weapons; See "Weapons")<sup>1</sup></b>	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
<b>Disruptive, Deceptive or Defiant Behavior</b>	Minimum	Parent Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
<b>Extortion &amp; Fighting<sup>1</sup></b>	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
<b>Gambling<sup>1</sup></b>	Minimum	Parent Conference	Parent Conference
	Maximum	Short-Term Suspension	Long-Term Suspension
<b>Harassment<sup>1</sup></b>	Minimum	Short-Term Suspension	Long-Term Suspension
	Maximum	Expulsion	Expulsion
<b>Internet/Computer Violations</b>	Minimum	Loss of Computer Privileges	Short-Term Suspension
	Maximum	Expulsion	Expulsion

<sup>1</sup> These areas also involve state and/or federal law. School officials shall notify appropriate law enforcement officers of all deadly weapons and or prescribed drug violations, as required by law. School officials shall also notify law enforcement officers of other serious violations. For minor offenses, school officials may notify law enforcement officers.

<b>Trespassing<sup>1</sup></b>	Minimum	Parent Conference	Short-Term Suspension
	Maximum	Expulsion	Expulsion
<b>Tobacco: Use, Sale &amp; Distribution<sup>1</sup></b>	Minimum	Short-Term Suspension (1st -3rd Occurrence)	Police Citation (4th Occurrence)
	Maximum	Expulsion	Expulsion
<b>Vaping &amp; Nicotine: Use, Sale Distribution<sup>1</sup></b>	Minimum	Short-Term Suspension (1st -3rd Occurrence)	Police Citation (4th Occurrence)
	Maximum	Expulsion	Expulsion
<b>Vandalism<sup>1</sup></b>	Minimum	Parent Involvement & Restitution	Restitution and/or Suspension
	Maximum	Expulsion/Criminal Charges	Expulsion/Criminal Charges
<b>Vehicle Violations<sup>1</sup></b>	Minimum	Informal Conference	Long-Term Suspension
	Maximum	Long-Term Suspension	Expulsion

<sup>1</sup> These areas also involve state and/or federal law. School officials shall notify appropriate law enforcement officers of all deadly weapons and or prescribed drug violations, as required by law. School officials shall also notify law enforcement officers of other serious violations. For minor offenses, school officials may notify law enforcement officers.

## SECTION 10: DEFINITIONS

**ABSENCES FOR SCHOOL (GRADES 9 —12):** See Attendance Guidelines.

**ALCOHOL / SUBSTANCE REPRESENTED TO BE ALCOHOL:** Uses, possession, or sale of alcoholic beverages or substance represented to be alcohol.

**ARSON:** Intentionally setting fire, attempting to set fire, or intentionally engaging in conduct which may reasonably be foreseen to set fire to property of another, participating in, or encouraging another person to participate in such conduct. **NOTE: STUDENTS WHO COMMIT ARSON SHALL BE EXPELLED FROM SCHOOL AND PROSECUTED TO THE FULL EXTENT OF THE LAW**

**ASSAULT:** Attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee, person, or group of persons.

**AUTOMOBILE MISUSE:** Inappropriate use of an automobile on school property.

**BATTERY:** Unlawful and offensive hitting or touching another person, a person's clothes, or anything attached or held by him/her. **NOTE: STUDENTS WHO COMMIT BATTERY SHALL NE SUBJECT TO EXPULSION AND PROSECUTED TO THE FULL EXTENT OF THE LAW.**

**BUS (VAN) MISBEHAVIOR:** Refusal to obey van rules, and/or any action that creates a safety hazard or distracts the attention of the driver.

**CAMPUS DISRUPTION:** Participating in or causing a disturbance at school or school-related activities, e.g., gang fights, false fire alarms, bomb threats, or similar disturbances.

**COMPUTER MISCONDUCT:** Any unauthorized, unacceptable, or inappropriate use of computer activities, computer access, computer software, or any computer equipment; and/or any activity that affects or disrupts that school's or the districts' computer hardware, software, or computer systems (local area network and/or mainframe).

**CONTROLLED SUBSTANCE / SUBSTANCES REPRESENTED TO BE CONTROLLED SUBSTANCES:** Any student who is found to have sold, possessed, furnished, or to be under the influence, or to have in any way encouraged the illegal use, sale, or possession by another of any alcoholic beverages, narcotic drugs, or any substances represented to be alcoholic beverages, narcotics or drugs, or narcotic/drug paraphernalia shall be suspended until the problem is investigated. **NOTE: STUDENTS FOUND TO BE SELLING A CONTROLLED SUBSTANCE SHALL BE EXPELLED FROM SCHOOL AND PROSECUTED TO THE FULL EXTENT OF THE LAW.**

**DEFIANCE OF SCHOOL PERSONNEL:** Refusal to comply with reasonable requests of school personnel.

**DISORDERLY CONDUCT, PROFANITY, AND OBSCENE BEHAVIOR:** Conduct and/or behavior that is disruptive to the school environment such as vulgar, abusive, or coarse language, or behavior offensive to decency.

**DRESS CODE VIOLATION:** Failure to observe the school's dress code as defined. See Student Dress Code.

**EXPLOSIVE DEVICES OR POISON GAS:** Possession, use, or sale of explosive devices, inflammable material, or poison gas, including but not limited to bombs, dynamite, fireworks, firecrackers, or any substance prepared chemically that explodes, or is capable of explosion, or emits a poison gas, or a collection of parts from which an explosive device may be readily constructed.

**EXTORTION:** Solicitation of money, information, something of value from another person in return for protection, or in connection with a threat to inflict harm, or through intimidation.

**FIGHTING:** Engaging in, or threatening physical contact, for the purpose of inflicting harm on another person.

**FIREARMS:** Any weapon which will expel a projectile by the action of an explosive or other propellant as defined by the Federal Gun Free School Act, the frame or receiver of any such weapon, or firearm muffler or firearm silencer, including but not limited to pistol, rifle, Zip gun, shot gun, BB gun, pellet gun, or destructive device whether operable or inoperable, loaded or unloaded.

**FORGERY:** Writing or using the signature or initial of another person for an illegal or unauthorized purpose.

**GAMBLING:** Participating in games of chance for the purpose of exchanging money and/or other valuable.

**GANG ACTIVITY:** Wearing any clothing or carrying any symbol on school district property that denotes membership in or affiliation with a criminal gang, or engaging in any activity that encourages participation in a criminal gang, or facilitates illegal acts of criminal gang.

**HABITUAL DISCIPLINE PROBLEM:** A student shall be deemed a habitual disciplinary problem if the school in which the pupil is enrolled has written evidence which document that in one school year the student has: threatened or extorted, or attempted to threaten or extort another student, or a teacher, or other personnel employed by the school; or been suspended for initiating at least two fights on school property; or has a record of five (5) suspensions from school for any reason. The suspension can occur for fighting at school, on the way to

or from school or events, and has one-hour window before or after school or the event. Student declared a Habitual Discipline Problem must be suspended or expelled from school for a minimum of 18 weeks.

**HABITUAL DISREGARD OR SCHOOL RULES:** Repeated occurrences of not following school rules regardless of efforts to correct such behavior.

**HABITUAL TRUANT:** A habitual truant is defined as a student who has accumulated three or more unapproved or unexcused absences (truancies) from school. Habitual truants are referred to law enforcement for Truancy.

**HARASSMENT:** Any verbal, visual, or physical conduct which is sufficiently severe, persistent or pervasive that it adversely affects, or as the purpose or logical consequence of interfering with the student's educational program or creates an intimidating, hostile, offensive school atmosphere. Harassment, whether it is by students, staff, or third parties in the school community, is strictly prohibited, and will subject the perpetrator to disciplinary action. Harassment, regardless of its basis, is prohibited.

**HAZING:** An activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association, or athletic team at high school.

**ILLEGAL CONDUCT:** Behavior that violates that statues and/or ordinances of the State of Arizona and the Fort Mojave Indian Tribe.

**IMMORAL CONDUCT:** Behavior, which the administration determines, is not conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community. This includes inappropriate, suggestive, explicit sexual behavior.

**NUISANCE ITEMS:** Those item that are disruptive to the educational environment such as, electronic games, laser pointers, boom boxes, MP3 players, pop bags, etc.

**PHYSICAL BATTERY OF ANY SCHOOL EMPLOYEE:** Unconsented and offensive hitting or touching of any school employee, of employee's clothes or anything attached or held by him/her. **NOTE: STUDENTS WHO COMMIT BATTERY ON ANY SCHOOL EMPLOYEE SHALL BE EXPELLED FROM SCHOOL AND PROSECUTED TO THE FULL EXTENT OF THE-LAW.**

**PORTABLE COMMUNICATION DEVICE:** Students are prohibited from possessing beepers/pagers/ and/or cellular/portable phones, or other similar electronic communication devices on school campuses unless expressly authorized in writing to do so by the school administrator. Items will be confiscated and returned to the parent/guardian.

**RACIALLY DEROGATORY REMARKS:** Use of abusive and/or appropriate words or phrases directed toward an individual's race or heritage is considered harassment and/or verbal assault.

**ROBBERY:** Illegally taking property by using force or the threat of force.

**SCHOLASTIC DISHONESTY:** Includes, but is not limited to, cheating on tests, plagiarism, and collusion.

A. Cheating on a test includes:

- 1) Copying from another student's test paper;
- 2) Using material during a test which is not authorized by the person giving the test;

- 3) Collaborating with another student during a test without authority;
  - 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test;
  - 5) Substituting for another student or permitting another student to substitute one's self, to take a test; or
  - 6) Bribing another person to obtain a test that is to be administered.
- B. Plagiarism means the use of another's work and the unacknowledged incorporation of that work into one's own written work for credit
- C. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

**SPRAY PROPELLANTS:** All liquid, gaseous, or solid substances intended to produce temporary physical discomfort through being vaporized or otherwise dispersed into the air, including but not limited to: Tear Gas, Mace, Pepper Spray, etc.

**TARDINESS:** Arriving late to school. Please be aware that students who are 15 minutes or more tardy to a lab session ("equivalent period") will be marked absent for that session.

**THEFT:** Taking property that does not belong to you.

**TOBACCO:** Use of tobacco on any school campus or at any school sponsored activity or event is prohibited.

**TRESPASSING:** Unauthorized presence on school property or at a school sponsored activity or even without express prior permission of the principal/director, and/or a refusal to leave the property after having been directed or warned to do so.

**TRUANCY:** A student shall be deemed a truant who is absent from school for one or more lab sessions during the school day without the written approval of his teacher or the administrator principal/director of the school.

**VANDALISM, DESTRUCTION, OR DEFACEMENT OF PROPERTY:** Willfully and maliciously destroying, defacing, or mutilating the property of another, or intentionally engaging in conduct which could reasonably result in destruction or damage to the property of another.

**WEAPONS:** Possession, use, transmittal, or concealment of ANY operable or inoperable weapon or simulated look-alike weapon. Weapons are defined as firearms, knives explosives, inflammable materials, or other items that may cause bodily injury or death or any normally non-dangerous implement when it is used as a weapon intended to cause injury. BB and pellet guns, fireworks, and similar objects, are weapons. **NOTE: STUDENTS FOUND TO BE IN POSSESSION OF A GUN SHALL BE EXPELLED FROM SCHOOL AND PROSECUTED TO THE FULL EXTENT OF THE LAW.**

## **SECTION 11: HIGH SCHOOL PROMOTION**

The definition of minimum units of credit a high school student must earn to be promoted to the next higher grade. The number of credits earned will determine student's status as a member of a given class. In order to qualify as a Sophomore (10th Grade). A student must have earned a minimum of five (5) credits. In order to qualify as a Junior (11th Grade). A student must have earned a minimum of eleven (11) credits. In order to qualify as a Senior (12th Grade) a student must have earned a minimum of sixteen (16) credits.

## **SECTION 12: CORRECTIVE DISCIPLINARY ACTIONS**

- A. DISCIPLINE** is the combination of a mental attitude and a system of personal self-control that results in a standard of behavior demonstrated by appropriate conduct in all situations.

In education, it is a process which strengths, molds, and corrects student behavior through a system of essential rules, and when necessary, just and constructive consequences.

**B. CONFERENCE**

Formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

**C. REQUIRED PARENT CONFERENCE (RPC)**

A notice of Required Parent Conference (RPC) is to be used by deans, assistant

**D. IN-SCHOOL PROCEDURES**

School official administers disciplinary procedures intended to correct inappropriate behavior while keeping the student in classes. Such in-house procedures may include telephone contact to parent, teacher assigned discipline, loss of classroom credit for scholastic dishonesty, detention, van citation including revocation of van-riding privileges, removal from extracurricular activities, placement in in-House Suspension Program or temporary alternative placement, (removal of student from class or classes and temporary placement in an alternative setting), removal of privileges, and other appropriate in-house procedures.

**E. SUSPENSION**

If a student commits an offense that merits his/her removal from school, the Notice of Suspension must be used after a Required Parent Conference has been conducted. Suspension is the temporary removal of a student from school for the period of time necessary to (1) seek problem resolution, or (2) ensure that the student's presence at school does not constitute a danger to him/her or others, or (3) accomplish stringent disciplinary actions such as expulsion. Students suspended for acts of violence, battery to a school employee or another student, selling or attempting to sell a controlled substance, arson, extortion or robbery, or possession of a weapon, are not allowed on a school campus or at any school sponsored activity for any reason, without the express prior permission of the school administrator.

## **SECTION 13: GENERAL SCHOOL POLICIES**

**A. TEXTBOOKS**

Textbooks, workbooks and laboratory materials are issued by the teacher for the subject. At the time issuance, teachers will determine the condition of the books. If a student is transferring to a different subject, he/she will be required to return any books or manuals in their possession. Upon the return of materials, the teachers will determine the condition of the book. If damaged, it is the student's responsibility for charges for replacement for chargers for replacement of said materials.

**B. DISCIPLINE AND ACTIVITIES**

Students who have been assigned after school suspension, In School suspension, or Out of School may not attend or participate in any activities sponsored by Pillar Academy/Aha Macav High School until they have

completed their suspension time. Extracurricular activities are interpreted as athletic events, home, or away, practicing and traveling with any athletic team. Students will be given alternate assignment for co-curricular activities that have a grade assigned to the activity. Failure to comply with this policy will be considered insubordination.

#### C. FIRE DRILL REGULATIONS

Fire drills, as required by Arizona Fire Code, will be held at regular intervals. Such practice is important and should be approached seriously. These drills shall include complete evacuation of all persons from the building. Students are required to go to designated areas with their instructor, so they can be accounted for. Setting off a false alarm is illegal, but it is also potentially and extremely dangerous. The school administration will file legal charges against any student caught setting off a false alarm and will have that person arrested by the police. Parents will be notified immediately. Guilty students will be suspended.

#### D. FOOD SERVICES

The snack bar is opened before school, break time and during lunch, but not during instructional or passing time. Food consumption during class time is at the discretion of each teacher in his or her classroom. Students are expected to dispose of trash in receptacles provided, and are held responsible for picking up the lunch area they use and for keeping it clean and neat. Lunch will be served and consumed in room 201 unless prior permission is granted by the staff.

#### E. LOCKERS

During registration, students are issued lockers that are secured by combination locks. Only official school locks are to be used. All other locks will be removed; Pillar Academy/Aha Macav high school will not be responsible for the condition of the unofficial lock once it is removed. All students must assume responsibility for their combination and lockers, as well as for books, supplies and personal belongings that are stored within. **STUDENTS SHOULD NEVER ALLOW ANYONE TO LEARN THEIR COMBINATION OR THEIR LOCKER;** the school is **NOT RESPONSIBLE** for any valuables stored in the locker. Students that abuse their lockers in anyway will lose locker privileges. Students are responsible for keeping their lockers clean. *The school reserves the right to open and inspect students' lockers at any time.* Under no circumstances should a locker contain anything that violates school policy or civil law. The administration reserves the right to remove and confiscate inappropriate material (pictures depicting nudity, drugs, etc.) stored or displayed in a locker. Any student assigned a locker is responsible for all items in the locker. Lockers are to be cleaned out the last week of school. A student will be charged for a missing lock. A \$15.00 fee is assessed for any locker emptied by custodial staff after school ends if a locker is damaged, a charge will be assessed to compensate for repairs.

#### F. VISITORS

Pillar Academy/Aha Macav high school is a place where effort is made to avoid interruptions. Therefore visitors are not allowed during the school day. ARS 13-2905 addresses loitering by persons present in or about school buildings or grounds. Any person loitering will be asked to leave, and if necessary, law enforcement will be contacted.

#### G. COMPUTER USE POLICY

Computer use and access to the Internet are provided to students for academic and research reasons. Access is privilege. Students must demonstrate responsibility. The following are not permitted:



- 1) Sending, accessing, downloading or displaying offensive messages or pictures.
- 2) Using profanity or obscene language.
- 3) Damaging computers, systems or networks.
- 4) Using or sharing of passwords or others.
- 5) Violating copyright laws and regulations.
- 6) Using school computers or networks without authorization or in an inappropriate manner.
- 7) Uploading, downloading or installing any program not approved by the administration. Violations of the computer use policy may result in loss of access to school computers, removal from class with no credit, disciplinary action.

#### **H. NURSE'S OFFICE**

Students will not be admitted to the nurse's office (school's main office) without a pass or teacher's prior approval/notice, except in case of an emergency. Medication, including Tylenol, will not be dispensed without parental consent. Students who need to take daily medication should contact the nurse who supervises the taking of medication during school hours. It is recommended that if a parent is going to be out of town that the nurse be given an emergency contact for use in case of injury or illness. All medication needs to be in their original container.

#### **I. RESPECT FOR OUR NATION**

Students are encouraged to show respect for our country by attentively joining fellow classmates in the patriotic minutes set aside daily.

#### **J. PERSONAL ITEMS AT SCHOOL**

The school is not responsible for money or personal items that are lost by students. Students are advised to bring only enough money to cover snack and lunch expenses: Radios, recorders, pagers, portable music devices, personal C.D.'s cellular phones and other electronic devices are not permitted on campus. Sunglasses may not be worn in the classroom or in the halls. Laser pointers are also permitted.

#### **K. CHANGE OF ADDRESS**

Please notify the guardian office immediately of any change in address or phone number.

#### **L. SHOW OF AFFECTION**

Public schools are not appropriate places for hugging, kissing, and other form of displaying affection. Abuse of this rule may result in disciplinary action.

#### **M. TELEPHONE**

Students may use the office telephones only with approval from office personnel. There will be no use of classroom telephones, unless granted permission or in the case of an emergency.

#### **N. LEAVING A LAB SESSION (CLASS EQUIVALENCY)**

With the exception of an-emergency, students are not allowed to leave open lab sessions unless permitted by the teacher. When it is necessary for a student to leave an open lab sessions, he or she must have a pass properly and completely filled out and signed by the instructor. All faculty and staff members are responsible to see that students are not in the hallways without a proper pass. A student not reporting directly to the destination stated on the pass will be considered insubordinate. This is also true when a student fails to report when sent to the administrative office for any reason. NO Student is to miss any teacher's open lab sessions in order to remain with another teacher unless prior arrangements have been made.

**A STUDENT SENT FROM AN OPEN LAB SESSION FOR UNSATISFACTORY CONDUCT MUST REPORT DIRECTLY TO THE OFFICE. FAILURE TO DO SO WILL BE CONSIDERED TRUANCY/INSUBORDINATION.**

#### **O. LEAVING CAMPUS**

After reporting to school, students may not leave without permission or without signing out in the attendance office. This applies from the time of arrival at school until school is dismissed. One reason for this is that the school has a considerable responsibility of knowing where students are at all times during the school day. When it is necessary for a student to leave campus during the day her or she must have written or verbal permission from his or her parent. A student should never leave school for any reason without signing out in the attendance office. A student who becomes ill during the school day should obtain a pass from his or her teacher to go to the office. If the nurse (or his/her designee) and administration determine there is an appropriate reason, parents or guardians will be called to pick up the student. Students who become ill should not remain in the restroom without reporting to the nurse or office. If it is necessary to go home, the still must sign out in the attendance office.

#### **P. MOTOR DRIVEN VEHICLES**

Students who use private vehicles for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body.

- 1) There is to be no "hot ridding" near school.
- 2) Vehicles are to be parked in designated areas and under no circumstances are to be driven during lunch without special permission of the administrator. Any student violating the above rule may not be allowed to drive his/her vehicle on school grounds.
- 3) During the course of the day, students are not to go to the parking area or vehicles unless permission is granted.
- 4) Students are not to loiter in parked vehicles.
- 5) Students taking part in activities after school are not to move vehicles until the activity is over and they leave school.
- 6) Students are not to use vehicles for errands during school time unless give special permission by administration.
- 7) The Board reserves the right to revoke the above policy or refuse the permission to drive to any student.

## **Q. SCHOOL TRANSPORTATION REGULATIONS**

Riding the van is a privilege provided by the Ft. Mojave Indian Tribe, and is not a right. This privilege may be revoked by FMIT/Pillar Academy/Aha Macav High School if a student violates transportation regulations while being transported to and from school.

## **R. REGULAR ROUTES**

Students shall be on time at the approval van stop. Van schedules will not permit waiting. Students should at least be at designated stop 10 minutes before the van is scheduled to arrive. Students should conduct themselves in a safe manner while waiting for the van. When the van comes to a **COMPLETE STOP**, students should board the van. By law, the van and loading zone are controlled areas.

The **USE OF TOBACCO IS NEVER PERMITTED** and is in violation of school policy and state law

Keeping the van safe and clean is the responsibility of all riders. Arms and legs belong inside the van. Student should never stand while the van is in motion. While quiet talking may be permitted, shouting and verbal abuse are not permitted-. Eating, drinking, fighting, quarreling, littering and throwing objects are also safety violations. Any violations will result in restitution by the responsible party.

## **SECTION 14: ATTENDANCE POLICY**

Regular attendance is basic to success in high school. Pillar Academy/Aha Macav High School will cooperate with parents and students to achieve regular attendance. Arizona law requires parents and guardian to ensure that children attend full time while school is in session.

### **A. EXCUSED ABSENCES**

Absences are excused for these reasons:

- 1) Personal illness, verified by a parent or guardian
- 2) Serious illness of a family member
- 3) Chronic illness verified by a doctor
- 4) Prolonged illness (more than 8 days) verified by a physician
- 5) Death in the immediate family
- 6) Appointments with medical doctors or dentists that cannot be scheduled after school
- 7) Court appointments and other legal obligations that cannot be scheduled after school
- 8) Out-of-school suspension
- 9) Participation in a school approved event
- 10) Prearranged absences verified in advance by parent or guardian

### **B. UNEXCUSED ABSENCES**

Unexcused absences do not fall into the same category as excused absences. Failure to bring parental excuse note truancy, leaving school without authorization, and being absent when not approved by a parent and authorized by an administrator.

### C. REPORTING ABSENCES

A parent or guardian must notify the attendance office by phone or in writing on the day of the absences at (928) 346-3925.

### D. RETURNING TO SCHOOL AFTER AN ABSENCE

Upon return from an absence, the student must do the following:

- 1) The student must report to the attendance office before school.
- 2) The student must bring a written statement from his or her parent or guardian explaining the reason for the absence. State law mandates that the school must record the reason for all students' absences.
- 3) A student who was absent during school time because of an appointment with a medical doctor, dentist, court of law, will bring a not from the doctor, dentist, or judge verifying the student's presence at the appointment.
- 4) A student is allowed one day for each day of absence to complete his/her makeup work.
- 5) The student will receive and admit to class slip that must to each teacher before each class. Before the end of the day, the student will obtain all make-up work needed from each teacher.

### E. TARDIES

When a student arrives late he/she will go to the attendance office, and obtain a tardy pass to give to the teacher.

**NOTE: Habitual tardiness and truancy will be referred to the School Resources Officer for further action.**

### F. RULES OF CONDUCT FOR SCHOOL BUS/VAN RIDERS

Students on a FMIT school van are under the immediate supervision of their van driver and are subject to the rules set forth by the FMIT and Governing Board of Pillar Academy/Aha Macav High School and the State of Arizona. Any infraction of these rules by a student is to be documented on a School Bus (Van) Incident Report to the school administrator issued by the van driver for disciplinary infractions. Copies are distributed to the parent.

In order to provide for the safety of passengers and effective use of vans, the following rules of conduct are established.

- 1) Van passengers must stand in an orderly single-file line at pick-up points until the van comes to a complete stop.
- 2) Passengers must board the van in an orderly fashion and go directly to a seat passengers must wear seat belts properly at all times.
- 3) All passengers must remain seated until the van has come to a complete stop. Passengers shall then proceed directly to the front of the van to exit through the front door.
- 4) If a passenger must cross the road, **WALK** ten feet or more in front of the van, wait for the driver's signal, then cross when safe to do so.

Any distracting action by the passenger creates a safety hazard by demanding unnecessary attention of the driver. These actions are forms of misconduct. Example of misconduct that may result in disciplinary action are: loud talking, use of profanity, fighting, throwing things, smoking, damaging the van or van seats, standing, or eating or drinking.

Parent will be held responsible for any van damage that may result from a student's misconduct.

## **SECTION 15: DRESS AND APPEARANCE**

### **A. COMMUNITY STANDARDS**

The Pillar Academy/Aha Macav High School reserves the right to insist that the dress and grooming of students are within the limits of generally accepted community standards and that student shall be required to show proper attention to personal cleanliness.

### **B. EDUCATIONAL ENVIRONMENT**

Student's dress personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style which tends to diminish instructional effectiveness or discipline control by teachers is not acceptable.

### **C. RESPONSIBILITY**

The school administration will have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

### **D. INFORMATION**

Handbooks and/or newsletters prepared at each organizational level shall express uniformity on specific requirements and prohibitions. Each school will be responsible for in-service activities to acquaint students and staff with the enforcement procedures of these requirements. Notification of dress code changes occurring during the school year shall be sent promptly to parents. Statements shall be included which:

- 1) Require the wearing of shoes with soles
- 2) Prohibit wearing crop tops (no skin showing between bottoms of shirt/blouse and top of pants or skirts), strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.
- 3) No spaghetti straps permitted; all sleeveless shirts must have straps at least three inches wide and cover the shoulder.
- 4) Require that all shorts, skirts, and dresses must be a fingertip length. If shorts are worn, they must be hemmed and without fraying.
- 5) Prohibit the wearing of headgear on campus except for designated school approved uniforms or at authorized athletic practices or activities.
- 6) Prohibit slogans or advertising on clothing which be their controversial or obscene nature disrupt the educational setting. No spiked or studded clothing.
- 7) Coats, mittens, and scarves must be removed upon entering the classroom

## **E. SPECIAL OCCASIONS**

The principal/director shall retain the authority to grant exceptions for special occasions and/or special conditions.

### **SECTION 16: ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION**

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained include, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and medication agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parent and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

The Federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal/director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal/director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school to amend a record that they believe is inaccurate or misleading. They should write the school principal/director, clearly identify that part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school had contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials or another school in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by student.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.