

STEPPING STONES ACADEMY

***Where All Children Can Learn and
Our Teachers Make the Difference!***

FAMILY HANDBOOK 2018-2019



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MUSTANG STRONG!

*Si usted está en necesidad de un intérprete para revisar el manual, por favor póngase en contacto con
Dedre Stewart-Alliger al 623-465-4910.*

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Revised July, 2018

WELCOME TO STEPPING STONES ACADEMY!

Where All Children Can Learn and Our Teachers Make The Difference!

It is with great enthusiasm we welcome you to Stepping Stones Academy! Whether you are a new or returning family, we know we are going to have a fantastic year! Stepping Stones Academy offers something for everyone. For parents, this is a safe and protective environment on a small, friendly campus where students receive a quality academic education. For students, Stepping Stones Academy is more than a school – it is a place where everyone knows who they are, cares about them, and works together to achieve success!

The idea of Stepping Stones Academy started in 1997 when we had a dream of starting a small, family-friendly school which offered a high academic program. We dreamed of a campus where all children were able to learn in a safe and secure environment surrounded by caring and capable educators. This dream became a vision --- a vision that led to the opening of Stepping Stones Academy on September 7, 1999. All people involved in Stepping Stones Academy share this vision --- a vision that fulfills not only this dream, but also provides children with life-long skills to help them become productive and responsible citizens.

The Family Handbook contains the policies and procedures governing Stepping Stones Academy. We ask each family to review these guidelines and contact us with questions. As we move forth, we welcome you once more to Stepping Stones Academy. Thank you for sharing your children with us!

Ms. Stewart-Alliger, Principal
SSA EVERY DAY!

Mrs. Panagopoulos, Vice-Principal
MUSTANG STRONG!

MISSION STATEMENT

We envision an environment that provides academic, social and personal skills students need to become confident and responsible citizens. We believe learning should be based on individualized, relevant activities and frequent assessment to monitor student progress and achievement. We promote high student expectations with consideration and respect for all individuals; thereby, developing life-long learners and productive members of society.

The Family Handbook and a list of employees with contact information are available on Stepping Stones Academy's website at www.stepsstonesacademy.org. Employees' Resumes and Fingerprint Clearance Cards are available in the School Office.

HANDBOOK ACKNOWLEDGMENT

PARENT COPY – FOR INFORMATION ONLY

Student Name: _____

I acknowledge the following:

- I have received a copy of the Stepping Stones Academy Family Handbook.
- I have been provided the opportunity to review the Handbook and to review it with my child.
- This Handbook contains important information about my child's rights and responsibilities as a student at Stepping Stones Academy.
- Included in this Handbook is information about Stepping Stones Academy's expectations for student conduct and student discipline, including the circumstances under which Stepping Stones Academy may suspend or expel students.
- This Handbook is available on Stepping Stones Academy's website, which may be found at www.stepsstonesacademy.org.
- I may schedule an appointment with the principal if I have questions about the information contained in this Handbook.

Parent/Guardian Name Signature

Date

Parent/Guardian Printed Name

ENROLLMENT INFORMATION

Stepping Stones Academy is an open enrollment school of choice and has an open enrollment policy in accordance with A.R.S. § 15-184. Any student eligible to attend an Arizona public school may enroll. There is no tuition or fee charged for attending. Admission guidelines for Stepping Stones Academy are consistent with the admission requirements of Arizona and federal law and applicable regulations.

A. Enrollment Policy

The admission and enrollment policies of Stepping Stones Academy have been developed to be fair to all student populations. Stepping Stones Academy does not limit admission on the basis of ethnicity, national origin, gender, income level, disability, English language proficiency, athletic ability, or immigration status. Stepping Stones Academy has the right to review the student's educational records and, pursuant to A.R.S. § 15-184(J), may refuse to enroll a student who has been expelled or is in the process of being expelled by an Arizona public or private educational institution. Failure to disclose this information on the application may result in revocation of the student's acceptance.

Stepping Stones Academy shall not collect or use information about whether a prospective student is, or may be, eligible for special education services under federal law, for purposes of making admission decisions. To the extent any such information is obtained during the application stage, Stepping Stones Academy shall ensure the information is not used in the admission decision-making process, but used to only better serve the student promptly and appropriately following admission.

Stepping Stones Academy complies with and provides services under the McKinney-Vento Homeless Assistance Act, which ensures homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws. Students meeting the definition of "homeless students" shall be excused from providing certain enrollment documentation that is otherwise required by law and Stepping Stones Academy shall immediately enroll a homeless student, even if the student is unable to produce the records normally required for enrollment. Stepping Stones Academy shall appoint a Liaison for Homeless Students who will carry out duties as assigned and as required by law, including assisting with enrollment and coordinating activities and programs in the best interest of the homeless students.

B. Enrollment Criteria

Stepping Stones Academy strives to enroll all eligible students wishing to enroll who submit a timely application. A timely application is one submitted on or before the designated due date (April 30th) for the upcoming school year. (Note – Stepping Stones Academy accepts applications on an ongoing basis throughout the school year.) The principal of Stepping Stones Academy determines if students are admitted in accordance with the criteria of whether Stepping Stones Academy has the capacity to serve the student without adversely impacting the educational opportunities for students currently enrolled. Factors to be considered in making this determination include, but are not limited to:

- Physical capacity of the school building and classrooms
- Availability of staff members (i.e. administrators, teachers, related service providers employed by Stepping Stones Academy, and related service providers contracted by Stepping Stones Academy)
- Capacity in relevant grade levels, classrooms, and/or special programs
- Availability of other resources
- Whether the student's admission violates the provisions of a court order.

Stepping Stones Academy may not exceed its maximum enrollment of 225 students in kindergarten through eighth grade as outlined in Stepping Stones Academy's contract with the State Board for Charter Schools. If Stepping Stones Academy receives more applications than spots available admission is based on an equitable selection process with a lottery.

C. Enrollment Procedure

Stepping Stones Academy shall provide enrollment preference to and reserve capacity for students who were enrolled in Stepping Stones Academy the previous year. Families shall complete the Intent to Enroll form by the designated date in order to receive priority enrollment. Admission priorities for Stepping Stones Academy are as follows:

1. Students who are currently enrolled and who have submitted a timely Intent to Enroll form indicating they will be returning
2. Students returning to Stepping Stones Academy for a subsequent school year
3. Students whose siblings already attend Stepping Stones Academy
4. Students whose parents, grandparents, or legal guardians are employees of Stepping Stones Academy or members of the Stepping Stones Academy Governing Board
5. Children in foster care or meet the definition of unaccompanied youth in the McKenney-Vento Homeless Assistance Act.

Stepping Stones Academy does not give preference to any other student on any basis. Stepping Stones Academy offers tours and informational sessions to potential students and their families; however, admission is not conditioned on participation or attendance at any tour or informational session. Admission is not conditioned on optional donations of time and/or money to Stepping Stones Academy, including parent ability to volunteer at Stepping Stones Academy.

If Stepping Stones Academy receives more applications than room available Stepping Stones Academy selects students through an equitable selection process such as a lottery, with preference to siblings of a student selected through such process. Families will be contacted should capacity exist at a later date. Students whose applications are submitted after the Open Enrollment timeframe shall be admitted only if capacity exists at the time the application is submitted

An enrollment packet shall not be considered complete until all of the paperwork is completed in accordance with current state law (See A.R.S. §15-828 and A.R.S. §15-872). Stepping Stones Academy will provide translated documents and translation services from appropriate and competent individuals, as necessary, for all documents. Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation of acceptance of open enrollment or removal from enrollment.

D. Emergency Card

Each student must have an Emergency Card on file in the School Office. The card lists the names of people to contact in case of a student's illness or injury. It is important the information on this card remain current. Parents are responsible for updating this information during the year.

E. Immunizations

Stepping Stones Academy follows Arizona state law (A.R.S. § 15-872) for required immunizations. Before a student attends school an immunization form must be on file in the School Office. Needed information includes the student's name and birthdate, dates and dosages of the immunizations, and names of the physician or health agency that dispensed the immunizations. The required immunizations include:

- MMR (measles, mumps, rubella) – Two doses
- Hepatitis B – Three doses
- DTP (diphtheria, pertussis, tetanus) – Four or five doses (Students who receive the fourth dose after their fourth birthday do not need additional doses to enter Kindergarten.)
- Polio – Four doses (Students who receive the third dose after their fourth birthdays do not need additional doses to enter Kindergarten.)
- Varicella (Chicken Pox) – One dose (Students who had chicken pox do not need this vaccine; however, a completed varicella survey must be on file in the School Office.)
- Td or Tdap Booster – One dose required 10 years after the last of Dta/DTP/DT/Td
- MCV4 (Meningococcal) – One dose required at 11 years of age.

The Department of Education allows for immunization exemptions for reasons of religion, medical, and personal beliefs. Families wishing to be exempt must have a letter on file in the School Office. For medical exemptions, a physician-signed document must be on file. Students with immunization exemptions may not attend school if an outbreak of an illness occurs and the days missed count in the student’s total number of days absent.

EQUAL EDUCATIONAL OPPORTUNITY

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. Stepping Stones Academy provides a nondiscriminatory learning and work environment ensuring all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the principal.

In the event a student experiences discrimination, the student should report the incident to the principal within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker’s concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Dedre Stewart-Alliger, Principal
 35812 N. 7th St.
 Phoenix, AZ 85086
 623-465-4910
ddsa@steppingstonesacademy.org or ddsa@ssa.school

A. Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or school principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnesses discrimination or harassment, shall immediately inform the school principal of the report or complaint and complete a Statement of Facts form.

B. Procedures for Investigation of Complaint

The school principal will investigate the incident personally, or designate another school employee to conduct the investigation at the principal’s discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all

information relevant to the complaint, including a description of the conduct alleged (i.e. specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The principal shall contact an outside agency (i.e. Department of Child Safety (DCS)/Child Protective Services (CPS) or law enforcement) as required by statute or when otherwise deemed appropriate by the principal.

C. Investigative Findings

In all cases, regardless of whether a violation of school policy is found or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions, and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

ATTENDANCE POLICIES

Regular school attendance is a key to student success. Students who are absent miss valuable classroom instruction, including hands-on experiences, discussions, and opportunities to strengthen relationships that form a classroom community. In order for students to learn, they must first be at school. Arizona state law requires students to attend school and that parents ensure their students attend. Arizona's truancy laws authorize consequences for not only the truant student, but also for the student's parents.

A. Absence Policy

Stepping Stones Academy's school day is from 8:00 a.m. to 3:00 p.m. Students are dismissed at 11:30 a.m. on early dismissal days. If a student is absent, parents should call the School Office by 8:30 a.m. to report the absence. Students who are absent from school on the same day as a Stepping Stones Academy activity may not attend the activity without prior approval from the principal.

Stepping Stones Academy does not distinguish between "excused" and "unexcused" absences. An absence is an absence. Arizona state law defines an absence as attending school less than 5 ¼ hours per school day. Children absent for more than 1 ¾ hours (105 minutes) in one day are considered absent. On early dismissal/half days children must attend the full time to be considered in attendance.

Students absent more than the state-allowed 10% of the school year (18 days) are considered to have excessive absences and are truant as defined by A.R.S. § 15-803. As per state law, students absent for more than eighteen (18) days may be reported to a truancy officer and/or retained in the same grade level. Children absent more than eighteen (18) days are required to make-up the time as determined by the principal. If a student is absent for 10 consecutive days, per state requirements, the student may be withdrawn from Stepping Stones Academy.

Students are expected to complete assignments and tests missed during an absence. Students are allowed two school days for each day absent to complete assignments with the total not to exceed ten (10) days. Students absent on the day of a test or due date of a project are responsible for completing the test/project upon returning to school. The student is responsible for missing assignments and returning them to the teacher in the required amount of time.

Students may earn the Perfect Attendance Award each month, quarter, and year. To earn the monthly award students must attend school each day in the month with no more than one (1) unexcused late arrival and one (1) unexcused early departure. To earn the quarterly award students must attend school each day in the quarter with no more than two (2) unexcused late arrivals and two (2) unexcused early departures. To earn the year

award students must receive the Perfect Attendance Award for all four (4) quarters. Excused late arrivals and early departures do not affect the awards.

B. Late Arrival Policy

Children arriving after 8:00 a.m. are considered as a late arrival. Doctor's and dentist's appointments are considered as excused late arrivals. All other reasons for arriving late are considered unexcused.

Children arriving within 1 $\frac{3}{4}$ hours (105 minutes) after 8:00 a.m. are considered as a late arrival. Children arriving later than 1 $\frac{3}{4}$ hours are considered as absent. Children are allowed two (2) unexcused late arrivals per quarter. Children acquiring three (3) or more unexcused late arrivals in one (1) quarter are required to make-up the time as determined by the principal.

C. Early Departure Policy

Children departing from school before the 3:00 p.m. dismissal time are considered as early departures. Doctor's and dentist's appointments are considered as excused early departures. All other reasons for early departures are considered unexcused.

Children leaving within 1 $\frac{3}{4}$ hours (105 minutes) from dismissal times are considered as early departures. Children leaving earlier than 1 $\frac{3}{4}$ hours before dismissal time are considered as absent. Children are allowed two (2) unexcused early departures per quarter. Children acquiring three (3) or more unexcused early departures in one (1) quarter are required to make-up the time as determined by the principal.

D. Arrival and Departure Procedures

Transportation of students to and from school is the responsibility of the parents. Stepping Stones Academy has two driveways. The north driveway is to enter campus, and the south driveway is to exit campus. At no time are vehicles allowed to park in front of the school along 7th Street. This includes during non-school hours.

Drivers may use the driveway in front of the School Office to drop-off and pick-up students. Parents are not to get out of their vehicles or leave their vehicles parked in this area. Drivers wishing to leave their vehicles are to park in the parking lot. Parents are not to visit with people on the sidewalks while in this parking area, including teachers or other parents. If parents wish to visit, they are to park in the parking area.

Students should not arrive to school earlier than 7:30 a.m. unless they are attending Stepping Stones Academy's before-school care program (i.e. Mustang Zone). Students arriving at school between 7:30-8:00 a.m. report to the Courtyard. Students are to be picked up at the end of the day by 3:20 p.m. unless they are attending Stepping Stones Academy's after-school care program (i.e. Mustang Zone) or another Stepping Stones Academy's extra-curricular activity. Students waiting to be picked-up at dismissal time remain near the School Office in the designated area.

Students may ride their bicycles or walk to school. Skateboards, roller blades, scooters, golf carts, dirt bikes, and other similar types of vehicles are not allowed on campus. Students enter and exit campus by using the pedestrian gate at the painted crosswalk on 7th Street. Students walk their bicycles to and from 7th Street and the bike rack. Upon arriving at school, students report to the Courtyard. Bicycles are to be parked in the bike rack. Students are not allowed to ride their bicycles around campus or in the parking area. Stepping Stones Academy is not responsible for damaged or stolen bicycles.

At departure time, students riding their bicycles or walking wait in the designated area near the School Office for the crossing guard to escort them across 7th Street. Students are to follow the directions of the crossing guard.

E. Closed Campus Policy

Stepping Stones Academy is a closed campus. Students may not leave campus during school hours without adult supervision by authorized personnel. Students are released only to their parents or authorized persons listed in the registration packet or on the student's emergency card. If students are to leave with someone other than the listed people, the parents must provide the School Office with written authorization giving the student permission to leave with the designated person. Verbal authorization is not acceptable. Students leaving campus without written parent authorization are subject to disciplinary consequences and may be reported to the law enforcement authorities.

F. Chronic Health Problems

Stepping Stones Academy provides continuing learning for students with chronic health problems while they are absent from school, as well as provides for the integration of students with chronic health problems into the regular education program as much as possible. Parents are to contact the School Office if they anticipate their student's chronic illness may cause intermittent or extended absences. Medical Certification of Chronic Health Conditions forms are available and must be completed annually by the student's healthcare provider.

A.R.S. § 15-346(C) defines students with chronic health problems as follows:

1. Students who are not homebound, but who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications, or accident as certified by a health professional or a registered nurse practitioner who is licensed pursuant to statutory requirements
2. Students who suffer from a condition requiring management of a long-term basis as certified by a health professional or a registered nurse practitioner who is licensed pursuant to statutory requirements
3. Students who have an infant with a severe health problem as certified by a health professional or a registered nurse practitioner who is licensed pursuant to statutory requirements.

ACADEMIC STANDARDS AND POLICIES

Stepping Stones Academy promotes high academic standards and challenges students to meet and exceed the Arizona State Standards (Arizona College and Career Readiness Standards). Parents are updated frequently about students' academic progress and, as required by law, Stepping Stones Academy shares information about students' academic performance with the Arizona Department of Education and Arizona State Board for Charter Schools.

A. Academic Standards Requirement

Arizona state law requires school to be in session a minimum of 180 days. Stepping Stones Academy divides these days into four quarters with report cards distributed at the end of each quarter. Parent-Teacher Conferences are scheduled two times per year – at the end of first quarter and the middle of third quarter. Families and teachers may also schedule Parent-Teacher Conferences throughout the year as needed.

- Students in K-8th grades earn letter grades of A, B, C, D, or F in all academic subjects. Letter grades are recorded on the report card at the end of each quarter. At the end of the school year, the original report card is placed in the student's cumulative file. The report card is the official record of the student's grades.
- A student enrolled at Stepping Stones Academy fifteen (15) or more school days earns letter grades from Stepping Stones Academy.

- Students are required to earn a minimum 70% (C) grade average in each class by the end of the year to be promoted. Students transferring to Stepping Stones Academy must earn the required minimum 70% (C) grade average by the end of the year based on grades earned at Stepping Stones Academy.
- Students not meeting the minimum 70% (C) grade average in one or two classes may enroll in the Stepping Stones Academy summer school program. Students completing summer school classes and earning a minimum of a 70% (C) are promoted to the next grade level. Students not enrolling in the Stepping Stones Academy summer school program or not earning the required 70% (C) grade are not promoted.

B. Grading Scale

Students earn letter grades based on a percentage grading scale. The grading scale is as follows:

90% - 100%	A	60% - 69%	D
80% - 89%	B	59% & lower	F
70% - 79%	C		

Grades are calculated with a 4.0 point system. Each letter grade is worth the standard point value of:

4.0 points	A	1.0 point	D
3.0 points	B	0.0 points	F
2.0 points	C		

To calculate the total number of points per class, the points for each quarter are added together. Students must earn a minimum of eight points per class by the end of the year to be promoted. This is equivalent to the required 70% (C) grade average.

C. State-Mandated Assessments

All Arizona public schools, including charter schools, are required to administer the state-mandated assessments. The current state-mandated assessments are the AzMERIT for grades 3rd-8th in the subjects of reading, written expression, and mathematic and AIMS for grades 4th and 8th in the area of Science. Students participate in state-mandated testing as per the guidelines set forth by the Arizona Department of Education. One copy of the test results is placed in the student’s cumulative file and one copy is provided to the student’s parents.

D. Promotion and Retention

The decision whether or not to retain a student is made after a careful review of all data related to the student’s progress and in close cooperation and communication with the student’s parents. The following data is reviewed as part of the decision-making process:

- Student’s academic progress and earned grade average (i.e. 70% (C) grade average in each class)
- Attendance records
- Formal and informal assessment results
- Any other pertinent information

When considering promotion or retention for a student receiving special education services, the teacher and IEP team will consider each of the following factors:

- Extent of achievement of goals and objectives as stated in the student’s IEP
- Extent of competency of regular curriculum objectives in mathematics, reading, and language

Grade level placement is a part of a student’s educational program, and promotion/retention is a part of a change in placement determined by the student’s IEP team.

SCHOOL UNIFORM POLICY

Stepping Stones Academy's uniform policy is designed to help foster a professional environment in the school and prepare students for the professional world. The uniform policy is also designed to create a safer and more pleasant school environment, encourage and support positive peer relations, avoid inappropriate attire at school, and support the school's philosophy of, "School is the job of the students, and students are expected to dress appropriately for this work and learning environment ... an environment that provides academic, social, and personal skills students need to become life-long learners and responsible and productive citizens."

The uniform policy is in effect each school day. Students are to wear school uniform to school and school activities. Students are notified in advance if the uniform policy is altered for a special event. Students not in proper uniform report to the School Office and families are contacted to bring appropriate uniform attire to school. Students do not return to class until they have appropriate uniform clothing. Students consistently out of school uniform may face additional consequences including suspension.

Attire that may not be worn at any time includes, but is not limited to:

1. Clothing deemed as disrupting the learning environment
2. Clothing that does not fit correctly, such as too short, too tight, too loose, low-cut, or revealing in any way (i.e. exposed midriff) or is faded, stained, frayed, torn, or ripped
3. Clothing with gang-related apparel
4. Clothing with obscene pictures or sayings, messages or logos including or referring to alcoholic beverages, tobacco, drugs, violence, or weapons.

The principal has the authority and is responsible for making final decisions about issues relating to the uniform policy, including defining appropriate messages/logos and determining what is deemed distracting or interfering with the learning environment.

A. Pants - Pants refer to long pants, capris, shorts, skirts, jumpers, overalls, and similar styles of clothing.

1. Pants must be the tan shade of khaki and must be a plain khaki color.
2. Shorts and skirts may be no more than 4 inches above the knee. **The length of the shorts/skirts may not be shorter than the allowed length.** Slits in shirts/dresses/shorts are not allowed.
3. Pants must have a sewn hem, fit appropriately, and may not drag on the ground. Pants may not have holes or tears in them or show bare skin. Sagging, oversized, or baggy pants are not allowed.
4. Leggings or tights may be worn under khaki shorts or skirts. Leggings and tights may be any color or school-appropriate design, but may not have holes or tears in them or show bare skin.

B. Shirts and Outerwear

1. The traditional style of polo shirts is required, but shirts do not need to be the Polo brand.
2. Shirts must have buttons at the neckline. Shirts may not have snaps or zippers.
3. Shirts are to be one color. Any solid color is acceptable. Shirts with patterns, stripes, or more than one color are not allowed. Shirts may include the manufacturer's logo with the logo on the upper left side.
4. Shirts are to fit appropriately. **The length of the shirt must be long enough so when arms are raised directly above the head, bare skin and/or undergarments do not show.**
5. A t-shirt may be worn under the polo shirt. T-shirts hanging longer than the polo shirt must be tucked in. Short sleeved t-shirts may not have the sleeve hanging longer than the polo shirt sleeve.

6. Long or short sleeved shirts may be worn under the polo shirt. Shirts hanging longer than the polo shirt must be tucked in. Short sleeved shirts may not have the sleeve hanging longer than the polo shirt. Long-sleeved shirts may be any color or school-appropriate design.
7. The Stepping Stones Academy purple t-shirt must be worn for field trips and other designated campus events. The Stepping Stones Academy purple t-shirt may be worn on Fridays.
8. Sweatshirts worn in class are to be one color. Sweatshirts must be traditional sweatshirt material. Any style of sweatshirt (i.e. hoodie, zip up) and any solid color are acceptable. Sweatshirts may include the manufacturer's logo on the upper left side of the sweatshirt. Sweatshirts with patterns, stripes, designs, or more than one color may not be worn in class but may be worn outside.
9. Jackets, coats, and other outerwear may be worn outside but not inside. Jackets, coats, and other outerwear may be any color and include school-appropriate words, logos, and designs.
10. Hats, caps, and visors may be worn outside, but not inside. The bill of the cap must face the front. The items may be any color and must include school-appropriate words, logos, or designs.

C. Shoes

1. Shoes are required at all times. Shoes must have a back or strap across the back.
2. Closed-toed shoes are recommended but not required. Flip flops are not allowed.

D. Hair, Jewelry, Cosmetics, and Other Accessories

1. Hair color must be one "natural" color. Examples of "natural" hair colors are black, red, brown, and blonde. Hair may be highlighted a "natural" hair color or dyed one "natural" hair color.
2. Hair extensions and other similar hair accessories may not be worn. Mohawks, faux hawks, and other similar hair styles are not allowed. Words, numbers, and pictures may not be shaved into the hair.
3. Make-up is not to be brought to school and may not be worn in excess.
4. Excessive jewelry is not allowed. Rings, bracelets, necklaces, and earrings with spikes, sharp points, or other dangerous objects may not be worn. Spiked or gauged earrings or earrings with large hoops or sharp points may not be worn in ears.
5. Body piercings except for pierced ears and tattoos are not allowed. Students with body piercings, excluding pierced ears, and/or tattoos must conceal the piercings and tattoos while on campus and attending school events.

SECTION 504 SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities shall solely by reason of his or her disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in Stepping Stones Academy.

The law also requires that facilities be readily accessible for use by individuals with disabilities. Stepping Stones Academy complies with the requirement of this law. The principal, Dedre Stewart-Alliger, serves as the Section 504 Coordinator for Stepping Stones Academy and questions concerning the law may be addressed to the principal by calling 623-465-4910.

Any person who believes he/she has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to a disability harassment; limiting or denying a qualified individual with a disability

in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit, or service; treating a student differently on the basis of a disability; denying a student with a disability a free and appropriate education; and failing to make modifications of policies, practices, or procedures when such modification is necessary to accommodate individuals with disabilities.

Stepping Stones Academy prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances should be submitted to the Section 504 Coordinator within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the complainant is unable to put the complaint in writing, Stepping Stones Academy shall provide reasonable accommodations to assist the complainant with submission of his/her complaints. Although Stepping Stones Academy encourages individuals to submit complaints in writing, Stepping Stones Academy will nonetheless provide prompt and equitable response when the school becomes aware of possible discrimination. The Section 504 Coordinator shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504 Coordinator will maintain the files and records of Stepping Stones Academy relating to such grievances. The Section 504 Coordinator will complete the investigation and issue a written decision on the grievance no later than thirty (30) days after its filing, unless extenuating circumstances require an extension of the thirty (30) day timeline. In such a case, the Section 504 Coordinator will communicate with the complainant concerning the need for an extension. The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Governing Board of Stepping Stones Academy within fifteen (15) days of receiving the Section 504 Coordinator's decision. The Governing Board shall issue a written decision in response to the appeal no later than thirty (30) days after its filing. If it is determined discrimination occurred, Stepping Stones Academy shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.

Stepping Stones Academy shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA). The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

Stepping Stones Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to providing interpreters for the deaf, providing taped recordings of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location of the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

SPECIAL EDUCATION SERVICES

Stepping Stones Academy makes available special education and related services to all eligible students. The teachers are trained to teach to diverse learning styles and ability levels. Stepping Stones Academy believes in close collaboration between general education teachers, special education teachers, other staff members, and parents. For more information about Stepping Stones Academy's special education programs, please contact the principal, Dedre Stewart-Alliger.

A. Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, Stepping Stones Academy is required to provide a free and appropriate public education (FAPE) for all students who enroll in Stepping Stones Academy.

All new students are screened within forty-five (45) days of their initial enrollment. The classroom teacher completes the screening after reviewing the student's abilities in the areas of vision and hearing, cognitive or academic, communication, motor, social or behavioral, and adaptive development. If any concerns are noted, the student is referred for additional help.

B. Procedural Safeguards

Parents of a student with a disability or suspected of having a disability are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office.

C. Referral

Students are referred to the Student Study Team (SST) when interventions developed by the teacher and/or parents have proven unsuccessful. The SST typically consists of the student's parents, teachers, including the special education teacher and classroom teacher, and principal. The SST generates additional intervention ideas to try in the classroom. As the teacher tries the interventions, the student's progress is charted. If the interventions are unsuccessful and sufficient progress is not made, the team will determine if a 504 Accommodation Plan or a special education evaluation is needed. Before any testing is scheduled, written parental consent is obtained.

D. Evaluation

A special education evaluation will be considered after the Student Study Team (SST) has made a referral and suspects that the student may have a disability. Before the evaluation can be conducted, informed parental consent is required. Stepping Stones Academy contracts with private specialists to provide needed services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation are shared with the Multidisciplinary Evaluation Team (MET), which consists of the student's parents, principal, classroom teacher, special education teacher, school psychologist, and any other needed personnel (i.e. speech therapist, occupational therapist). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The Individuals with Disabilities Act (IDEA) sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, Stepping Stones Academy must follow these rules and regulations.

E. Individualized Education Program (IEP)

If it is determined by the Multidisciplinary Evaluation Team (MET) that the student qualifies for special education services under the definition and guidelines of the Individuals with Disabilities Act (IDEA), an Individualized Education Program (IEP) will be written for the student, setting out specific placement, goals, services, and accommodations. The IEP must be reviewed at least annually or at the request of an IEP team member.

STUDENT AWARDS

Stepping Stones Academy recognizes students for monthly, quarterly, and all-year awards. Students receive a certificate for monthly and quarterly awards and a medallion for all-year awards. Students must attend Stepping Stones Academy for the entire month to earn monthly awards, the full quarter to earn quarterly awards, and the entire year to earn all-year awards.

A. Monthly Awards

- Literacy Achievement Award – The Literacy Achievement Award recognizes students reading 300 or more minutes during the month outside of the school day. Students complete the monthly Literacy Achievement calendar and return the calendar to school by the deadline. Students must attend Stepping Stones Academy for the full month to earn this award.
- Fast Facts Award – The Fast Facts Award recognizes students practicing math skills 300 or more minutes during the month outside of the school day. Students complete the monthly Fast Facts calendar and return the calendar to school by the deadline. Students must attend Stepping Stones Academy for the full month to earn this award.
- Perfect Attendance Award – The Perfect Attendance Award recognizes students attending school every day of the month with no more than one unexcused late arrival and one unexcused early departure. Excused late arrivals and early departures do not affect this award. Students must be enrolled at Stepping Stones Academy for the full month to receive this award.

B. Quarterly Awards

- Perfect Attendance Award – Students earn the Perfect Attendance Award by attending school every day in the quarter with no more than two unexcused late arrivals and two unexcused early departures. Excused late arrivals and early departures do not affect this award. Students must be enrolled at Stepping Stones Academy for the entire quarter to earn this award.
- Honor Roll Award - Students earn the Honor Roll Award by earning A's and B's in each graded class in the quarter. Students must be enrolled at Stepping Stones Academy for the entire quarter to receive this award.
- Academy Award – Students earn the Academy Award by earning A's in each graded class during the quarter. Students must be enrolled at Stepping Stones Academy for the entire quarter to receive this award.
- Mustang Award – The Mustang Award is given each quarter to two students from each classroom. Students are selected based on exhibiting the character traits on a consistent basis (i.e. trustworthiness, respect, responsibility, fairness, caring, and citizenship), demonstrating appropriate conduct, displaying a positive attitude, and showing high and/or improved academic performance. Students must be enrolled at Stepping Stones Academy for the entire quarter to earn this award.

C. All-Year Awards

- All-Year Literacy Achievement Award - Students earn the All-Year Literacy Achievement Award by earning the monthly Literacy Achievement Award each month of the school year. Students must be enrolled at Stepping Stones Academy for the entire year to receive this award.

- All-Year Fast Facts Award - Students earn the All-Year Fast Facts Award by earning the monthly Fast Facts Award each month of the school year. Students must be enrolled at Stepping Stones Academy for the entire year to receive this award.
- All-Year Perfect Attendance Award – Students earn the Perfect Attendance Award by earning the Perfect Attendance Award each quarter of the school year. Students must be enrolled at Stepping Stones Academy for the entire year to earn this award.
- All-Year Honor Roll - Students earn the All-Year Honor Roll Award by earning A’s and B’s on the report card in each of the four quarters. Students must be enrolled at Stepping Stones Academy for the entire year to receive this award.
- All-Year Academy Award - Students earn the All-Year Academy Award by earning A’s on the report card in each of the four quarters. Students must be enrolled at Stepping Stones Academy for the entire year to receive this award.

FAMILY AND SCHOOL PARTNERSHIP

Stepping Stones Academy is a family-oriented campus! Parent involvement is enthusiastically welcomed and very much appreciated! Parents are valuable members of the school community, and Stepping Stones Academy thanks all of the families for their participation and support.

The Stepping Stones Academy parent group is known as Mustang Volunteer Parents (M.V.P.). All parents are members of the group just by being parents of students at Stepping Stones Academy. Participation is free, and there is not a formal membership process. Parents are encouraged to attend the M.V.P. meetings and provide ideas for school events.

The M.V.P. group plays a vital role in the school’s success. Parents attending the meetings serve as liaisons between other parents, staff members, and principal. Parents also help with campus events (i.e. Picture Day, Field Day), assist with fundraisers (i.e. Read-a-Thon, Raffles, Silent Auctions), serve as chairpersons and committee members for campus activities (i.e. Book Fair, Mustang County Fair), donate supplies and food for school activities (i.e. Micro businesses, snacks for class parties), and provide community service to the school (i.e. organizing Mustang Clothing Exchange, helping at lunch).

Each classroom has a Homeroom Parent, who serves as a liaison between the teacher and other parents in the class. Parents interested in serving as Homeroom Parent are asked to contact the classroom teacher at the beginning of the year. The responsibilities of the Homeroom Parent depend upon the grade level and needs of the teacher. Examples of responsibilities are organizing parent volunteers for class parties, helping with class activities for the Mustang County Fair, and contacting parents about class events.

SCHOOL POLICIES

A. Assignment Policies

Stepping Stones Academy views schoolwork, whether completed in class or at home, as a way to assist students with the mastery of concepts. Students are to expect homework Monday - Friday. The amount of homework depends upon the grade level and class activities. Students are expected to read and practice math skills each night. Assignments are to be completed and turned-in on the due date. If assignments are not turned-in on time, assignments are considered “late” and penalties incur affecting the student’s grade.

Students absent from school are allowed two (2) days for each day absent to complete assignments not to exceed ten (10) days, excluding tests and class projects. If a student is absent on the day of a test/project, the test/project is due when the student returns, unless alternative arrangements are made with the teacher.

B. Bullying/Harassment

Stepping Stones Academy does not tolerate bullying, discrimination, and/or harassment on its campus. The school shall investigate complaints of bullying, harassment, or intimidation and will take appropriate, timely, and responsive action.

Any student who feels he/she has been the victim of bullying, harassment, or intimidation or suspects other students of being bullied, harassed, or intimidated is to file a complaint with the principal. The student's report may be provided verbally or in writing. A student's verbal report is documented in writing by the employee receiving the report.

Any staff member who becomes aware of, or suspects, a student is experiencing bullying, harassment, or intimidation shall immediately notify the principal. Employees may initially give verbal notice to the principal, but shall submit a written report to the principal within one (1) school day of the verbal report.

Retaliation directed toward a student or employee for the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation, will not be tolerated. Students involved directly or indirectly in retaliation will be disciplined pursuant to Stepping Stones Academy's Code of Conduct.

Investigation of submitted complaints shall be initiated by the principal as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal. In investigating the complaint, the principal will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal. Documentation will be maintained by Stepping Stones Academy for at least six (6) years. In the event Stepping Stones Academy must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal determine the bullying, harassment, or intimidation has occurred, Stepping Stones Academy will take prompt and effective steps reasonably calculated to end the bullying, harassment, or intimidation. Student discipline will be administered pursuant to Stepping Stones Academy's Code of Conduct if the principal determines a student has engaged in bullying, harassment, or intimidation. Regardless of the outcome of the investigation the principal will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally, the parents of the involved students will be informed of the findings of the investigation.

Bullying is defined as acts of intimidation and/or harassment that have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm, is sufficiently severe and persistent, and involves an imbalance of power. Bullying may be verbal, written, or physical. Cyberbullying is, but not limited to, an act of bullying committed with the use of electronic technology including social media.

Harassment is defined as communication with another person anonymously or by verbal, electronic, mechanical, telegraphic, or written means with the intent to harass based on and/or motivated by race, ethnicity, religion, national origin, or disability. Harassment may include but is not limited to social exclusion, name calling, unwanted physical contact, and unwelcome verbal or written comments.

Intimidation is defined as the intentional use of language or conduct to frighten, attempt to frighten, or coerce another person into submission or obedience.

C. Child Abuse Reporting

According to Arizona State law (A.R.S. § 13-3620), school employees are mandated to report suspected child abuse and/or neglect to the Department of Child Safety (DCS) in the Department of Economic Services or the law enforcement authorities. This generally includes suspected non-accidental physical injuries, sexual abuse, or neglect.

D. Classroom Parties

Class parties are held for several holiday celebrations. The teacher notifies families about parties and may request assistance in planning activities or providing refreshments. Families are invited to attend class parties and may bring younger children. It is the responsibility of the families to supervise younger children while on campus. The principal reserves the right to remove younger children from the room if they are disrupting class activities.

Students may bring birthday treats on or near their birthdays. Families are to schedule the date and time for birthday treats with the classroom teacher. Students are to bring enough birthday treats for all of the students and teachers in the class. Birthday treats may be purchased or homemade; however, parents should check with the teacher or School Office regarding students in the class with food allergies. If students have food allergies, prior approval of the treats must be obtained from the principal.

Students may hand out party invitations at school when everyone in the class is invited. Out of respect for others, students are requested to not hand out party invitations at school if the whole class is not invited.

E. Communication - Parents and Staff Members

Stepping Stones Academy promotes communication between its families and teachers, other staff members, and principal. Parents are encouraged to contact staff members with questions and concerns.

- Email – All staff members have a school email address. The addresses may be found on the school's website at www.steppingstonesacademy.org.
- Scheduled Meetings – Parents may schedule a meeting by contacting the School Office or the student's classroom teacher.
- Informal Visits –The best times to visit with staff members are from 7:30-7:45 a.m. or 3:30-3:45 p.m. during the school week. Parents are asked to refrain from visiting with teachers from 7:45-8:00 a.m., during class time, and from 3:00-3:30 p.m. During these times teachers are supervising students.
- Telephone Calls – Families may contact staff members by calling the school at 623-465-4910. If the staff member is unavailable, families may leave a message with the School Office.
- Written Notes – Families may write notes in Student Agendas or drop off notes in the School Office.

F. Community Service

Stepping Stones Academy encourages community service as a way for students to help on campus and learn about responsibility. Every class is assigned community service for one month. The class spends approximately twenty minutes each day completing community service at Stepping Stones Academy, such as picking up trash from the playground and sweeping sidewalks.

G. Computer Use Policy

Stepping Stones Academy has a fully equipped computer lab, a cart on wheels equipped with computers, and computers in each classroom. To use the internet, students must have a signed Internet User Agreement on file in the School Office.

Use of computers, software, network system, and internet is a student privilege and not a student right. Staff members supervise students during computer use, but it is the student's responsibility to use the computers for authorized academic purposes only. Folders and files stored on school computers are not private and are reviewed by school personnel. Stepping Stones Academy has a cyber-patrol system to regulate the accessed internet sites; however, students may still come in contact with controversial or uncensored material.

Parents may revoke their student's privileges from the computer by notifying the principal in writing. The principal may revoke students' privileges due to misconduct and may enforce further disciplinary action, including the involvement of law enforcement authorities.

Students are to act responsibly while using the computers and computer equipment. Students are to use computers, including the internet, for academic purposes only. Students are not to play games on the computers without teacher approval and are not to send, access, download, or print offensive or inappropriate messages or pictures. Students may only use assigned passwords, folders, and files and are not allowed to use passwords or access folders or files for which they do not have permission. Students are not allowed to change the computer or network settings and may not load unauthorized programs onto the computer or network system.

Stepping Stones Academy's staff members may not communicate with students in a social manner utilizing technology (i.e. texting, emailing) and may not follow students or allow students to follow them on any type of social media (i.e. Facebook, Snapchat).

H. Custody of Students

Parents shall be given reasonable access to their students at Stepping Stones Academy and to their students' school records. Exceptions will be made in cases where there are court orders restricting the right of one parent to access a student and/or the student's official school records. It is the responsibility of the parent who has a court order restricting the rights of the other parent to notify Stepping Stones Academy of the conditions of the court order and to provide Stepping Stones Academy with a copy.

I. Drug Free and Tobacco Free Campus

The possession or use of alcohol, illegal drugs, or tobacco products on Stepping Stones property is strictly prohibited, including in vehicles when dropping-off or picking-up students, at school activities, or at off-campus school events, including field trips. This policy is in accordance with the Arizona state law and applies to all individuals on school property and attending school activities.

J. English Language Learners (ELL)

Arizona law requires students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Based on the results of these assessments students may be placed in the English Language Learner (ELL) program. The goal of the program is to improve the education of students in the ELL program. Instruction is given in English and incorporates the areas of reading, writing, speaking, and listening. Exit from the program is determined by assessments conducted annually. Additional academic support is provided to students in the ELL program as needed.

K. Evacuation/Lock-Down Policies

In the event of an emergency requiring an evacuation of buildings, such as in the case of a fire, or the need to secure the campus, such as in the case of a lock-down, Stepping Stones Academy adheres to guidelines in accordance with the State of Arizona, Daisy Mountain Fire Department, and Maricopa County Sheriff's Department. Fire drills are held monthly and lock-down drills are held on a periodic basis.

L. Field Trips

Field trips are used as a way to enhance educational programs and provide hands-on learning experiences. During a field trip students are expected to conduct themselves appropriately and abide by Stepping Stones Academy's Code of Conduct. Students must have written parent permission to attend a field trip. Parents are welcome on field trips. Parents are to sign-up on the student permission form and turn-in the permission form and needed admission costs by the deadline. Names may not be added after the deadline. If a parent signs up and is unable to attend, money is not refunded or transferred to another person. Other family members may attend a field trip, but need permission from the classroom teacher and school principal. Students must wear a Stepping Stones Academy school t-shirt on field trips and follow all other school uniform guidelines. All people on the trip must leave with the group from campus, stay with the group during the trip, and return to school with the group. Students and guests may not meet the group at the destination or leave early from the trip.

M. Hearing and Vision Screenings

Stepping Stones Academy contracts with an outside healthcare provider to conduct an annual vision and hearing screening test. Guidelines recommended by the Arizona Department of Health Services Vision Program and Arizona Department of Health Hearing Conservation Program are followed. The healthcare provider contacts parents of students who do not pass one or both of the screening tests.

N. Illnesses, Injuries, and Medications

1. Illness or Injury at Stepping Stones Academy - Any student who becomes ill or is injured during the school day reports to the School Office. Parents will be notified and may need to pick up the student from school. Parents needing to pick up their child from school are asked to make immediate arrangements so the child does not remain at school any longer than necessary while injured or ill. The child will remain in the School Office until he/she is picked up. For a life threatening illness or injury, local emergency medical authorities are immediately called. Expenses for these services are the responsibility of the parents. Parents are responsible for insurance coverage for a student's medical and dental costs due to injuries occurring during school activities.
2. Illness or Injury at Home - Stepping Stones Academy requests parents contact the school if a student sustains an injury or contracts a communicable illness, such as chicken pox, pink eye, lice, or strep throat. Though Stepping Stones Academy encourages students to attend school every day, students must stay home if they are running a fever or vomiting.
3. Student Prescription Medications - Students who require prescription medications during school hours must have written parent permission on a school medication form. Prescription medication must be provided to the School Office in the current, original container with the student's name on the prescription label. An authorized school personnel will administer the medication at the designated time and record the information on the specific form. Medications are kept in a locked storage container in the School Office. Parents must make arrangements to deliver and pick up medication from the School Office. The person picking up medication must be a parent, sibling 18 years or older, a family member, or friend over the age of 18 years as specified by the parent in writing. Medication cannot be sent to and from school with students. **Medication may not be in student possession at any time.**

4. Student Over-the-Counter Medications – Over-the-counter medications are not given at school by staff members, including Tylenol and cough medicine. Parents or other family members may administer these medications during the day to their children by reporting to the School Office. Students will be called from class at an appropriate time and report to the School Office so the parent may administer the medication. Authorized school personnel will administer cough drops to students with written permission from the parent. **Medication, including over-the-counter medication such as aspirin, cough medicine, and Tylenol, may not be in student possession at any time.**
5. Anaphylaxis and Breathing Disorders - Pursuant to A.R.S. §§ 15-341(A)(35),(36), students who have been diagnosed with anaphylaxis and/or breathing disorders may carry and self-administer emergency medications while at school and at school events. The student's name must be on the medication container and annual written documentation, which authorizes the possession and self-administration of the medication from the student's parent, is required.

O. Library Use

Stepping Stones Academy has a campus library, and students are encouraged to use the library. Students are allowed to check-out books during the school year. It is the responsibility of the students to act appropriately while in the library and take care of the library materials. If books are lost, damaged, or not returned, students are responsible for the replacement cost. The principal may revoke students' library privileges due to misconduct and may enforce further disciplinary action as necessary and appropriate.

P. Lunch Policies

Stepping Stones Academy offers a catering company for school lunches at a minimal cost. Students may also bring lunch from home. Students eat lunch in shifts based on grade levels. Students are responsible for providing their own beverages when bringing lunch from home. Pop/Soda is not allowed on campus and is not allowed as a beverage for lunch or snack. For the safety of all students, food may not be shared or exchanged. Students bringing lunch from home are to bring lunch in an insulated, sealed container. Food items should not require a refrigerator, freezer, or microwave. Students are to take their lunch bags home each day. Food left on campus is thrown away daily. Candy may be eaten at lunch; however, candy is to be kept to a minimum. Gum is not allowed on campus or school events, including lunch and field trips. Students are to use appropriate manners and social skills during lunchtime. On early dismissal days, students do not eat lunch at school.

Students may bring a healthy snack to eat during morning break. Students in K-4th grades eat snack during morning recess, and students in 5th-8th grades eat morning snack during designated times. Students may not share snack items. Students may not eat food during class except for special class events with teacher approval.

Q. Personal Items

Personal items not needed for class assignments are to remain at home. Students bringing personal items to school for class assignments are to receive prior approval from the teacher. Items are to be kept in the School Office or with the teacher. Students bringing items to school without permission face disciplinary action and parents are notified. If students inadvertently bring items to school and immediately turn them in to the School Office, students may not face disciplinary action. Students may not sell or trade personal items on campus and may not exchange gifts at school, unless it is for a class activity approved by the teacher. Stepping Stones Academy is not responsible for the loss or damage to personal items. Loss of items is to be reported to the teacher and School Office immediately.

R. Pets at School

For the safety of the students, pets and other animals may not be brought to school, including for show-n-tell without approval from the classroom teacher and school principal. Pets are not be removed from vehicles during arrival and departure times.

This policy does not apply to service animals (i.e. dog, miniature horse). Stepping Stones Academy does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Individuals with disabilities are permitted to be accompanied by their service animal in all areas of Stepping Stones Academy where activities or other people are allowed. A service animal shall be under the control of its handler and have a harness, leash, or other tether. The owner of the service animal is liable for any harm or injury caused by the animal to students, staff, visitors, and/or school property.

S. Playground Rules

Playground rules are established for the safety of the students and are to be followed whenever students use the playground. Playground rules are explained to the students at the beginning of the year and are reviewed quarterly. Students not following the playground rules are subject to consequences, including but not limited to verbal warning, time-out from the activity, loss of recess, Discipline Referral, and visit with the principal.

T. School Pictures

Stepping Stones Academy contracts with a professional photography company to take student portraits. Families have the option of purchasing picture packages. Adults and students, excluding staff members using photographs for educational purposes, are not allowed to videotape or photograph students, staff members, or school grounds without prior permission from the principal.

U. School Property Damage

The care of Stepping Stones Academy is the responsibility of everyone. Damage to school property, including buildings, furniture, computers, books, and playground equipment is taken seriously and proper authorities are involved as needed. Students are responsible for the damage they cause to the school, including monetary responsibility. The principal determines the consequences and retribution for damages and is responsible for deciding if law enforcement officials or other legal authorities are contacted.

V. Student Records

Stepping Stones Academy has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws. School policies and regulations may be reviewed by contacting the principal. The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

- **Right to Inspect and Review**
Parents have the right to inspect and review a student's education records within forty-five (45) days from the day Stepping Stones Academy receives a request for access. Requests should be submitted in writing to the principal and clarify the records to be inspected and/or reviewed.
- **Right to Amend Education Records**
Parents may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the principal, clearly identifying the part of the record the parent

wants changed and specifying why it is inaccurate or misleading. If Stepping Stones Academy decides not to amend the record as requested, the parent will be notified of the right to a hearing regarding the request for an amendment.

Additional information regarding the hearing procedure will be provided to the parent when notified of the right to a hearing. After the hearing, if Stepping Stones Academy decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view regarding the contested information.

- **Right to Consent to Disclosure**
Parents or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent or eligible student, except to the extent Family Education Rights and Privacy Act (FERPA) authorizes disclosure without consent.
- **Right to File a Complaint**
Parents or eligible students have the right to file a complaint with the FERPA Office in Washington D.C., if they believe Stepping Stones Academy has violated the provision of FERPA.

If a family or majority age student wishes to file a complaint alleging a FERPA violation, he/she should first contact the principal. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

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

W. Student Searches

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. Students' individual rights are balanced by Stepping Stones Academy's responsibility to protect the health, safety, and welfare of all of its students. The principal may conduct searches when there is reason to suspect the health, safety, or welfare of students, staff members, visitors, and any others, or school property, may be in danger.

The principal reserves the right to search a student and his/her belongings while on school property or attending school-sponsored events. The principal also reserves the right to search school-owned property, including while a student is using the property. The principal has the right to seize property and is responsible for determining if law enforcement officials and/or other legal authorities are contacted. If the situation warrants notification of these officials, the principal is responsible for contacting the parents.

The following search or seizure guidelines are followed:

- General searches of school property and personal items may be conducted at any time when there is a reasonable cause for school employees to believe something which violates a law or school rule is on school property and when the search is reasonable in its scope. Such searches of property may be made without the student present.
- Illegal items (i.e. firearms, weapons, drugs, tobacco, alcohol) or other possessions reasonably determined to be a threat to the safety or security of others or which might interfere with school purposes may be confiscated.

- Items that disrupt or interfere with the educational process may be removed from a student.
- A student may be searched when there is reasonable cause to believe the student is in possession of illegal or prohibited items.

X. Visitors

Stepping Stones Academy welcomes visitors to campus during the school day. To ensure the safety of the students, staff members, and visitors, Stepping Stones Academy adheres to the following guidelines:

- School visitors, including parents, are required to sign-in and sign-out in the School Office.
- Name tags are issued to all visitors and must be worn while on campus. Stepping Stones Academy requests name tags be worn in the upper left hand corner of the shirt when possible.
- Visitors under 18 years old may not attend school with students. Parents visiting or volunteering in classrooms may not bring other children with them, except for class parties.

Y. Weapons in School

No student is allowed to carry or possess a weapon or simulated weapon on Stepping Stones Academy's premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of Stepping Stones Academy.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the principal. The principal shall immediately take appropriate safety and disciplinary actions in accordance with Stepping Stones Academy's policies and shall immediately report a violation of this policy to law enforcement officials and/or other legal authorities, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1) year period, if ever. The Governing Board, in its sole discretion, may modify this one (1) year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with disabilities shall be applied on a case-by-case basis in accordance with school policies and state and federal special education laws.

Z. Withdrawal Policy

Parents withdrawing their students from Stepping Stones Academy before the end of the school year are to notify the School Office and sign an official withdrawal form (A.R.S. § 15-827). Students are responsible for returning all textbooks, library books, and other school materials to the School Office in the same condition as the students received them. If books or materials are damaged or not returned, parents are responsible for the replacement cost. The principal determines the amount of the replacement cost based on the value of the damaged/lost item.

STUDENT CODE OF CONDUCT

Students are expected to demonstrate appropriate conduct at all school-sponsored events. Accordingly, students are prohibited from engaging in behavior that (1) obstructs, disrupts, or interferes with any educational, administrative, disciplinary or other activity sponsored or approved by Stepping Stones Academy, (2) endangers or threatens the safety of any person, or (3) inflicts or threatens to inflict damage on property of Stepping Stones Academy, school employees, students or others.

A. Character Counts Program

The Character Counts program is incorporated into Stepping Stones Academy’s Code of Conduct. The program concentrates on the six traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship. The students are expected to apply these character traits during the school day and at all school events, enabling them to demonstrate appropriate conduct and improve their job, social, and life management skills.

- Trustworthiness

Be honest and tell the truth	Build a good reputation	Do the right thing
Be reliable and dependable	Do not lie, cheat, or steal	Support others
- Respect

Follow the Golden Rule	Use good manners	Use good language
Handle disputes peacefully	Consider feelings of others	Be kind to others
- Responsibility

Think before acting	Be accountable for choices	Use self-control
Do not blame others	Do what needs to be done	Give 100% effort
- Fairness

Listen to others	Be open-minded	Take turns and share
Play by the rules	Do not take advantage of others	Treat others fairly
- Caring

Be kind	Forgive others	Help others in need
Show compassion	Express gratitude	Tolerate differences
- Citizenship

Obey laws and rules	Respect authority	Protect environment
Cooperate with others	Be a good neighbor	Improve community

B. Classroom Rules

All classes at Stepping Stones Academy follow five basic rules. The rules are explained to the students at the beginning of each year and reviewed each quarter. Students are expected to:

1. Treat all people with respect
2. Keep hands, feet, and objects to themselves
3. Leave class only with permission from the teacher
4. Use proper names of people
5. Come to class on time and prepared to learn

The classroom teacher addresses a student’s violation of class rules or disruption to learning within the classroom when possible. When warranted, the teacher may contact the parents and a meeting with the parents and student may be requested. Class interventions include giving the student a verbal warning, removing the student from the activity, and/or writing a Discipline Referral. The student may also be taken to the School Office to meet with the principal. After the principal talks with the student, one or more options may

occur, including but not limited to returning the student to class, scheduling a parent meeting, writing a Discipline Referral, assigning the student to detention, and/or suspending the student.

C. Categories of Misconduct and Consequences

Stepping Stones utilizes a progressive discipline approach (i.e. consequences for first offenses are less than that for any subsequent offense). In addition to any specifically enumerated consequences, Stepping Stones Academy may take actions that include, but are not limited to, the following:

- The student may be isolated from other students or removed from the classroom
- The student’s parents are notified of the inappropriate behavior
- The student may be assigned to detention, either during or after school hours
- The student may be removed from the regular school program and/or recommended for long term suspension or expulsion
- When appropriate, law enforcement authorities will be notified and legal action may be taken.

The list on the following pages shows the range of disciplinary action that will be taken for each prohibited behavior. These statements are guidelines only, and disciplinary decisions are at the discretion of the principal. The principal will take into account the nature of the situation and the student’s discipline history before applying consequences. School rules apply, and students are subject to discipline during (1) any school activity or event, home or away, (2) coming to and going from school or school activity, (3) on campus or on any property of Stepping Stones Academy, and (4) in any other situation in which Stepping Stones Academy may lawfully exercise jurisdiction over a student. For any imposition of discipline, due process procedures will be closely followed.

**Reported to ADE;*

***Required to be reported to local law enforcement, also reported to ADE*

BEHAVIOR VIOLATION	DEFINITION	CONSEQUENCES
ACADEMIC CHEATING		<i>Any or all of the consequences may Be applied in any order.</i>
Lying	To make an untrue statement with the intent to deceive or to create a false or misleading impression	A. Student will be removed from the classroom. B. Parents will be notified. C. Student may be assigned to detention. D. Student will not receive credit for plagiarized work and student may be required to do an alternate assignment. E. The student may be suspended from school premises and school events for a period not to exceed ten (10) school days. F. Before returning to class, the student and parents shall meet with the principal.
Cheating	Wrongfully securing and/or using information or assisting others to do so	
Forgery	Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person	
Plagiarism	To steal and pass off the ideas or words of another as one’s own	
AGGRESSION		<i>Any or all of the consequences may be applied in any order.</i>
Verbal Provocation	Use of language or gestures that may	A. Student will be removed from

	incite another person or other people to fight	<p>the classroom.</p> <p>B. Parents will be notified.</p> <p>C. Student may be assigned to detention.</p> <p>D. Student may be suspended from school premises and school events for a period not to exceed ten (10) school days.</p> <p>E. Before returning to class, the student and parents may meet with the principal.</p> <p>F. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841, to include long-term suspension or expulsion, if appropriate.</p> <p>G. Principal shall contact law enforcement authorities if appropriate and legal action may be taken.</p>
Minor Aggressive Acts	Non-serious, inappropriate physical contact that indicates low level of hostile behaviors, i.e. hitting, pulling or pushing	
Disorderly Conduct	Intent to disturb the peace or quiet of others	
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others	
Endangerment *	Recklessly endangering another person with a substantial risk of imminent physical injury	
Fighting *	Mutual participation in an incident involving physical violence, where there is not major injury	
Assault *	Intentionally, knowingly, or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult, or provoke the person	
Aggravated Assault **	Causing serious physical injury to another or an assault on an employee of the school	
ALCOHOL, COMBUSTIBLES, DRUGS, AND TOBACCO		<i>Any or all of the consequences may be applied in any order.</i>
Alcohol ** Distribution, Share	Act of giving alcohol or any products relating to alcohol, including passing alcohol from one person to another	<p>A. Material will be confiscated.</p> <p>B. Student will be removed from the classroom.</p> <p>C. Parents will be notified.</p> <p>D. Student shall be suspended from school premises and school events for a period not to exceed ten (10) school days.</p> <p>E. Before returning to class, the student and parents will meet with the principal.</p> <p>F. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841, to include long-term suspension or expulsion, if appropriate.</p> <p>G. Principal shall inform legal authorities as appropriate and legal action may be taken.</p>
Alcohol ** Possession, Use	Possession or use of alcohol or any products relating to alcohol, including being under the influence of alcohol	
Alcohol ** Sale	Sale, intent to sell, or manufacture of alcoholic substances or any products relating to alcohol	
Combustibles Distribution, Share	Act of giving a substance or object or any products relating to these substances that is readily capable of causing bodily harm or property damage, including passing these substances from one person to another i.e. lighters, firecrackers	
Combustibles Possession, Use	Possession or use of substance or object or any products relating to these substances or objects that is	

	readily capable of causing bodily harm or property damage	
Combustibles Sale	Sale, intent to sell, or manufacture of substance or object or any products relating to these substances or objects that is readily capable of causing bodily harm or property damage	
Drug ** Distribution, Share	The act of giving drugs or any products relating to drugs, including passing from one person to another	
Drug ** Possession, Use	Possession, use, or purchase of drugs or any products relating to drugs	
Drug ** Sale	Sale, intent to sell, or manufacture of drugs or any products relating to drugs	
Drug Paraphernalia	All equipment, materials, and products of any kind which are used, intended for use, or designed for use in growing, manufacturing, producing, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a drug	
Prescription or Over-the-Counter Drugs and Medication Distribution, Share, Possession, Use, Sale	Possession, use, distribution, or sale of prescription or over-the-counter medicine or drugs	
Tobacco * Distribution, Share	Act of giving tobacco substances or any products relating to tobacco, including passing of tobacco from one person to another	
Tobacco * Possession, Use	Possession or use of tobacco substances or any products relating to tobacco	
Tobacco * Sale	Sale, intent to sell, or manufacture of tobacco substances or any products relating to tobacco	
Simulated Alcohol, Combustibles, Drugs, or Tobacco	Possession, use, distribution, or sale of imitation or look-a-like items, which have the appearance of or are represented to be real alcohol, combustibles, prescription drugs, over-the-counter drugs/medication, other drugs, or tobacco or any products relating to these items	
ARSON		<i>Any or all of the consequences may be applied in any order.</i>

Arson **	Attempting to or intentionally burning of a building, structure, or property	<ul style="list-style-type: none"> A. Student will be removed from the classroom. B. Parents will be notified. C. Student shall be suspended from school premises and school events for a period not to exceed ten (10) school days. D. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841, to include long-term suspension or expulsion, if appropriate. E. Principal shall inform legal authorities as appropriate and legal action may be taken.
ATTENDANCE POLICY VIOLATION		<i>Any or all of the consequences may be applied in any order.</i>
Tardy	Unexcused lateness to class or arriving to school late	<ul style="list-style-type: none"> A. Parents will be notified. B. Student may be removed from the classroom. C. Student may be assigned to detention. D. Before returning to class, the student and parents may meet with the principal. E. Student may be suspended from school premises and school events for a period not to exceed ten (10) days for repeated violations or for leaving school grounds without permission.
Truancy/Unexcused Absence	Any absence that has not been excused	
Leaving School Grounds without Permission	Leaving school grounds or being in an "out of bounds" area during the regular school hours without permission	
HARASSMENT, THREAT, OR INTIMIDATION		<i>Any or all of the consequences may be applied in any order.</i>
Harassment, * Nonsexual	Communication with another person anonymously or by verbal, electronic, mechanical, telegraphic, or written means with the intent to harass based on and/or motivated by race, ethnicity, religion, national origin, or disability; May include but is not limited to social exclusion, name calling, unwanted physical contact, and unwelcome verbal or written comments	<ul style="list-style-type: none"> A. Student shall be removed from the classroom. B. Parents will be notified. C. Student may be suspended from school premises and school events for a period not to exceed ten (10) school days. D. Before returning to class, the student and parents will meet with the principal. E. Student may be recommended for a formal disciplinary hearing per A.R.S. § 15-841 to include long-term suspension or expulsion, if appropriate. F. Principal shall inform legal
Bullying or Cyberbullying *	Acts of intimidation and/or harassment that have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear	

	of harm, is sufficiently severe and persistent, involves an imbalance of power; Bullying may be verbal, written, or physical; Cyberbullying is, but not limited to, an act of bullying committed by use of electronic technology including social media	authorities as appropriate and legal action may be taken.
Intimidation *	Intentional use of language or conduct to frighten, attempt to frighten, or coerce another person into submission or obedience	
Threatening *	Use of language or conduct to make or attempt to make another person fearful of physical injury	
Hazing *	Any activities that can be considered any type of initiation of another student	
SCHOOL POLICY VIOLATIONS		<i>Any or all of the consequences may be applied in any order.</i>
Defiance or Non-Compliance	Engaging in behavior of disobedience or not conforming to class and campus rules or standards	<ul style="list-style-type: none"> A. Student shall be removed from the classroom. B. Materials will be confiscated. C. Parents will be notified. D. Student may be assigned to detention. E. Student may be suspended from school premises and school events for a period not to exceed ten (10) school days. F. Before returning to class, the student and parents may meet with the principal.
Disrespectfulness	Showing a lack of respect or courtesy or being impolite and delivering socially rude interactions	
Disruption	Engaging in behavior causing an interruption in a class or activity	
Food and/or Drink Against School Policy (i.e. soda/pop, chewing gum) Distribution, Possession, Use	The act of possessing, giving to another person, or consuming	
Gambling	To play games of chance for money or to bet a sum of money	
Language, Inappropriate	Delivering verbal or written messages that include swearing, use of words in an inappropriate manner, or remarks that humiliate or criticize another person, including name calling	
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection	
School Uniform Violation	Failure to comply with the school's uniform policy	
SEXUAL OFFENSES		
Pornography	Possession, distribution, or sale of any pornographic materials	<ul style="list-style-type: none"> A. Student shall be removed from the classroom. B. Materials will be confiscated.
Indecent Exposure *	The intentional exposure of one's	

or Public Sexual Indecency	body's privates in a manner that gives offense against accepted or prescribed behavior	C. Parents will be notified. D. Student will be suspended from school premises and school events for a period not to exceed ten (10) school days.
Sexual Harassment *	Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program, including unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal, conduct of a sexual nature; doesn't include legitimate nonsexual touching or other nonsexual conduct	E. Before returning to class, the student and parents shall meet with the principal. F. Student may be recommended for a formal disciplinary hearing per A.R.S. § 15-841 to include long-term suspension or expulsion, if appropriate. G. Principal shall inform legal authorities as appropriate and legal action may be taken.
TECHNOLOGY		<i>Any or all of the consequences may be applied in any order.</i>
Computers	Any violation of the Electronic Information Services User Agreement	A. Student shall be removed from the classroom.
Network Infraction	Any violation of the Electronic Information Services User Agreement	B. Parents will be notified.
Telecommunication Device	Inappropriate possession or use of an electronic device or "toy" that interferes with the orderly operation of the school or otherwise constitutes disruptive behavior, including without limitation such items as MP3 players, iPods, cell phones, electronic games, digital cameras, media player	C. Student will lose computer privileges for a period of time as determined by the principal, and may be the remainder of the school year. D. Before returning to class, the student and parents will meet with the principal. E. Student may be assigned to detention. F. Student may be suspended from school premises and school events for a period not to exceed ten (10) school days.
THEFT		<i>Any or all of the consequences may be applied in any order.</i>
Petty Theft	Thefts under \$100	A. Student shall be removed from the classroom.
Extortion *	Knowingly obtaining or seeking to obtain property or services by means of a threat	B. Materials will be confiscated. C. Parents will be notified. D. Student will be suspended from school premises and school events for a period not to exceed ten (10) school days. E. Before returning to class, the student and parents shall meet with the principal. F. Student may be recommended for a formal disciplinary hearing

		<p>per A.R.S. § 15-841 to include long-term suspension or expulsion, if appropriate.</p> <p>G. Principal shall inform legal authorities as appropriate and legal action may be taken.</p>
THREATS		<i>Any or all of the consequences may be applied in any order.</i>
Bomb Threat **	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device	<p>A. Student shall be removed from the classroom.</p> <p>B. Materials will be confiscated.</p> <p>C. Parents will be notified.</p> <p>D. Student will be suspended from school premises and school events for a period not to exceed ten (10) school days.</p> <p>E. Student may be recommended for a formal disciplinary hearing per A.R.S. § 15-841 to include long-term suspension or expulsion, if appropriate.</p> <p>F. Principal shall inform legal authorities as appropriate and legal action may be taken.</p>
Chemical ** or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents	
Fire Alarm Misuse **	Intentionally pulling the fire alarm when there is no fire	
Threats/Intimidation/Verbal Abuse of a Staff Member	Statements, verbal or written, or actions, which attempt to threaten or intimidate a staff member <i>Could be considered as a Threat to an Educational Institution</i>	
Threats or Intimidation	Communication by word or conduct with the intent to cause physical injury of serious damage to a person or their property <i>Could be considered as a Threat to an Educational Institution</i>	
Threatening an Educational Institution	<p>To interfere with or disrupt an educational institution through threatening statements, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution ▪ Threatening to cause damage to any educational institution or its property, the property of any employee, or the property on any person attending an educational institution ▪ Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere 	<p><i>Any or all of the consequences may be applied in any order.</i></p> <p>A. Student shall be removed from the classroom.</p> <p>B. Materials will be confiscated.</p> <p>C. Parents will be notified.</p> <p>D. Student will be suspended from school premises and school events for a period not to exceed ten (10) school days.</p> <p>E. Student shall be recommended for a formal disciplinary hearing to include long term suspension or expulsion.</p> <p>F. The recommendation at the formal disciplinary hearing may be lessened, on a case-by-case basis, and in the sole discretion of the principal.</p> <p>G. Principal shall inform legal authorities as appropriate and</p>

	<p>with the lawful use of the property of others</p> <ul style="list-style-type: none"> ▪ Refusing to obey a lawful order to leave the property of an educational institution 	<p>legal action may be taken.</p>
TRESPASSING		<i>Any or all of the consequences may be applied in any order.</i>
Trespassing	To enter or remain on a school campus without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion	<ul style="list-style-type: none"> A. Parents will be notified. B. Student will be removed from campus. C. Student may be assigned to detention. D. Student may be suspended from school premises and school events for a period not to exceed ten (10) school days. E. Student may be recommended for a formal disciplinary hearing to include long-term suspension or expulsion, if appropriate. F. Principal shall inform legal authorities as appropriate and legal action may be taken.
VANDALISM		<i>Any or all of the consequences may be applied in any order.</i>
Graffiti or Tagging	Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces	<ul style="list-style-type: none"> A. Student will be removed from the classroom. B. Parents will be notified. C. Student will be suspended from school premises and school events for a period not to exceed ten (10) school days. D. Student will be required to complete campus cleanup or repair, and/or pay for restitution for damage to personal property. E. Student may be recommended for a formal disciplinary hearing to include long-term suspension or expulsion, if appropriate. F. Principal shall inform legal authorities as appropriate and legal action may be taken.
Vandalism of Personal Property *	Willful destruction or defacement of personal property	
Vandalism of School Property *	Willful destruction or defacement of school property	
WEAPONS AND DANGEROUS INSTRUMENTS		<i>Any or all of the consequences may be applied in any order.</i>
Firearms, including Destructive Devices **	<p>Possession or use of loaded or unloaded, operable or inoperable:</p> <ul style="list-style-type: none"> • Handgun or Pistol • Shotgun or Rifle 	<ul style="list-style-type: none"> A. Student shall be removed from the classroom. B. Materials will be confiscated. Materials will be turned over to

	<ul style="list-style-type: none"> • Starter Gun • Destructive Device, Bomb, Grenade • BB Gun or Pellet Gun • Other Firearm or Destructive Device 	<p>local law enforcement authorities.</p> <p>C. Parents will be notified.</p> <p>D. Principal shall inform legal authorities as appropriate and legal action may be taken.</p> <p>E. Student will be suspended from school premises and school events for a period not to exceed ten (10) school days.</p> <p>F. Student may be placed in an interim alternative setting pending a formal disciplinary hearing pursuant to A.R.S. § 15-841/843.</p> <p>G. Student will be recommended for a formal disciplinary hearing pursuant to A.R.S. § 15-841 to include long term suspension or expulsion, if appropriate.</p>
Other Weapons **	<p>Possession or use of:</p> <ul style="list-style-type: none"> • Billy Club • Brass Knuckles • Knife with Blade • Nunchakus • Other Weapon 	
Dangerous Items *	<p>Possession or use of:</p> <ul style="list-style-type: none"> • Laser Pointer • Mace • Paintball Gun • Razor Blade or Box Cutter • Simulated Knife • Taser or Stun Gun • Tear Gas • Other Dangerous Items 	
Simulated Firearm	<p>Possession, use, distribution, or sale of imitation or "look-alike" items, which have the appearance of or are represented to be a real weapon dangerous item or any products relating to weapons or dangerous items</p>	