

Southgate Academy

KG - 12th Grade



Student Handbook 2018-2019

850 W. Valencia Rd

Tucson, AZ 85706

Telephone: (520) 741-7900

Fax: (520) 741-7901

Website: <http://www.southgateaz.org>

Follow us on Twitter: @SGAGATORS

Like us on Facebook: [facebook.com/SouthgateAcademy](https://www.facebook.com/SouthgateAcademy)

FROM THE CHARTER FOUNDER'S PEN

As the founder of Southgate Academy and the MACILOS Program (Making A Change In Lives Of Students), I am led by the heart, not by the mechanics. I strongly believe that if you can win the heart of a child, you will be a tool that is used to bring them a vision for success. It doesn't matter what ethnic background a child is from, the financial status of their families, whether they are from a single-family home or homeless. Win their heart and they will respect and trust your leadership. Southgate Academy must endeavor to achieve and maintain a personal touch while working to bring our academic gains to a higher level. MACILOS is one avenue that will nurture and encourage more involvement from our staff, our community, and most importantly, our students and parents.

On behalf of the faculty, we would like to welcome you to Southgate Academy. We are looking forward to assisting you in setting and fulfilling your educational goals. Southgate also offers a variety of after school activities that we encourage our students to participate in. Please check periodically on our website www.southgateaz.org or our front office for schedules of these activities and events.

At Southgate, we value all our community members and your input gives us valuable information in organizing successful programs. At any time during the school year, should you encounter difficulties, seek out any of our trained professionals, or any student council members and as a team, we will do our best to assist the situation.

Remember, we are here to help in the achievement of academic success and we welcome the opportunity to serve you in this capacity.

Sincerely,
Sherry Matyjasik
Charter Founder

SUPERINTENDENT'S MESSAGE

Welcome to Southgate Academy. We are glad that you have chosen to attend our school, Home of the Gator's. This handbook is intended to familiarize you with the rules as they apply to our school and assist you in better understanding the process and procedures that are used at Southgate Academy. We encourage you to read the content of this handbook and use it as a guide to further your knowledge of our school. We hope that your school year is successful and that you take advantage of the educational opportunities that will be presented to you this year. Our staff is here to assist you in any way possible. Have a great and enjoyable school year.

**Sincerely,
Sylvia M. Calmelat
Superintendent**

STATEMENT OF NONDISCRIMINATION

Southgate Academy is committed to a policy of non-discrimination in relation to race, color, religion, gender, age, national origin or disability. This policy encompasses all matters concerning hiring, staff, students, the public, instructional program and services. Southgate Academy will comply with all applicable federal, state and local laws relating to educational programs and personnel management.

Sylvia M. Calmelat
(520) 741-7900
smcarmelat@southgateaz.org

SCHOOL MISSION

"The mission of Southgate Academy is to successfully promote a higher standard of education, establish a safe environment for learning and social development, and enable students to become lifelong, responsible citizens."

"As an alternative school, Southgate Academy Charter School is committed to serving the unique needs of our "at-risk" youth. It is our mission to provide a mutually respectful environment where faculty and staff encourage and celebrate student academic success and develop a genuine sense of value and belonging through social reinforcement activities."

Table of Contents

Statement of Nondiscrimination	4
School Mission	4
Student Rights	7
Student Responsibilities	10
Student/Parent Code of Conduct	10
Southgate Academy Student Code	11
A. Operations and Policies	11
Arrival and Departure	11
Withdrawal from School	12
Attendance	12
Backpacks/School Supplies	15
Communication (Parent-School-Student)	15
Illness, Injury and Medication Policies	16
Immunizations	16
Fire Drills, Lockdowns, and Evacuation Drills	17
Personal Property/Lost and Found	17
Lunch Periods	17
Peanut/Food Allergy	17
School Telephones	17
Voice Mail	17
Visitors, Volunteers, and Class Visitors	18
B. Academics	19
Curriculum	19
Move On When Reading (MOWR)	19
State Standardized Tests	19
Grading Scale K-2	19
Grading Scale Definitions 3-12	19
Report Cards	20
Grading Scale Grades 3-12	20
Graduation Requirements	20
Schedule Changes/Class Drops/Withdrawals	21
C. Conduct and Discipline	21
Cheating Policy	21
Discipline	22
3 Strikes You're Out Policy	23
Classroom Conduct/Procedures	23
Hallways, Bathrooms, and Campus Areas	23
Electronic Devices Policy	23
Littering	24
Assemblies.....	24
Gangs and Gang Activity	24
Codes of Conduct	25
School Process	25
Classroom Process	25
Public and School Safety	26
Weapons	26
Person and Property	26
Bullying Policy	27
Tabacco, Alcohol, and Other Drugs	27
Student Drug or Alcohol Testing	28
School Uniforms/Dress Code	28
Disciplinary Action Due Process	31
Corrective Actions and Discipline	31

Procedures for Suspen. And Expl. of Students with Disabilities	32
Eligibility for Extracurricular Activities and Sports	32
Technology Policy- Terms and Conditions.....	32
Special Education Services.....	33
Child Find.....	33
Parents and Legal Guardian.....	34

STUDENT RIGHTS

Southgate Academy and the Governing Board have high academic expectations for all elementary, middle school and high school aged students currently enrolled in school programs. We are committed to providing all students with an excellent, well-rounded educational program. With this commitment in mind, we set forth the Rights and Responsibilities of Students.

These rights and responsibilities provide a uniform standard of conduct which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken.

A STUDENT HAS A RIGHT TO PARTICIPATE IN EDUCATIONAL PROGRAMS WITHOUT DISCRIMINATION

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance using the procedure that follows this policy.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Student Rights:

- To feel safe in the school environment
- To take full advantage of the learning opportunities
- To learn in an environment free from disruptions
- To respectfully express his/her opinions, ideas, thoughts, and concerns
- To have a healthy environment that is smoke, alcohol, and drug-free
- To use school resources and facilities for self-improvement with appropriate supervision
- To expect courtesy, fairness, and respect from all members of the community
- To be informed of all expectations and responsibilities
- To take part in a variety of school activities
- To have the right to due process

DEFINITIONS

Student shall mean a person enrolled and admitted to the elementary, middle or high school of Southgate Academy and as provided by state and federal law.

School authority shall mean any Southgate teacher, administrator, or other adult school employee unless specifically stated otherwise.

Parent or Legal Guardian shall mean a person who has the legal responsibility for providing the care and management of a person who is incapable, either due to age (very young or even very old, or to some other physical, mental or emotional impairment, of administering his or her own affairs. In the case of a minor child, the guardian is charged with the legal responsibility for the care and management of the child and of the minor child's estate. A legal guardian will be under the supervision of the court and will be required to appear in court to give periodic reports about the status of the child and its estate.

A STUDENT HAS A RIGHT TO AN EDUCATION AND THE RIGHT TO PARTICIPATION

A student has the right to an education without disruption as provided by law. Correspondingly, the student has a responsibility not to deny the right to an education to any other student, or to interfere with a teacher who is attempting

to provide educational rights to other students.

A STUDENT HAS A RIGHT TO SUGGEST WAYS TO IMPROVE EDUCATION

A student has the right to responsibly contribute information that will be considered when decisions are made that affect the quality and content of their education. The school encourages all students to take responsibility for his/her education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, and conducting themselves respectfully and appropriately.

A MARRIED OR PREGNANT STUDENT HAS THE RIGHT OF ATTENDANCE

Students have the right to attend classes and to participate in school activities without regard to marital or parental status or pregnancy, except where legitimate and reasonable safety or health concerns exist to limit participation.

A STUDENT HAS THE RIGHT TO PRIVACY

All students' rights to privacy, as defined by state and federal law, shall be respected except where such privacy claims conflict with school policies, such as with a locker not being private.

A STUDENT HAS THE RIGHT OF NOTIFICATION OF LAW ENFORCEMENT INTERVIEW

In addition to the rights provided by state and federal law, if a student is questioned as a suspect by law enforcement officers on school premises, the student will be advised that she or he has the right to request the school building principal or his/her designee to notify the student's parent(s) or legal guardian(s), prior to being interviewed. If such request is made no interview shall take place until the parent(s) or legal guardians are present.

A STUDENT HAS THE RIGHT OF ACCESS TO PUBLIC SERVICE AGENCIES

Southgate Academy shall work cooperatively with all public agencies (e.g., Child Protective Services), within the guidelines of state and federal law, to meet the needs of our students.

THE RIGHT TO INSPECT AND REVIEW STUDENT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student education records upon request by submitting to the school principal a written request which identifies as precisely as possible, the record or records he or she wishes to inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

THE RIGHT TO SEEK TO CORRECT THE STUDENT EDUCATION RECORD

Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading or in violation of student rights.

PROCEDURES FOR CORRECTION OF A STUDENT'S EDUCATIONAL RECORD ARE AVAILABLE IN THE REGISTRAR'S OFFICE

The right to exercise control over disclosures of information contained in educational record:

The school does not release information not authorized under Family Education Rights Privacy Act without consent of the parent, legal guardian, or eligible student. However, the school does release directory information, which is not generally considered an invasion of privacy. This information could include, but is not limited to, name, address, parent's name, phone number, age, field of study, height and weight of athlete, participation in officially recognized activities and sports, honor roll, dates of attendance, degrees and awards. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the Superintendent/Facilitator in writing within two weeks of the student's enrollment of each school year. Additionally, student records will be forwarded upon request to officials of another school or district in which the student seeks or intends to enroll.

THE RIGHT TO KNOW THE LOCATION OF STUDENT EDUCATION RECORD

Generally, an enrolled student's education record is located in the school's District Administration Office. Upon request by a parent, legal guardian or eligible student, education records will be gathered for purposes of review. Records of students who have graduated from high school will remain in the school. Records of students who have transferred out of the school are maintained at the school building.

A STUDENT HAS THE RIGHT OF EXPRESSION

Students enjoy the right of expression as provided in state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs, cause substantial disorder or invasion of the rights of others, substantially interfere with the requirements of appropriate discipline, educational programs or other school activities in the operation of the school. **The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited at Southgate Academy.**

STUDENT PUBLICATIONS

Prior to distribution in school or on school premises, a copy of all school sponsored and non-school sponsored student publications shall be provided to the school superintendent or designee. The superintendent or designee may prohibit distribution of publications, which are lewd, obscene, inflammatory or vulgar. Distribution of publications may also be prohibited if such publication shall substantially or materially disrupt the education process of other students or school activities. Student publications which are deposited with the principal and not otherwise prohibited from distribution may be distributed in school or on school premises except:

- in a hallway, doorway, or other areas where such distribution shall interfere with the physical movement of students; or
- in a classroom, unless the student has received specific permission from the teacher.

A STUDENT HAS THE RIGHT TO RELIGION

A student's constitutional right of religion, as defined by state and federal law, shall not be abridged or violated.

A STUDENT HAS LIMITED RIGHTS CONCERNING SEARCH AND SEIZURE

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activity, whether on or off the school district. The school Superintendent/Facilitator or his/her designee are authorized to search a student, his/her personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a school district activity or sponsored activity, or while in transit on a school bus or other transportation authorized by the school. A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy or school rules.

Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the school district. Reasonable suspicion requires that independent facts exist, and school officials be able to clearly articulate which school rule or law has allegedly been violated. Considering factors, which include, but are not limited to the following, may form reasonable suspicion:

- eye witness observation by school personnel;
- information received from a reliable source; and/or
- suspicious behavior by the student.

Personal searches: A student's person and/or personal effects (e.g. purse, book bags, etc.) may be searched when a school authority has reasonable suspicion to believe the student is in possession of illegal, unauthorized or contraband (stolen) items in violation of school rules or local, state, or federal law.

Automobile searches: Students are permitted to park on school premises as a matter of privilege, not of right. The interior of any automobile brought on school property by a student may be searched and items seized by the school principal or his/her designee if he/she has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. The administration may utilize canines and/or metal detectors (magnetometers) in random automobile

searches.

PROCEDURE FOR REDRESS OF RIGHTS (APPEAL PROCEDURE)

A student, parent or legal guardian, who believes that a student's right(s) has been deprived or violated under the Declaration of Student Rights section of this Student Code, should reference the following information.

TITLE IX/ADA/504

Title IX complaints reference discriminatory practices, which are gender-related. Section 504 complaints reference discriminatory practices, which are handicapped related. Procedures for addressing such discriminatory violations are available from the building administrator(s). A conference should be requested with the school administrator regarding the specific nature of the complaint. If the student, parent, or legal guardian is dissatisfied with the action of the Title IX/ADA/504 building representative, a written request shall be forwarded by the student, parent, or legal guardian and delivered to **Sylvia M. Calmelat**, Southgate Academy Title IX/ADA/504 Coordinator. The written request shall specifically state the nature of the alleged infraction, and be signed and dated by the student, parent or legal guardian. The Title IX/ADA/504 Coordinator shall investigate the complaint and shall inform the student, parent or legal guardian in writing of the decision and whether any action will be taken to resolve the issue. The Title IX/ADA/504 Coordinator shall outline the reasons for the decision.

NON-TITLE IX (NON-GENDER DISCRIMINATION) COMPLAINTS

Non-Title IX complaints reference discriminatory practices, which are not gender related. Procedures for addressing such discriminatory violations are available from the building administrator(s). A conference should be requested with the school personnel against whom the complaint is alleged and their immediate supervisor(s).

MANDATORY REPORTING - ABUSE AND NEGLECT

Arizona State law requires all education staff to report suspicion, of any form, of child abuse within 24 hours. This includes sexual abuse, physical abuse, emotional abuse, or neglect. Southgate Academy does not condone, conceal, nor tolerate any type of abuse.

STUDENT RESPONSIBILITIES

- To treat all members of the school community with respect, fairness and courtesy
- To be caring and honest
- To do his or her best to master all that he or she can
- To respect school rules, regulations and policies
- To be sure that personal expression does not interfere with the rights of others
- To follow laws and school policies concerning substance abuse
- To respect and protect school property, the property of others and personal property
- To meet the expectations of the school community
- To refrain from vulgar language and gestures
- To follow the prescribed guidelines for participation in school activities
- To adhere to due process procedures
- To arrive on time for school each day

STUDENT/PARENT CODE OF CONDUCT

As you have elected to attend this school/have your child attend this school, we anticipate that all students and parents will not only accept their rights as members of our school community but also accept their responsibilities to other members of our community. As the school year unfolds, we ask each of you to do your best to behave in ways that will enhance the learning environment, at home and school, enabling students to commit to academic endeavors and be

positive members of their community.

SOUTHGATE ACADEMY STUDENT CODE

Our society recognizes certain basic rights that accrue to all citizens, but those rights are balanced by important responsibilities. That is true in our school as well. This *Student Code of Rights and Responsibilities* explains acceptable student behavior at Southgate Academy Charter School. As you read this information, you should find it is reasonable and fair. It describes the type of behavior we expect of all our students as well as consequences if any student elects to go beyond the limits of acceptable behavior.

The overall purpose of the *Student Code* is to help young people live and work together productively in our school, and to help them understand that schools are a type of community for young people. In order to have effective learning, it is imperative that our students display appropriate behavior.

Please make yourself aware of the contents of this *Student Code*. We are confident that if students follow these guidelines, our school will continue to provide an excellent education in an atmosphere of self-discipline and respect for others.

A. OPERATION AND POLICIES

ARRIVAL AND DEPARTURE

School Hours

HOURS OF SCHOOL OPERATION ARE:

8:30 am - 3:30 pm - Regular School Days (Monday, Tuesday, Thursday and Friday)

8:30 am - 2:30 pm - Early Release Day

8:30 am – 1:00 pm - Intersession Days

School starts at 8:30 am (Students must be seated in their seats and be ready to begin the class). School dismisses at 3:30 pm on regular days, at 2:30 pm on early release days (Wednesdays), and 1:00 pm during Intersession days. After School Programs run from 3:30 pm to 5:30 pm on regular days and 2:30 to 5:00 on early release days.

GATE OPENS/CLOSES:

7:30 am – 8:20 am Morning- Daily

3:10 pm – 5:30 pm (Regular Release Day)

2:10 pm – 5:30 pm (Early Release Day)

12:30 pm -2:00 pm (Intersession Days)

MORNING ARRIVAL

Classes begin promptly at 8:30 am. **Students should not be dropped off or arrive before 7:30 AM** (there is no supervision prior to 7:30 am) or remain on campus after 3:45 PM on Monday, Tuesday, Thursday, Friday and 2:45 PM on Wednesday, except in supervised, school-sponsored afterschool activities.

All students should be dropped off in the pick-up/drop-off area. Please do not drop off your child using the left side of your car, the right side (closest to the drop off area) is the safest. Enter the parking lot from the north east entrance and exit at the southeast exit. Left lane is for through traffic only (**NO Parking**), right lane is for drop off/pick-up.

After 8:25 am all students are expected be in their classrooms or in the school building ready for the start of the day. You must park in the school parking lot to drop off students if you are going into the building, do not park along the curb or gravel area for safety purposes.

Parking in handicapped spaces without the proper license plate or decals may also result in a parking violation. Southgate Academy will not be responsible for tickets incurred by parents or staff while on school property.

School personnel will be visible in the front of the school to assist parents, to monitor students, and to help children in crosswalks the parking lot in the designated area beginning at 7:30 AM.

No bike riding, skateboarding, or skating is allowed on campus. Bike racks are provided in the front of school.

AFTERNOON DISMISSAL

At the end of the school day all students are taken to the designated pick-up area or dismissed to other assigned areas at which school-sponsored after-school activities are conducted. Students in after-school activities must have their belongings at the end of school day before reporting to their activity; building and classroom doors may be locked after school. Unless enrolled in supervised afterschool activities/clubs or study halls, students should not be on campus past 3:45 PM. Students must be picked up in the designated area.

For safety reasons, please do not ask your child to meet you at other pick-up points.

Most afterschool programs will be announced at the beginning of the school year. **ANY STUDENTS REMAINING ON CAMPUS AFTER 3:45 PM MUST BE IN A SUPERVISED ACTIVITY or enrolled in the afterschool program.**

RELEASE OF STUDENTS PROCEDURE

Only authorized people listed on the Southgate Emergency Contact Form will be allowed to pick up your child. We will not allow your child to go with another person unless:

- The person's name is on the authorization form.
- An adult person writes a note or calls the school to authorize an individual on the authorization form to pick up their child.
- The individual must provide picture identification.

If you or another authorized person is unable to pick up your child, you will need to call the office to give verbal authorization to release your child, and to verify you as an authorized person.

You will also need to provide:

A physical description of the person picking up the child. The person picking up the child will need to provide picture identification.

WITHDRAWAL FROM SCHOOL

Students who are withdrawn from Southgate Academy who wish to return during the same school year must petition the Superintendent Office. **Students who have been withdrawn for nonattendance violations are eligible to petition however final decision will be decided by school administration.** Students who have been withdrawn and granted permission to return will be placed on the waiting list if no space is currently available. A student who is withdrawing from school will receive a withdrawal slip from the Registrar's Office once all school materials have been returned, (i.e. books and be cleared of fines/fees) before obtaining a withdrawal slip.

ATTENDANCE

Regular attendance is absolutely necessary in order for your child to progress in his/her academic studies. Southgate Academy defines excessive absenteeism as 10% or more of the enrolled school period marked as unexcused absences. Per Arizona School Attendance Law, students are required to attend school regularly. Parents and guardians are responsible for ensuring that their children attend school on a regular basis.

Parents and guardians are responsible for contacting the school within 24 hours of an absence or on the first day of a multiple day absence to report it as excused. Additionally, if a pattern of truancy is determined, which includes repeated unexcused late arrivals or unexcused early checkouts, these accumulated truanancies will be documented as unexcused absences. If your child is repeatedly absent from school due to illness, a doctor's note may be required for the absence to be excused.

If excessive absences continue, you will be required to attend a Student Attendance Intervention Team meeting. At this time the school will meet with the parents and guardians to discuss potential remedies. If this initial meeting does not resolve the problem, the school will implement frequent attempts at communication between teacher and parents, evaluation of alternative education programs, and attendance contracts as intervention strategies.

If the student fails to meet the requirements and agreements of the attendance contract the student will be subject to withdrawal from Southgate Academy with a withdrawal code for attendance (W4).

High School students having 12 or more unexcused absences in a semester, in the same class, he or she may lose credit for that class. K-8 student having more than 12 unexcused absences each semester, or 20 or more unexcused absences throughout the school year they may be subject to grade retention the next year.

It is the responsibility of the school and its staff to follow school attendance procedures as specified by State Law. All legal provisions are applicable to the students of Southgate Academy.

Students are highly encouraged to come to school each day. However, students with any contagious illness should be kept home. Students prescribed antibiotics must be on them for twenty-four (24) hours before returning to school. Students with a fever, vomiting, diarrhea or signs and symptoms of a contagious illness will be sent home. Students should be free from fever, without the use of fever reducing medicines and students should be free from vomiting or diarrhea for twenty-four (24) hours before returning to school. Parents and guardians are responsible for contacting the school within 24 hours of an absence or on the first day of a multiple day absence to report it as excused.

Each student enrolled in school is expected to be in attendance each day that school is in session, except for excused absences as defined below. If a student is absent and the School has not been notified of an excusable reason for that absence, the School will make a reasonable effort to promptly notify the parent or guardian of the student's unexcused absence. State law places the responsibility for ensuring a student's regular attendance directly upon the person having custody of the child. Students who do not attend school on a particular day are not allowed to participate in school activities held during or outside the normal school hours. Exceptions may be made at the discretion of the Administration. If a pattern of truancy is determined, which includes repeated unexcused late arrivals or unexcused early checkouts, these accumulated truanancies will be documented as unexcused absences. If your child is repeatedly absent from school due to illness, a doctor's note may be required for the absence to be excused.

ATTENDANCE PROCEDURES

Parents/Guardians must call Southgate Academy within 24 hours of your student's absence or on the first day of multiple day absence. If you must be out of town, you are responsible for notifying the school before leaving as to who has the authority to excuse your student's absences. Explanation of your student's absence(s) must be provided to the attendance office within one (1) school day following your student's return to school, or the absence(s) **WILL REMAIN UNEXCUSED**.

You may, because of an extraordinary situation, request a modification of these reporting procedures by calling the attendance office at ext. 711. Failure to notify Southgate Academy will result in an unexcused absence.

ABSENCES

The state of Arizona prescribes three categories of absences to be used for attendance records: **excused absence, unexcused absence, and truant absence.**

Excused Absence:

Absences are defined as non-attendance of students in one or more class periods during the day. Exceptions must be approved by the designated administrator and the register office and may include but are not limited to:

The following are acceptable reasons for excused absences from Southgate Academy:

- A student who is temporarily ill or injured and has a Doctor's excuse or written note from parent.
- A student who is absent for an extended period due to physical, mental or emotional disability. (A doctor's excuse may be required for extended absences.)
- A student who is required by a legal body (i.e. court, juvenile authorities, or police.) and has a written document from Probation Officer or other authority.
- A student who has a family emergency or hardship and provides written documentation.
- A student detained by extremely inclement weather, (i.e. Natural disaster, such as flood.)

This School is required to keep verifiable records of the reason(s) for each student's excused absence(s). The School

may require a doctor's note to be provided whenever a student is absent, late, or signed out early, due to a doctor's appointment.

Unexcused Absence:

An unexcused absence shall mean any of the following:

- An absence from school without the prior knowledge and approval of the parent/guardian.
- An absence from any portion of the school day without the permission of the nurse or the attendance office.
- An absence for which parent/guardian has not notified the attendance office.
- If there is no written document on file from parent or other authority.

In compliance with state law, students will be deemed to have withdrawn from Southgate Academy after 10 consecutive unexcused absences.

Truant Absence:

A truant absence is:

- Any absence without prior permission of the parent/guardian.
- Any absence without verification from a parent/guardian, stating the date of the absence and the reason.
- Leaving school during school hours without properly signing out.

Habitually Truant: A student is **habitually truant** if he/she has five (5) or more unexcused absences from school.

Excessively Truant: A student is **excessively truant** if he/she has missed more than ten percent (10%) of total class time.

INVALID REASONS FOR MISSING A CLASS OR SCHOOL

The following are not valid reasons for missing a class or school:

- Oversleeping
- Playing "hooky"
- Babysitting
- Shopping or having to run errands
- Not being prepared for class
- Skipping or cutting class
- Employment which takes the student away from regular class attendance
- Car trouble (first period during inclement weather may be excused)
- "Personal Reasons" and "No Transportation" are not valid excuses.

THIS IS NOT AN ALL-INCLUSIVE LIST

90 % OF SUCCESS IN SCHOOL IS SHOWING UP!!

EARLY RELEASE AND STUDENT SIGN IN AND OUT POLICY

Early release from the school without prior permission from the school administration is only allowed in the event of a child's illness, a family emergency, or a medical appointment for the child.

No student will be allowed to leave campus before the end of the school day, unless a parent, guardian, or other authorized adult signs the student out in the office and provides satisfactory identification.

The school reserves the right not to allow any student under the age of eighteen (18) to leave without obtaining permission from the parent/guardian.

TARDIES

Any student who is not in the room when the class is scheduled to begin is tardy, unless they have a legitimate excuse (e.g., from an administrator).

For first period tardies, the parent/guardian must provide the reason for the late arrival to the School, and the School reserves the right to make a final determination as to whether a tardy is assessed or not. All assessed tardies (late arrivals and in-between class tardies) are subject to disciplinary action. Assessed tardies are behaviors that compromise the precious resource of instructional time.

BACKPACKS/SCHOOL SUPPLIES

Students may only use clear or mesh backpacks K-12 to transport items to and from home. Due to space and safety concerns, backpacks must fit in student's classroom or on hooks outside classrooms. Backpacks scattered on the floor of a classroom are an emergency evacuation hazard. Students need to come to school prepared with school supplies (ie. Paper, pencils, notebooks).

COMMUNICATION (Parent – School – Student)

Southgate Academy encourages regular, productive communication between the school, its parents, and its students. Southgate Academy may utilize a variety of communications tools to communicate about school matters.

PARENT COMMUNICATION

Most school communication with parents is by phone or e-mail. It is, therefore, vital that we have your current phone number and email address on file. Please remember to update any changes to your address, phones, or email. The school also utilizes Facebook to share important information. Copies of letters, notices, etc., are typically sent home with students. Be sure to check your child's backpack. Letters and notices can also be obtained in the Front Office. All Southgate teachers are connected to the main switchboard by a Voice Mail message system. You can leave messages for your teachers using this system. You may check with the main office (520) 741-7900 to be transferred or for the extension of the teacher.

If you wish to speak to your child's teacher for any reason, please schedule an appointment. Appointments may be made by email or phone. Teachers will provide you with a preferred contact method at the beginning of the year. Walk-in discussions disrupt classroom learning. Your child's teacher is happy to speak with you about any concerns you may have, but a scheduled appointment ensures that you have uninterrupted time with the teacher. Please do not phone the classroom during the day to discuss concerns unless you are returning a teacher's phone call, as this again disrupts the class learning time. School-day phone calls should be limited to emergencies through the office (520) 741-7900. If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the best way is as follows:

1. Parents should encourage their child to talk with the teacher.
2. Parents should encourage their child to talk with a Administrator.
3. If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany his/her child and talk with the teacher or facilitator.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If parents feel there is a problem with a teacher, classroom situation, or academics, it is very important that the parents:

1. Communicate with the teacher via email, or by appointment. Teachers can explain classroom situations from an adult perspective and from a professional perspective. Often, that will resolve misunderstandings.
2. If the problem persists after a reasonable time, talk with the teacher again.
3. If the problem is still not resolved, make an appointment with the teacher and Administrator.
4. If the problem is not resolved after meeting with the teacher and Administrator, make an appointment with the Chief Academic Administrator.

Disrespectful or threatening conduct towards teachers, students, administrators or other parents will not be

tolerated pursuant to A.R.S. 15-507.

ILLNESS, INJURY AND MEDICATION POLICIES

Illness or Injury During the School Day

Southgate Academy has a Health Aide on campus. Students who must be absent due to illness should refer to the attendance policy in this handbook. Students who become ill during the day will be sent home after a responsible party has been contacted.

- Children who become ill or injured at school will be sent to the Health Aide.
- Emergency health situations at school--if your child is seriously injured or becomes ill at school and requires care beyond the facilities of the school, an attempt will be made to contact the parent or guardian as well as calling emergency medical personnel (911) for treatment and/or transportation to a proper facility at parent expense.
- Students with fever will be sent home.
- Students dealing with physical issues involving bodily fluid (ex. vomiting, diarrhea, excessive nose bleeds) must be picked up immediately.

Prescription or Non-Prescription Medication

When medication has been prescribed by a doctor (Prescription or NON-Prescription drugs) to be taken at school, the following steps must be followed for the safety of your child and the other children in school.

Medicine taken at school needs to have a Medication Request Form signed by a parent/guardian. The following information must be provided; name of the medication, the dosage, when the medication needs to be taken, and why the medication is being given. Medication Request Forms are available at the front desk or the Health Aides office.

Remember, this applies to prescription medication and all over-the-counter medicine to be provided by the parent such as: Tylenol, eye drops, ointments, etc.

All medicine will be kept in the Health Aide's office and must be in the prescription bottle or original container. Students are not allowed to keep the medication (except inhalers) in their possession.

PLEASE PROVIDE CURRENT EMERGENCY PHONE NUMBERS TO THE SCHOOL ALONG WITH ANY INSURANCE CARDS.

IMMUNIZATIONS

All students must have an **emergency phone number** on file and show proof of current immunizations to be enrolled at Southgate Academy.

Subject to the exemptions as provided by law, immunization against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Rubella (measles), Mumps, Rubella (German measles) Hepatitis B, Varicella (Chicken Pox), and Haemophilus influenza b (Hib) is required for attendance of any student in any school.

Exemptions to Immunizations:

- Students who have reached their 5th birthday shall be exempt from the Hib immunization requirement.
- Any student with laboratory evidence of immunity shall not be subject to immunization against that disease as a condition of attending school. Evidence must be submitted to the school.
- In accordance with A.R.S. 15-873, documentary proof is not required for a student to be admitted to school if one of the following occurs:

The parent or guardian of the student submits a signed statement to the school stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunization and the potential risks of non-immunization, and that, due to personal beliefs, the parent or guardian does not consent to the immunization of the student.

The school receives written certification, signed by the parent or guardian and by a physician that states that one or more of the required immunizations may be detrimental to the student's health and indicates the specific nature and probable duration of the medical condition or circumstances that precludes immunization.

FIRE DRILLS, LOCKDOWNS, AND EVACUATION DRILLS

Fire drills, lockdowns and evacuation practice drills are conducted for everyone's protection and are required by law. During these drills, it is imperative that students remain silent, follow instructions given by the teacher, and carry out all directions in an orderly fashion. We conduct multiple drills throughout the school year and we do not provide advance notification of these drills.

PERSONAL PROPERTY/LOST AND FOUND

Any items found on the school grounds should be taken to the office. The office will hold items in the front office and put clothing in the Lost and Found area. At the end of each quarter, unclaimed items may be donated to charity. It is in a student's best interest to label all belongings. Therefore, Southgate Academy discourages wearing or bringing jewelry, purses, wallets, etc.

****In addition, the school takes no responsibility or liability for items listed above including any electronic devices brought to school****

LUNCH PERIODS

All students shall remain on the school campus during the lunch period unless checked out by the parent or guardian. Parents can pack lunches for students, but refrigerators and microwaves are not provided to students, so please pack accordingly. We ask that families send healthy foods for snack and lunch. Soda and candy are not permitted. The School participates in the National School Lunch Program. All students are provided a free breakfast and lunch. Parents/Guardians may bring outside food for their child only. If food is brought for other students, they must have permission from the corresponding school Facilitator.

PEANUT/FOOD ALLERGY

Southgate Academy must be notified of any peanut/food allergies your child may have. If the allergy is severe, a prescribed Epinephrine Pen must be kept in the health aide office for emergency purposes.

SCHOOL TELEPHONES

Students are not allowed to use classroom phones without teacher permission. Students can use the telephone in the administration building before school, during recess and lunch, and after school if an after-school event has been canceled, if they have forgotten their lunch, or for an emergency. They may ask the classroom teacher for permission to go to the front office to use the phone during class time only for one of the reasons listed above. Students may not use personal cell phones during school hours.

VOICE MAIL

All Southgate teachers are connected to the main switchboard by a Voice Mail message system. You can leave messages for your teachers using this system. You may check with the main office (520) 741-7900 to be transferred or for the extension of the teacher.

VISITORS, VOLUNTEERS, AND CLASS VISITORS

All visitors must check into the main office and obtain a visitor's badge. Parents and guardians are welcome to visit by scheduled appointment only. The following steps are required if you visit your child's classroom more than three times a year.

- Southgate Academy requires that individuals submitting fingerprint cards for the state criminal background check may not have been convicted of or admitted in open court or pursuant to a plea agreement committing and now awaiting trial for committing any criminal or felony offenses against children or adults in the state of Arizona or in any other jurisdiction.
- You will be required to submit a fingerprint card to the school for a federal and state criminal background check **valid for one calendar year only**
- Or
- You will be required to obtain a fingerprint clearance card through the Department of Public Safety **valid for 6 years**. Applications for this process are available upon request at the school or you may contact the Department of Public Safety Directly at (602) 223-2279 for further assistance.
- We do not allow student's friends or relatives including younger brothers and sisters that are not enrolled in Southgate Academy to interrupt the daily academic schedule. At no time will teachers be allowed to set up an appointment with parents during school hours.

Parent Campus Visitation Policy and Procedure

- Parents visiting classrooms during school hours must sign in with the front office.
- Parents must wear their visitor badges at all times.
- Parents may not interrupt the teacher during instruction.
- Parents who want to meet with teachers should e-mail or telephone teachers to schedule an appointment. School-wide Parent – Teacher Conferences are scheduled through-out the school year.
- Parents may not record staff.
- Parents may not address or discipline another student for his/her actions.
- Parents must follow all rules designated by teachers while in the classroom.
- Parents may not extend preferential treatment to their child at any time. (Students must continue to follow school rules and procedures.)
- Parents must sign out after completing their visit.
- Parents may occasionally visit their child during lunch provided they have signed in the front office and have administration approval.
- We encourage parent volunteers in the School. Parents must prearrange times to volunteer with teachers or school staff.

At no time is a visitor or volunteer to be in an area of school, except that to which the individual has been assigned or approved to visit.

At no time will a visitor or volunteer interact with any student(s) without the direct supervision and presence of a Southgate employee, unless the individual has a valid, Arizona-issued Fingerprint Clearance Card on file with the school and is approved by the school to interact directly with students.

Southgate Academy maintains a "Zero Tolerance" policy towards drugs and alcohol possession and use. This policy applies to all students, employees, visitors, and volunteers.

B. ACADEMICS

CURRICULUM

Southgate Academy insures top quality, child-centered curriculum. All curriculums are aligned with Arizona State Standards. Southgate Academy believes in the use of comprehensive curriculum, utilizing renowned publishing companies and supplementing the curriculum with hands-on activities and projects.

MOVE ON WHEN READING (MOWR)

The goal is to have all third-grade students in Arizona reading proficiently at grade level. Based on the law, students who cannot pass the reading portion of state-standardized tests in 3rd grade may have to repeat the grade.

STATE STANDARDIZED TESTS

Students in Grades 3rd through 8th will take the AzMERIT in English Language Arts and Mathematics at their grade level:

- Students in Grades 4, 8, and High School will still take the AIMS Science test;
- Students taking high school level English Language Arts and Mathematics will take the AzMERIT End-of- Course assessments that will test their proficiency in these subjects near the end of the course.

It is extremely important for all students to be in attendance on state testing days.

GRADING SCALE GRADES K-2

- (4) Exceeds the Standard:** denotes superior academic performance on challenging subject matter reflected in the state content standards.
- (3) Meets the Standard:** denotes solid academic performance and understanding of the state content standards.
- (2) Approaches the Standard:** denotes solid academic performance and understanding of the state content standards.
- (1) Falls Below the Standard:** denotes solid academic performance and understanding of the state content standards.

GRADING SCALE DEFINITIONS GRADES 3-12

- A. **Exceeds the Standard:** denotes superior academic performance on challenging subject matter effected in the state content standards.
- B. **Meets the Standard:** denotes solid academic performance and understanding of the state content standards.
- C. **Approaches the Standard:** denotes partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.
- D. **Falls Far Below the Standard:** denotes insufficient understanding of state content standards and prerequisite grade level skills. Students who achieve at this level have serious gaps in knowledge and skills and may require remediation.

F Falls Far Below the Standard with No Progress: denotes significant lack of understanding of state content standards and pre-requisite grade level skills. Students who achieve at this level have very serious gaps in knowledge and skills.

REPORT CARDS

Report Cards are sent out 4 times a year. KG-6th students receive an official grade for each quarter. 7th -12th students receive quarter grades, but official grades are given at the end of each semester. In addition to report cards, progress reports are posted halfway through each quarter so that parents and students are kept informed.

GRADING SCALE GRADES 3-12

This is the standard grading scale:

Letter Grade	Percent
A	90 – 100
B	80 – 89
C	70-79
D	60-69
F	<60

GRADUATION RERQUIREMENTS

Any students at Southgate Academy High School after 2013 are required to obtain 22 credits for graduation by the completion of the senior year. Credits must be obtained in the following area

General Graduation Requirements		Recommended College-Bound	
Language Arts	4	Language Arts	4
Social Studies	3	Social Studies	4
Mathematics	4	Mathematics	4
Science	3	Science	4
Fine Arts or Vocational Ed	1	Health & Physical Education	1
Elective	7	Fine Arts or Vocational Ed	1
		Foreign Language	2
		Electives	4

SCHEDULE CHANGES/CLASS DROP/WITHDRAWALS

Student schedules are made for the full year. Students need administrator approval to change schedules or to withdraw from a class. **REQUESTS FOR CHANGE MUST BE MADE WITHIN THE FIRST FIVE DAYS THE CLASS MEETS.** All requests for changes will need a parent/guardian signature for K- 12 Classes. Non-attendance in a class is not a reason to request a change. Until a schedule change is approved, the student must continue to attend all classes on his/her schedule.

Southgate Academy reserves the right to change student schedules to meet Arizona Department of Education graduation requirements

C. CONDUCT AND DISCIPLINE

The School strives to help every student fulfill his or her intellectual, social, physical, and emotional potential. The School has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. The School has a highly disciplined, tightly structured, calm and orderly atmosphere. Respect, courtesy, friendliness and cheerfulness are dominant. To ensure this, teachers establish and teach both school and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced. Every effort is made to keep parents informed during each step of the disciplinary process.

Students are expected to treat all school employees with respect. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated. Students do not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

CHEATING POLICY

Cheating and plagiarism are both taken very seriously. It is important that all students understand that neither will be tolerated. Please refer to the Discipline section of this handbook to view the consequences for this unacceptable behavior.

**DECLARATION OF RESPONSIBILITIES AND CONDUCT
GOVERNING BOARD STATEMENT OF INTENT**

Declaration of Responsibility and Conduct has been developed so that students, parents, teachers and administrators will understand that firm, fair and consistent discipline policies are maintained. This section of the Student Code of Rights and Responsibilities delineates the responsibilities and conduct expected of all Southgate Academy students, kindergarten through high school, and a scope of discipline which may be imposed as appropriate, based upon the age/educational level of the student and mitigating circumstances of the incident. Individual schools may impose and shall advise students and parents of additional expectations for student conduct and the scope of disciplinary action which are appropriate to their particular age level and/or particular school. The Governing Board has approved them with the intent to ensure a stable learning environment that encourages academic excellence.

- ensure that rules are equitable and just while complying with state and federal law.
- ensure that as students' progress in school and advance in age and maturity; they will assume greater responsibility and accountability for their decisions.
- delineate different types of disciplinary action for differences in age and maturity.
- encourage students, parents, teachers, administrators and community members to work together in an atmosphere of respect, cooperation and courtesy to ensure an effective educational program.

DISCIPLINE

At Southgate Academy, discipline involves teaching children how to get along with others and make good decisions. We rely on redirection, positive reinforcement, logical and natural consequences and other positive methods that help children learn how to manage their own behavior. We encourage self-control and cooperation. We also help children practice making healthy and positive choices. We will **NOT** use any form of physical or emotional abuse. Any concerns about your child's behavior will be shared with you. **See Student Code for specific behavioral expectations.**

***STUDENTS MUST RECOGNIZE RESPONSIBILITIES AND ABIDE BY THE RULES AND POLICIES OF SOUTHGATE ACADEMY
AND FEDERAL AND STATE LAW.***

Consideration of Mitigating Circumstances

School personnel shall consider all aggravating or mitigating circumstances prior to dispensing disciplinary action. The aggravating and mitigating circumstances to be considered include, but are not limited to:

- seriousness of the offense
- program placement
- attitude and age of the student
- pattern of misconduct
- degree of cooperation
- other possible aggravating or mitigating circumstances

Definitions

The following definitions shall apply to the disciplinary options for violations of the

Code of Conduct:

1. "Suspension" is the exclusion from school or individual classes for a specific period of time, after which the student has a right to return. Administrators may suspend.

2. "Expulsion" is the exclusion from school. Only the board has the authority to expel.

3. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the school. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, as long as all required work is performed. Each and every day shall be considered toward the total number of days of absence. Suspension may occur in any of the following forms:

Out of School Suspension-Short Term (OSS) means a student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity and is excluded from entering all school facilities and premises during the suspension period, and from attending any school function either during or after school hours. Failure to abide by this requirement will lead to a possible police citation for trespassing.

Short-Term Suspension (Super Study or OSS) is defined as a minimum of one (1) school day and a maximum of nine (9)

school days.

Long-Term Suspension (OSS) is defined as a minimum of ten (10) school days and a maximum of the remainder of one calendar School year.

Supervised Study (Super Study) means the student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity. However, the student is permitted to remain in the school facility or on the premises in a location directed by the school facilitator or the facilitator designee.

3 STRIKES YOU'RE OUT POLICY

At Southgate Academy, we have a "3 strikes" you're out policy for major school rules infraction. When a student has exhausted the discipline process, they will be sent to administrative personnel for further action. The parent/guardian will be contacted immediately. If a student has committed an infraction that would warrant a third strike, the parent will be notified, and the child will be recommended for withdrawal from Southgate Academy. **See Student Code for specific behavioral expectations.**

CLASSROOM CONDUCT/PROCEDURES

- You are expected to be in class the entire class time. Do not enter late or leave early.
- You are expected to behave in a way that is civil and courteous to others.
- You must refrain from behavior that interferes with the rights of others to learn.
- You may not use inappropriate or offensive commentary or body language to show your attitude regarding the class, the teacher, assignments, or fellow students.
- Do not carry on side conversations in class.
- You may not use profanity or offensive language in class.
- Do not sleep in class.
- You may not have food or drink in class. Water in a clear container is permitted.
- You may not work on other activities while in class. This includes homework for other classes.
- You may not receive or send telephone calls during class and must refrain from using your phone for browsing, games, texting or other purposes during class time.
- You are responsible for turning off and putting your phones away upon entering the school. Phone use during school hours is not permitted.

HALLWAYS, BATHROOMS, and CAMPUS AREAS CONDUCT

- No running on campus except on the playground or multipurpose field.
- Food should be eaten in designated areas only.
- Keep moving in walkways or move to the side against the wall; do not obstruct the movement of others.
- Talk in normal voice levels inside the buildings, including the hallways and bathrooms.
- Make sure to clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems on campus to the office.
- Do not roughhouse, push, wrestle, or horseplay.
- During class time, students are not to be in the halls or bathrooms without a pass.

ELECTRONIC DEVICES POLICY

There are to be no personal electronic devices **visible, audible, or in use** during school hours. Devices may only be used outside of school buildings before or after school hours. Violation of this policy will result in confiscation of the electronic device. Listed below are the consequences of having an electronic device confiscated:

- 1st and 2nd Offense - The electronic device will be confiscated and returned to the student at the end of the school day.
- 3rd Offense - The device will be confiscated and must be signed out by a parent or guardian.

The School takes no responsibility or liability for items listed above including any electronic devices.

Students are not permitted to take pictures or record videos on campus.

It is unethical and a violation of an individual's rights for students to take unauthorized audio or video of teachers, administrators, support staff, or students without the informed consent of those being recorded. Unauthorized recording by a student is a violation of school code and will result in disciplinary action and potential civil liability.

LITTERING

There are many trash receptacles around campus. Students are expected to throw all of their trash in a receptacle.

ASSEMBLIES

Assemblies are scheduled for educational and informational purposes throughout the school year. These assemblies can be entertaining and provide a pleasant break from the school routine. In order to ensure that all students are able to enjoy learning from these assemblies, students are to follow these rules:

- Follow teacher's directions.
- Be respectful of guests and speakers.
- Show appreciation to guests and speakers with appropriate applause.
- Upon dismissal, leave the assembly in an orderly manner as directed by teachers or staff.

GANGS AND GANG ACTIVITY

Philosophy Statement

Southgate Academy and its Governing Board are committed to ensuring a safe and orderly environment where teaching and learning may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals, who meet the definition of "gangs", defined below, shall be restricted from school grounds or at school activities.

Definition

A gang is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit; (a) one or more criminal acts, and (b) acts which threaten the safety or well-being of property or persons including, but not limited to, harassment or intimidation.

STUDENT VIOLENCE AND GANG ACTIVITY

Students on school property or at any school-sponsored activity shall not:

- wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of membership in or affiliation with any gang and/or are representative of any gang;
- engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang; and
- engage in any act furthering the interests of any gang or gang activity including, but not limited to:
 - soliciting membership in or affiliation with any gang.
 - soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with

- any other illegal or prohibited act.
- painting, writing, or otherwise inscribing gang related graffiti, messages, symbols, or signs on school property.
- engaging in violence, extortion, or any other illegal act or other violation of school property.
- soliciting any person to engage in physical violence against any other person

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Expulsion and/or Police Notification

CODES OF CONDUCT

Codes of Conduct apply to all students on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school-sponsored activity while within the jurisdiction, supervision, and control of the school.

SCHOOL PROCESS

A student shall not:

Disrupt school or display any behavior, which is disruptive to the orderly process of classroom instruction.

Disrupt school shall mean use of profanity, force, noise, coercion, intimidation, or other disorderly conduct.

Truancy: Leave the classroom and/or school without permission.

Procedures:

1. Call to parent
2. Given a zero for the assignment.
 - A. Engage in cheating plagiarism
 - B. Initiate or participate in any unacceptable physical or verbal conduct.
 - C. Violate school policies.
 - D. Verbally, physically, or sexually harass another individual.
 - E. Engage in any act in furtherance of any gang or gang activity.
 - F. Engage in gambling activities.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Suspension/notification of police

CLASSROOM PROCESS

1. No other drink is permitted except for **water** during class. Clear containers only.
2. Have open or un-sealable containers of food and drink in the classroom or halls.
3. No glass containers are allowed
4. Be outside of the classroom without a pass.
5. Display disruptive or disorderly conduct.
6. Overt displays of affection, i.e. kissing, hugging, holding hands.
7. Inappropriately throw objects.
8. Possess electronic devices.

Cell phones must remain out of public view and in the off position during school hours. Phone calls on cell phones during school hours are not permitted.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Detention/Suspension for repeated offenses. Cell phone confiscated until parent conference.

PUBLIC AND SCHOOL SAFETY

A student shall not:

Possess weapons or dangerous instruments, including but not limited to firearms, knives, laser pens, clubs, explosives (including fireworks), or any instrument, which may inflict bodily injury on another.

1. Falsely activate a fire alarm.
2. Participate in bomb threats.
3. Commit arson, robbery, and burglary.
4. Advocate, conspire, or commit a felony or misdemeanor offense as defined by state or federal law.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Expulsion and/or Police Notification

WEAPONS

This School is a Weapon Free School Zone. Possessions of dangerous instruments, weapons, simulated weapons, or similar devices by anyone while on school property or at a school-related event are not allowed. Students are prohibited from possessing devices capable of inflicting bodily harm while at school, attending a school activity or on a school trip. Any student who is aware of a weapon brought to school shall notify a teacher or Administrator immediately. The School may expel a student if the student possesses a dangerous instrument or weapon on school property. Such expulsion is mandatory and will be imposed in accordance with school policy for student discipline, unless the school establishes that the dangerous instrument or weapon was not knowingly possessed by the student, or the School determines extenuating circumstances that warrant a lesser consequence. Any possession of a dangerous instrument or weapon on school property will immediately be reported to the student's parent or legal guardian and the local law enforcement agency, if necessary.

PERSON AND PROPERTY

A student shall not:

1. Exhibit hostile, physical or verbal action against another individual.
2. Engage in physical fighting.
3. Use profane, obscene, indecent, immoral, or offensive language and/or gestures.
4. Defy the reasonable request or direction of school personnel.
5. Damage, destroy or steal property belonging to the school or others.
6. Engage in "hazing" or "scrubbing" activities.
7. Engage in bullying activities.

BULLYING POLICY

Bullying is a form of harassment, and is defined as follows:

The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, and extortion of money or possessions. Such conduct is disruptive of the educational process and therefore, is unacceptable behavior at Southgate Academy.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Long term Out of School Suspension, and/or Police notification. Arizona Revised Statute 15-341 (A) (33) requires that the Governing Board of Southgate Academy shall report suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators to local law enforcement. A school district and its employees are immune from liability for any good faith actions taken in furtherance of this paragraph.

TOBACCO, ALCOHOL AND OTHER DRUGS, INCLUDING DRUG PARAPHERNALIA AND ELECTRONIC CIGARETTES

For purposes of determining disciplinary action for violation of rules, the following definitions apply:

Controlled substance possession - "Possession is the knowing control of anything for a sufficient time to be able to terminate control"

Personal possession shall mean possessing small amounts of drugs, including marijuana, alcoholic beverages, tobacco, intoxicants or any other substance defined by law as a "controlled substance" or "dangerous drug" intended for personal use.

Saleable possession shall mean possessing amounts of drugs, including a "controlled substance" or "dangerous drug" in quantities large enough to indicate intent to sell, give, or supply to others.

"Drug paraphernalia"-- means all equipment, products, and materials of any kind that are used, intended for use, or designed for use including any synthetic drug (i.e. K-2 spice) introducing into the human body a dangerous drug.

Alcohol And Other Drugs Including Drug Paraphernalia

A student shall not use, sell, buy, give, be under the influence of, or possess drugs, including marijuana, K-2 spice, synthetic marijuana or any other synthetic drug, alcoholic beverages, intoxicants or any other substance defined by law as a "controlled substance" or "dangerous drug" or any drug paraphernalia at any time while under the supervision, jurisdiction, or control of the school or school sponsored activities, including extracurricular and co-curricular activities. Legitimate use of prescription drugs, prescribed by an authorized health care professional, such as M.D.'s, physician assistants, and A.A.R.N.P. (nurse practitioners) is permitted.

Disciplinary Action

For first offense personal possession, under the influence of, use, selling, buying, and giving to another student for their use during any one school year:

1. Police will be notified. A conference will be held with the parent or legal guardian.
2. Drug Screening ordered
3. Strike Issued
4. Long-term suspension or recommendation for expulsion.

In lieu of or in conjunction with implementing disciplinary proceedings provided in this section, the Superintendent/Facilitator may offer the student an opportunity to participate in an appropriate, approved chemical awareness program and defer enforcement of suspension or assign short-term suspension. Failure of the student to comply with the requirements of the substance abuse program shall revoke the alternative program and reinstate the

appropriate disciplinary action. The student is responsible for all associated fees thereof.

Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced. (i.e. sports, school assemblies, dances, and reinforcement trips)

For second offense personal possession, under the influence of, use, selling, buying, and giving to another student during any one school year:

1. Police will be notified. A conference will be held with the parent or legal guardian.
2. Recommendation to the Governing Board for expulsion.
3. The school district will cooperate with the parent or legal guardian in identifying alternative educational opportunities for the student.
4. Prior to re-admission, a student must complete a chemical dependency evaluation by a state-approved chemical dependency agency. Evidence of follow-through with evaluation recommendations will be presented in order for the student to resume their education at Southgate Academy. The student is responsible for all associated fees thereof.

Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced. (i.e. sports, school assemblies, dances, and reinforcement trips)

Tobacco/Electronic Cigarettes

No student may possess or use tobacco/electronic cigarette products while under the supervision, jurisdiction, or control of the school, as defined by school policy.

Disciplinary Action

For first offense possession or use by a student during any one school year:

1. Parent or legal guardian shall be informed of the infraction.
2. Strike Issued
3. Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced.

For second and subsequent infractions by a student during any one school year:

1. Parent or legal guardian shall be informed of the infraction.
2. Strike Issued
3. Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced.

STUDENT DRUG OR ALCOHOL TESTING

Students suspected of using drugs and/or alcohol on campus or at a school related event may be required to take a blood, urine or other test within 24 hours of the incident giving rise to the suspicion. If the results are provided to the School and establish that the student tested negative for drugs and/or alcohol, the School may determine that disciplinary action is not warranted (provided that the student did not also engage in other activities that would warrant disciplinary action). If the student refuses to submit to a blood test or the test results are positive for drugs or alcohol, disciplinary action will be imposed. Within the meaning of this provision, "drugs" do not include prescription medication for which the student has a current, valid prescription, provided that the medication has been taken in strict accordance with the prescription.

SCHOOL UNIFORMS / DRESS CODE

BACKPACKS (K-12)

Students are **ONLY** allowed the use of clear or mesh backpacks.

KINDERGARTEN - 6TH GRADE ELEMENTARY DRESS CODE

TOPS

- Dark Blue or White Collared Shirt
- Jackets, Sweaters and Sweatshirts worn during class must be appropriate for the learning environment.
- T-shirts/Long Sleeves worn under school clothes must be white or black.

BOTTOMS

- Southgate Academy approved Dark Blue, Black or Khaki (Tan) pants, or Blue or Black Jeans. Pants may be worn with black or brown belt. Belt cannot be longer than 3 inches beyond the buckle.
- Pants will be worn around the waist, not below the hips (no super baggy pants).
- Dark Blue, Black, or Khaki (Tan) shorts, skirts, dresses and jumpers (no shorter than the tips of the fingers when the student's hand is extended down).
- No Sweat Pants are allowed
- No Joggers
- No Leggings are allowed without being worn under uniform garment

SHOES

- Shoes must be appropriate for the learning environment.
- Shoes must be closed toe, no open toe shoes, no flip-flops, or shoes made of mesh materials.
- No solid or predominately Red or Blue Solid shoes.

MISCELLANEOUS

- Jewelry must be conservative.
- Hats/caps, gloves and sunglasses will not be worn indoors.
- Hazardous apparel or jewelry, such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could possibly injure the wearer or someone else is not allowed.
- Body marks, tattoos, or other body alterations which reflect or represent advocacy of alcohol, tobacco, and/or drug use, violent disruptive behavior, religious, gender, ethnic, or racial intimidation, or other criminal activity is prohibited. This includes temporary drawings and tattoos.
- No clothing that represents membership in, or affiliation with any gang, or is representative of any gang will be allowed.
- Undergarments may not be visible.

WHEN A STUDENT IS IN VIOLATION OF THE SCHOOL DRESS CODE, THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED:

1. The parent of the student will be called to bring the student the proper school uniform.
2. Student will remain with Principal and/or In-School Suspension until change of clothes arrive.
3. Students having a second offense of the dress code policy will have Super Study day assigned to them.
4. Students having a third offense of the dress code policy will have further extended days assigned and a parent conference or suspension.

7TH – 8TH JUNIOR HIGH DRESS CODE

TOPS

- Black or Dark Green Collared Shirt
- Jackets, Sweaters and Sweatshirts worn during class must be worn during appropriate times and conducive for the learning environment.
- T-shirts/Long Sleeves must be worn under collared shirt and must be white or black only.

BOTTOMS

- Southgate Academy approved Dark Blue, Black or Khaki (Tan) pants, or Blue or Black Jeans. Pants may be worn with black or brown belt. Belt cannot be longer than 3 inches beyond the buckle.
- Pants will be worn around the waist, not below the hips (no super baggy pants). No torn or ripped jeans without leggings under.
- Dark Blue, Black or Khaki (Tan) shorts, skirts, dresses and jumpers (no shorter than the tips of the fingers when the student's hand is extended down).
- No Sweat Pants are allowed
- No Joggers
- No Leggings are allowed without being worn under uniform garment

SHOES

- Shoes must be appropriate for the learning environment.
- Shoes must be closed toe, no open toe shoes, no flip-flops, no heels, no red or blue shoes or shoes made of mesh materials.
- Black, white or grey shoes.
- No solid or predominately Red or Blue shoes.

MISCELLANEOUS

- Jewelry must be conservative.
- Hats/caps, gloves and sunglasses will not be worn indoors.
- Hazardous apparel or jewelry, such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could possibly injure the wearer or someone else is not allowed.
- Body marks, tattoos, or other body alterations which reflect or represent advocacy of alcohol, tobacco and/or drug use, violent disruptive behavior, religious, gender, ethnic, or racial intimidation, or other criminal activity is prohibited. This includes temporary drawings, tattoos, and self-drawings on skin.
- No clothing that represents membership in, affiliation with any gang, or is representative of any gang will be allowed.

WHEN A STUDENT IS IN VIOLATION OF THE SCHOOL DRESS CODE, THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED:

1. The parent of the student will be called to bring the student the proper school uniform.
2. Student will remain with Principal and/or In-School Suspension until change of clothes arrive.
3. Students having a second offense of the dress code policy, will be assigned to Super Study for a day.
4. Students having a third offense of the dress code policy, will have further extended days assigned in Super Study and a parent conference or suspension.

9TH- 12TH HIGH SCHOOL DRESS CODE

STUDENTS WILL BE ALLOWED TO DRESS FREELY AS LONG AS THEIR APPEARANCE FOLLOWS THE SCHOOL DRESS CODE.

TOPS

- No low-cut tops, or short tops that show bare midriff, cleavage, or back when arms extended up.
- All shirts/blouses/dresses/tops must have a three (3)-finger width on the shoulders; no spaghetti straps or bra straps visible.
- Shirts must fit properly with no alterations.

BOTTOMS

- No short shorts/skirts/shorts/dresses shorter than mid-thigh (check by placing your hands at your side, your fingertips should touch cloth).
- Pants and shorts must stay up without a belt.
- No leggings unless under a separate garment.
- No slits, holes, rips, tears, or frays above fingertips without leggings that cover skin.

SHOES

- Appropriate footwear is required at all times to prevent accidents or injury.
- No heels may exceed 2 inches
- No Slippers
- **No solid or predominately Red or Blue shoes.**

MISCELLANEOUS

- Clothing that is obscene to other students, parents, or staff will not be allowed.
- Clothing that incites students, advocates or expresses racial, ethnic, sexual, or religious prejudice, which can contribute to conflict or unlawful acts on school premises or violates school regulations and the orderly operation of the school is prohibited.
- Clothing that depicts violence and/or cruelty is prohibited.
- Clothing that advertises sex, drugs, alcohol, or tobacco is prohibited.
- Hats/caps or other headwear is not to be worn in the school building during school hours.
- Accessories that can be used, as weapons are not permitted, i.e. chains, spiked jewelry; are prohibited.
- Undergarments may not be visible.

Gang clothing is specifically prohibited. Sagging or excessively baggy clothing are not acceptable. The following items of clothing are regulated as gang related (per administration and are subject to change as deemed necessary).

- Clothing all of the same color that is known to be representative of gang membership or affiliation.
- Helmets, bandanas, do rags, wave caps, or nylon stocking caps.
- No altered or initialized belt buckles, altered webbed belts or colored belts reflecting affiliation.

DISCIPLINARY ACTION DUE PROCESS

A student shall not be deprived of a liberty or property rights to attend schools and participate in activities of the school community without due process of law.

CORRECTIVE ACTIONS AND DISCIPLINE

It is the intent of the Board to provide each student with those due process rights, which are provided by law.

Out-of-school suspension

In the event the proposed discipline of a student is to include denial of the right of school attendance from any single class or full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before out-of-school suspension, the student and parents will be notified, and he/she shall be provided a conference during which the charges will be explained, and the student will be given the opportunity to respond to the charges.
2. He/she shall be provided a conference as soon as practicable during which the charges will be explained, and the student will be given the opportunity to respond to the charges.
3. A pre-suspension conference is not required, and the student can be immediately suspended out-of-school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
4. Any out of school suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension will be delivered or mailed home and it shall state the reasons for suspension, including any school rule, which was violated, and a notice to the parent or guardian of the right to a review of the suspension.
5. Upon request of the parent or legal guardian, the Superintendent and parent shall conduct a review of the suspension or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.
6. Out of school suspension means a student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity and is excluded from entering all school facilities and premises during the suspension period, and from attending any school function either during or after school hours. Failure to abide by this requirement will lead to a possible police citation for trespassing.

Make-up work

Students K-12 who are absent as a result of an out-of-school suspension have the right to make up the work missed and

they will make arrangements to complete the work within a reasonable amount of time. Teachers are not expected to reconstruct lessons for students on suspension.

Expulsion

A student may be expelled from school only by the Governing Board and only after the following due process procedures have been followed and of the students' right to request a hearing of the charges.

The student and parent or legal guardian shall be provided a written notice of the recommendation for expulsion by registered or certified mail or hand delivered.

The student and parent must request, in writing, a hearing before the Board within ten (10) days of receipt of the notice of the recommendation for expulsion or the student and parent shall waive the right to a hearing before the Board.

If a hearing is requested, the superintendent shall schedule a hearing at a regular or special meeting of the Board. It is the Board's intent to conduct the hearing in a closed session unless the parent or legal guardian requests a public hearing.

Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days prior to the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause. At the hearing, the student may be represented by counsel; present witnesses and other evidence and cross-examine witnesses. Formal rules of evidence are not binding on the Board.

PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

Special education students are protected by law from being punished for behaviors that are substantially related to their disabilities. However, this does not mean that special education students are immune from all discipline. Appropriate discipline interventions must be individually determined. Types of discipline are varied and can range from a verbal reprimand to suspension or expulsion.

A student who qualifies for special education services who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND SPORTS:

A student's eligibility for participation in after-school clubs, extracurricular activities and sports depends on three conditions:

1. Students must be earning at least a 70% in all subject areas.
2. Students must be in good disciplinary standing.
3. Students must have good attendance.

If a student is not meeting the conditions listed above, he/she will not be eligible and will be excluded from after school clubs, extracurricular activities and participation in competitive academic and sports teams.

TECHNOLOGY POLICY - TERMS AND CONDITIONS

Acceptable use. Each user must:

1. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated School authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by School employed persons.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Not use the EIS for commercial purposes.
8. Follow the School's code of conduct.

9. Not attempt to modify, add, or destroy software.
10. Not attempt to modify, add, or destroy hardware nor interfere with security system.

Personal responsibility

I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without School authorization.*

Network etiquette

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.

Observe the following considerations:

Be brief.

- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons

Southgate Academy reserves the right to access all files on local network and all software files located on the network. Southgate Academy views school computers and the Southgate network as school property. Therefore, all rules of abuse of school property apply.

Violation of any of the preceding procedures could result in loss of school computer privileges. Any staff member witnessing destructive behavior from a student may recommend detention, suspension, and/or parent contact to administration. The administration will decide on disciplinary consequences.

SPECIAL EDUCATION SERVICES

The educational programs in Southgate Academy are concerned with all phases of individual growth. Students will be provided with sound academic opportunities to facilitate their physical, emotional, social and vocational potential. Southgate Academy exists for the benefit of each student regardless of his or her capacity for learning. It is our task to provide demanding programs appropriate for all levels of ability. The goal of the Special Education Department is to implement this philosophy into practice for students with disabilities. For more information about Special Education Services, refer to the Southgate Academy Charter School Policy Manual.

CHILD FIND:

Southgate Academy, on an annual basis, creates public awareness of special education opportunities and advises parents of the rights of children with disabilities. Through Child Find, Southgate Academy attempts to locate children, aged birth through 5, who are in need of special education and related services and make referrals to Arizona Early Intervention Program (AzEIP) or the district of residence for screening, evaluation, and provision of services. Southgate Academy attempts to locate, identify, and evaluate K-12th grade students residing in the district. All kindergarten and other new students will be screened within 45 days of the date of enrollment using the Student Screening Report form, which is available to all Southgate Academy schools. The screening will be conducted to identify possible problems in the areas of vision, hearing, academic skills, cognitive development, psychomotor skills, communication and social-emotional development. Screening will not be needed if records from a previous school indicate that the student already has been screened. If screening results indicate a possible disability, the student will be referred to the school's child study team to determine if a comprehensive evaluation is needed. For more information, call Child Find at 602-364-4015, or visit the Child Find web site at www.ade.az.gov/ess/childfind.

If your family is experiencing homelessness or is in transition to another home other than your own, you have certain rights or protection under the McKinney-Vento Homeless Education Assistance Act. If you would like more information regarding certain requirements to qualify please contact our school liaison Beckie Islas @ (520) 741-7900 ext. 404 or email: bezrre@southgateaz.org for further assistance.

Parents and Legal Guardian

As a parent of a student in Southgate Academy Charter School, you have the right to know the professional qualification of the teachers who instruct your child.

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subjects he or she teaches.
- The teachers college major: whether the teacher has any advance degree and if so, the subjects of the degree's.
- Whether any instructional aids or similar paraprofessionals provide services to your child and they do, their qualifications.

If you would like to receive any of this information, please contact the Superintendents Office, Sylvia M. Calmelat at (520) 741-7900 ext. 402 or email: smcarmelat@southgateaz.org.

AS A PARENT AT SOUTHGATE ACADEMY, I WILL DO MY BEST TO DO THE FOLLOWING:

- I will ensure my child attends school regularly and is on time.
- I will schedule time every night for my child to work.
- I will encourage quality work and completion of homework assignments.
- I will support the value of various types of homework.
- I will demonstrate academic integrity.
- I will contact the classroom teacher if problems develop that are not resolved by the student.
- I will contact the classroom teacher if a student is struggling with homework.
- I will act respectfully to teachers, administrators and other parents and students.
- I will show support for teachers and administrators, setting an example for my child.
- I will ensure my child comes to school dressed appropriately and in compliance with the uniform/dress code policy.