



# **STUDENT HANDBOOK**

**2017-2018**

## **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](http://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**

## **Southgate Academy Charter School Mission Statement**

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 successes and develop a genuine sense of value and belonging through social reinforcement activities.

### **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.

### **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

## **SCHOOL OPERATION/MANAGEMENT**

### **ENROLLMENT**

Southgate Academy will serve all children grades K-12, in order to secure a cross-section of the school age population; the school will promote Southgate Academy to the entire community. Priority shall be given to siblings of pupils enrolled in the charter school. To be eligible for admission, the student must provide proof of minimum age as established by regulations and a completed application form.

All parents or guardians of Southgate Academy students are responsible for reading and understanding the contents of this handbook and meeting all requirements. All parents or guardians of Southgate Academy students will sign a statement that documents their understanding of the contents of this handbook, that they have read and explained the contents to their children attending Southgate Academy, and both parent/guardian and their child agree with all requirements.

All students must have an **emergency phone number** on file and must show proof that they have the correct immunizations to be enrolled at Southgate Academy.

### **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

### **DROP OFF /PICK-UP GATE OPENS:**

8:00 am – 8:45 am Morning- Daily

3:00 pm – 3:50 pm (Regular Release Day)

2:00 pm – 2:50 pm (Early Release Day)

12:30 am -1:30 pm (Intersession Days)

### **STUDENT DROP-OFF/PICK-UP PROCEDURES**

ALWAYS DRIVE SLOWLY AND CAUTIOUSLY WHEN ENTERING AND EXITING THE PARKING LOT.  
ENTER THE PARKING LOT FROM THE NORTH EAST ENTRANCE AND EXIT AT THE SOUTHEAST EXIT.  
LEFT LANE IS FOR THROUGH TRAFFIC (**NO PARKING**), RIGHT LANE IS FOR DROP OFF / PICK-UP.

You must park in marked areas to drop off students, do not park along the curb as this is a fire lane and may result in a ticket from the Tucson Police Department. 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 in the parking lot to assist parents, to monitor students, and to help children in crossing the parking lot in the designated area beginning at 8:15 AM. Your assistance in these matters is greatly appreciated.

## **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.

## **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.

## **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.

## **BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, SHOE- HEELY'S**

Bike racks are provided in front of school. All other devices are not authorized on school property.

## **PERSONAL PROPERTY/LOST AND FOUND**

Students who lose items should check in the main office. Students who find items should take them to the office. Students should be aware that care should be taken with personal items and textbooks. Southgate Academy is not responsible for items left unattended or valuable items placed in lockers/cubbies or other areas of the school. Unclaimed items are donated to a charity. Students are responsible for the security of personal belongings. Southgate Academy and its staff are not responsible for lost or stolen items. 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\*\***

## **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 non-attendance 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.

## **EARLY DISMISSAL**

Occasionally serious illness, a family emergency, or a death in the family may make it necessary for a student to leave school before the end of the semester/year. Any request to have your student leave before the end of the school year/semester must be approved by the Superintendent. Parents must make that request in writing. Upon approval, school academic grades will be released. Final examinations/culminating experience may take place the last two days of each semester. It is important that students attend school until the end of each semester to be able to earn full credit for that semester.

## **HEALTH/FIRST AID/MEDICATION**

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.***

### **IMMUNIZATION**

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 5<sup>th</sup> 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.

### **TELECOMMUNICATION DEVICES/TELEPHONE USE**

For safety reasons, students are not permitted to use cell phones, pagers, or other telecommunication devices during school hours. Such devices must be turned off and placed out of sight upon entry of any school building. First and second offense, phone will be taken and returned at end of school day. Upon receiving a 3<sup>rd</sup> offense, the device will be confiscated and can only be picked up by a parent or guardian. Permission to use school telephones can only be granted by Southgate Academy Administrative staff. Classroom phones are for Teacher use only.

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

### **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.

### **TECHNOLOGY POLICY - Terms and Conditions**

***Acceptable use.*** Each user must:

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

**INSTRUCTION and CURRICULUM**

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

**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.**

## GRADING SCALE

Students in Kindergarten-2nd grade will receive grades according to the following scale:

- 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 partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.
  
- 1 = **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.

Students in grades 3<sup>rd</sup> - 12th will receive grades according to the following scale:

- 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 and will require .

**GRADUATION REQUIREMENTS**

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

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

**A  
T  
T  
E  
N  
D  
A  
N  
C  
E**

**ATTENDANCE POLICY**

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 check-outs, 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.

**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**

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:

#### **EXCUSED ABSENCES**

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

- a) A student who is temporarily ill or injured and has a Doctor's excuse or written note from parent.
- b) 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.)
- c) 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.
- d) A student who has a family emergency or hardship and provides written documentation.
- e) A student detained by extremely inclement weather, (i.e. Natural disaster, such as flood.)

#### **UNEXCUSED ABSENCES (TRUANCY)**

An unexcused absence shall mean any of the following:

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

#### **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 a way 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 INCLUSIVE LIST.**

**90 % OF SUCCESS IN SCHOOL IS SHOWING UP!!**

## **PERFECT ATTENDANCE**

Perfect school attendance is the single most important determining factor in student achievement and success. Therefore, students who have perfect attendance will be recognized and rewarded periodically. An absence is defined as non-attendance of the student in one or more class periods. To be recognized as a student with perfect attendance, the student is not to have any absences for class; with the exception of school related authorized activities such as: school activities, fieldtrips, testing, conferences with staff member, or meeting with a peer counselor.

Students with other absences, excused, or unexcused or excessive tardiness will not be considered for perfect attendance recognition.

## **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.**

## **3 STRIKES YOU'RE OUT POLICY**

At Southgate Academy, we have "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.**

## **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](http://www.ade.az.gov/ess/childfind).

### **HOMELESS YOUTH**

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 Ezre @ (520) 741-7900 ext. 404 or email: [bezre@southgateaz.org](mailto:bezre@southgateaz.org) for further assistance.

### **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.

## **PART I: DECLARATION OF 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.

**The following definitions shall apply to the content of this document:**

**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 an educational right 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 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.

### ***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 to 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 as being not private.

### ***A Student Has The Right To 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) 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.

### ***Eligible Students And Parents Have The Right To Inspect, Review And Correct The Student Educational Records***

The following policy and procedures are designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA).

Students may request a copy of the Family Education Rights Privacy Act and its implementing regulations by contacting the school's main office.

A student has the right to report violations of the Family Education Rights and Privacy Act to the Family Education Rights and Privacy Act Office, Department of Education, Washington, D.C.

**Eligible student** shall mean all rights and protections given parents or legal guardians under the



Family Education Rights Privacy Act. This policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school.

**Student record or education record** shall mean records, documents and other materials which contain information directly related to a student and are maintained by the school or a person acting for the school. Education record or student record does not include records of instructional, supervisory and administrative personnel and other education personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute teacher.

Parents and eligible students have the following rights:

**The right to inspect and review the student education record.**

Parents of students and eligible students may inspect and review the student education records upon request by submitting to the school building 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 building 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; or cause substantial disorder or invasion of the rights of others; or 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).

## **PART II:**

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

Part II, 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.

### ***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 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 an absence and shall be counted 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 one (2) semester.

**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 premises in a location directed by the school facilitator or the facilitator designee.

## **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.

## **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.

**Truency:** 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**

Excessive violations may result in issuance of a strike. A student shall not:

- 1) No other drink is permitted except for **water** during class.
- 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) Have or use skateboards, roller blades, or scooters on campus.
- 8) Engage in sports activities out of designated areas.
- 9) Inappropriately throw objects.
- 10) Possess electronic devices i.e phones, ipod, netbooks, gaming 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

## **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 any 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.

### **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 hand shakes, 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

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



For purposes of determining disciplinary action for violation of **Section 6** 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 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.

**Kindergarten -6<sup>th</sup> Elementary Dress Code**

**TOPS**

- Dark Blue or White Collared Shirt
- Jackets, Sweaters and Sweatshirts worn during class must be appropriate for the learning environment.

### **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.

### **BACKPACKS (K-12)**

Students are allowed the use of only clear or mesh backpacks.

### **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.

### **7<sup>th</sup> – 8<sup>th</sup> Junior High Dress Code**

## **TOPS**

- Black or Dark Green 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). No torn or ripped jeans.
- 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.

## **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, or 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 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.

## 9<sup>th</sup> - 12<sup>th</sup> 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 3 inches
- No Slippers

### 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.
- 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.