



Sequoia Charter School

2016-2017

Student Handbook

Stallion Nation!!

Calendar of Important Dates

August 4	Meet the teacher Night
August 8	First Day of School
August 26	No School
August 31	Fall School Photos
October 4-6	Parent Teacher Conferences
October 10-14	Fall Break
October 20	Harvest Festival
October 21	Home Coming Football Game
October 22	Home Coming Dance
November 24-25	Thanksgiving Break
December 21-22	High School Finals
December 23- January 8	Winter Break
January 9	Students Return
March 7-9	Parent Teacher Conferences
April	AzMerit Testing
May 4	Best of Sequoia
May 24-26	High School Finals
May 25	Middle School Promotion
May 26	High School Graduation
May 26	Last day of School

MISSION STATEMENT

The mission of Sequoia Charter School is *to prepare young people to become lifelong learners and positive members of society.*

The responsibility for the attainment of this mission lies among several groups of persons who must cooperate to ensure these expectations are met:

BOARD OF EDUCATION - The Board of Education must establish supportive policies, promote programs of the school, and be held accountable for appropriation of funds to attain the stated mission.

ADMINISTRATION - The administration must provide positive leadership and direction for the school, maintain quality staff through recruitment and training, ensure proper curriculum through monitoring and revision, and uphold the concept that learning is the most important mission in the world.

TEACHERS - The teachers must use effective methods of teaching to ensure a positive learning environment, challenge each student to reach his fullest potential, and effectively communicate with parents regarding their child's education.

SUPPORT STAFF - The support staff must work at a level that will provide a safe, healthy, and orderly environment for students and other personnel.

STUDENTS - The students must realize they are accountable for their work and be open to learning at each opportunity. They must learn to apply themselves to reach their fullest potential and make education their highest priority.

PARENTS - The parents must understand that successful education is a joint effort between the home and school that requires effective communication. Parents are the child's first teacher, and they must create an atmosphere in the home that is conducive to learning.

COMMUNITY - The community must expect the highest quality of education possible. They should recognize that the school reflects directly on the community and, therefore, be willing to provide necessary resources to achieve the expected quality of education for an evolving society. The creation and maintenance of the successful school system requires the dedication of everyone involved working together to ensure the quality education of our students.

SCHOOL GOVERNING BOARDS

Sequoia Charter Schools LEA (Meeting Agendas/Budgets)

Schools in this LEA: Sequoia Charter School Elementary, Sequoia Charter School Secondary

Members: Cindy Chleborad, Stephanie Jenkins, Jerry Lewis, Tony Rhinehart, Mary Strickland

SCHOOL INFORMATION

MAILING ADDRESS

Sequoia Charter School
1460 South Home Street
Mesa, Arizona 85204

PHONE / FAX NUMBER

Office Number – (480) 649-7737
Office Fax Number – (480) 649-0711

E-MAIL/Website

All Sequoia Charter staff is available via email. The email address is the first and last name separated by a period of the person you would like to reach @ edkey.org.

Example –Jevon Lewis: jlewis@edkey.org

OFFICE HOURS

Sequoia Secondary office hours are from 7:30 AM – 4:00 PM Monday through Friday. **To notify us of your child's absence, call (480) 890-4002 ext. 10016 before 9:00 AM.** Please call anytime you have questions or concerns.

SCHOOL HOURS

School is in session from 7:55 AM – 2:55 PM, Monday, Tuesday, Thursday and Friday. On Wednesdays school is in session from 7:55 AM – 12:55 PM. Children should not arrive, and parents are recommended not to drop students off prior to 7:30 AM unless they have made prior arrangements with a staff member. Breakfast will be served from 7:30-7:50 AM. Students arriving after 7:50 will not be served unless there are special circumstances such as a school bus arrives late to school. Students who arrive at school after 8:05 AM are tardy and should go to the office to sign in.

When school is dismissed at 2:55 PM (12:55 PM on Wednesdays), all students who do not participate in after school sport and/or academic activities must leave the school grounds unless prior arrangements have been made with parents and school personnel. All students riding the bus need to report to the bus area immediately after school. Buses depart promptly at 3:10 PM each day (1:10 PM on Wednesdays).

Letter from the Principal



Dear Parents and
Guardians,

As I approach my 1st full year as your child's principal, I am simply humbled and excited that you have allowed my staff and I to be a part of your child's exciting educational journey. We are enthusiastic to work with you to develop an

environment of academic excellence that prepares your child for the demands of the 21st Century. As educators, establishing a culture of academic excellence whereby your child will experience success is paramount.

Always looking forward, and always endeavoring to provide the best educational experience for your child, we have made a change that we believe will benefit your child in a tremendous way. In the past Sequoia has operated as two campuses, K-6 and 7-12. In order to unify the efforts of both schools and to provide more resources for your child, we believe that it is in the best interest of all of our students to create just one school, Sequoia Charter School. By doing so, this will allow for more communication and collaboration between all teachers which will provide your child greater opportunities for success.

We believe in your child and are excited about the 2016-2017 school year. This year a major focal point will be preparing your child for a rigorous academic program, character development, establishing college and career readiness goals and offering a prestigious sports program. Since education is a partnership comprised of educators, parents and the student, we will continue to offer informative gatherings in which your voice can be heard; such as parent teacher conferences, site council meetings, coffee with the principal, themed family nights, and personal one on one meetings.

If you have not enrolled your child yet, please come in between 8:00 AM - 3:00 PM or call (480) 649-7737 to arrange a visit to the school to complete the necessary paper work. Classes are filling up and space is limited.

Here are some important dates:

- School begins at 8:00 AM, Monday, August 8, 2016. Dismissal is at 2:56 PM.
- August 4th Meet the Teacher 4-7 pm

As we prepare for the next year, it is imperative that your child be present on the first day of school.

We are excited about the upcoming year! See you at Stallion Days!

Mr. Lewis,

Principal

FOR REFERENCE, PLEASE KEEP THIS HANDBOOK HANDY

BELL SCHEDULE

Monday, Tuesday, Thursday, and Friday	Wednesday and Other Half Days
7:55 AM – 2:55 PM	7:55 AM -1:00 PM

ENROLLMENT

- Admission to Sequoia Charter School is based on space and program availability. Sequoia Charter School is a non-profit, public charter school serving students in grades K-12. To register a student, an original birth certificate or other satisfactory evidence of age, such as a passport is required. When enrolling a student, parents will need to provide proof of residence, immunization record and other relevant information.

Re-Enrollments

- Re-enrollments are conducted on an annual basis. Re-enrollment forms must be completed and turned into the school's office by the identified deadline in order to secure space for the following school year. Without a completed re-enrollment form you child's spot cannot be guaranteed.
- Because of the high demand for students to attend the school and the school's commitment to maintain optimum class sizes, waiting lists are created for each grade level/program. Students are admitted on a first-come-first serve basis with priority given to siblings already attending the school. Parents with children on waiting lists will be contacted as space becomes available.

Student Withdrawals

- Students that are going to be withdrawn need to see the registrar to complete the necessary paperwork
- Any student that is absent for ten consecutive days will be automatically withdrawn

Immunizations

- To help protect each child, state law requires immunizations against:
 - Diphtheria, Pertussis, Tetanus, Meningitis
 - Measles*, Mumps, Varicella, Polio
 - Hepatitis B, Hepatitis A
 - Rubella (German Measles)*, Haemophilus Influenza B (Hib)

A form giving the month and year the child was immunized against these diseases **MUST BE COMPLETED** at the time of enrollment. Although the law allows exemptions, the County Health Department may require the school exclude exempted children from school activities if there is an outbreak of any of these diseases.

Children can be exempt from immunizations:

- If a physician certifies that one or more of the immunizations would endanger the child's life.
- If parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.

School IDs

- All students are required to have an ID card. Students must carry it with them at all times in a visible manner. Students must present it at the request of any faculty or staff member. The ID's will be available for purchase in the front office for \$5.00. Students without an ID will be subject to disciplinary action.

ATTENDANCE

Attendance is vital to academic success. We expect students to attend school every day so that they will have the greatest opportunity to have a successful academic year. All students sixteen years old or younger are required by law to attend school daily. The ultimate legal responsibility for school attendance (ARS 15-803) rests with the parents and students, with the school assisting to fulfill that responsibility. Reasonable attempts will be made to contact the parents/guardians in the event of a student's absence.

An absence is defined as a minimum of one missed class period per day.

A student is "habitually truant" if he/she has:

- Five or more unexcused absences or
- Is absent more than 10% (excused and/or unexcused) of the required number of days per year.

If your child becomes habitually truant, the school may contact the County Attorney's Office and the parent may be cited.

Attendance letter: Letters are sent home every 5th, 8th and 10th absence (excused or unexcused). On the 5th absence, administration will request to meet with the parent and child to discuss possible attendance interventions.

Excused absence is an absence due to:

- Illness
- Medical, dental, and other health appointment – note from health appointment is required
- Bereavement,
- Family emergencies
- Religious observations (ARS 15-806)

Students with excused absences are granted full make-up privileges. All notifications to the school regarding excused absences must be communicated with the school prior to the absence.

To report/excuse and absence:

- Parents/Guardians should call the school at (480) 649-7737 (press #2 option) by 9:00 am to report an excused absence. Excused absences are illness, medical appointments, or other significant or religious events. If student is out due to medical reasons, it will be expected that the parent does provide medical documentation of the illness. Students 18 years of age or older have the legal right to sign themselves in and out of school, but this does not make the absence excused.
- Unexcused absence will count as a truant day as defined by the law. Students with unexcused absences are not given an opportunity to make up work for credit. Absences are considered unexcused when a student is absent from school without the consent or knowledge of a parent or guardian.
- Any student who is absent for ten (10) consecutive unexcused days per semester will be automatically withdrawn pursuant to ARS 15-901 (A) (2).

Tardiness

Students are encouraged and expected to be in their class on time. A tardy is defined as “not being in an assigned seat when the bell rings”.

- All tardy violations will be documented in the school’s student management system, PowerSchool.
- If the student is late 15 minutes or more, he/she will be considered absent for that class period. Furthermore, if student was already participating in school and was 15 minutes late to his/her class, this will be considered ditching.
- If a student is tardy six or more times in a five week period, he/she will be assigned to Behavior Intervention Program (BIP). If students are consistently tardy to school and/or class they will receive progressive discipline consisting of BIP, suspension, and/or possibly being dropped from their classes. A tardy will only be excused with a note from a doctor, dentist, or if another teacher write a note for the student due to a special circumstance.

Consequences for absences: Junior High (Grades 7 – 8)

- The parents of a student who has five absences within a semester in any class will be notified by mail or phone, and a parent-principal conference will be held within five days.
- Junior High students who have an absentee rate of 6% or a total of ten (10) days (either excused or unexcused) may be susceptible to an attendance contract, retention and/or be withdrawn from school.

Consequences for Absences: High School (Grades 9 – 12)

- The parents of a student who has five absences within a semester in any class will be notified by mail or phone, and a parent-admin conference will be held within five days.
- A student who has 10 absences (excused or unexcused) from a class within a semester may be withdrawn from the class. The student may lose the credit for that class, but may recover the credit by taking the class on-line or in a traditional class setting the following school year. Extraordinary circumstances such as medical conditions that can be documented in writing from a health service provider may be considered by the principal as exempt from this consequence.

Loss of Credit (High School)

- A student who has 10 absences (excused or unexcused) from a class within a semester may be withdrawn from the class. The student may lose the credit for that class, but may recover the credit by taking the class on-line or in a traditional class setting the following school year.

Make Up Work

- Any work that is assigned to a student is intended to help him demonstrate proficiency on clearly defined standards.
- On the first day returning to school the student should ask their teachers for detailed assignments covering the work missed and arrange to complete the work promptly. Teacher and staff should ensure make up work is completed.
- Students have 2 days to submit a late assignment after the due date for up to 70% credit. After 2 days it is an “incomplete.” Instead of using a zero for missing work, the teachers will use 40% to show that the assignment is missing.
- Note: A teacher has the discretion to allow late assignment beyond the two day limit; however, the grade will not exceed 70%.

SITE BASED PROCEDURES

Reporting an Absence

- Parents/Guardians should call the school at (480) 649-7737 (press #2 option) by 9:00 am to report an excused absence.

Sign In/Sign Out Procedures (Closed Campus)

- All parents / guardians will sign in / out in front office by stating the time in/ out, who is being signed in / withdrawn and signature.
- All students under the age of 18 must be signed out by a parent / guardian on record.
- Sequoia is a closed campus, therefore, any student that leaves before school is out without permission will be considered ditching.

Pick Up/ Procedures

- All students are to be dropped off in front of school. Students should not be dropped off on side of school.
- If student is leaving early, student must wait in the office for parent to sign them out.
- If picking up your child at the end of school, parent should wait in their car in the round about area.
 - Please do not park in the bike lane. Police will pass out tickets for this violation

Guests on Campus

- The school's policy welcomes visitors, especially parents, who have school business. To protect the safety of the students, all visitors must sign in and submit a photo ID card to the front office. Visitors will be handed a lanyard with our visitor pass on it for higher visibility within the school. Upon checkout, visitors will receive ID card when lanyard and visitor pass is returned to the front office.
- Previous Sequoia students are not allowed to visit the campus while school is in session. A non-Sequoia student can receive permission from the principal to shadow a student for the purpose of possible enrollment. Resistance to leave campus will result in the notification to police.

Volunteers

- Volunteers are valued and appreciated.
- All volunteers must call 48 hours in advance to set up a time with the Admin Assistant at 480-649-7737 (press #1). At this time, the volunteer will state where they desire to volunteer and length of time as well.
- All volunteers are expected to sign in. Visitors will be handed a lanyard with our visitor pass on it for higher visibility within the school. Upon checkout, visitors will receive his/ her ID card when lanyard and visitor pass is returned to the front office.

Student Driving/Parking Procedures

- Any student that drives to school must provide school with a copy of his / her driver's license before they will be allowed to drive on campus
- Students should not pick up or take other students away from campus unless all parents and administration are aware

ACADEMICS

Standards Based Instruction

All Edkey schools align instruction and academic programming with Arizona's College and Career Readiness Standards. These standards can be viewed on our website at sequoiaschools.org or on the Arizona Department of Education's website.

Graduation Requirements

The Arizona Department of Education has outlined the following minimum graduation requirements for high school students. Governing boards may establish additional graduation credit requirements for students.

<i>Class of 2013 and Beyond</i>	
English	4 credits
Math ⁽¹⁾ ⁽²⁾	4 credits
Science ⁽³⁾	3 credits
Social Studies ⁽⁴⁾	3 credits
CTE/Vocational Ed. or Fine Art	1 credit
Electives	7 credits
Total	22 credits

Civics Test

In 2015, the Arizona legislature passed the American Civics Act (House Bill 2064). This bill will require students, beginning with the graduating class of 2017, to pass a civics test based on the United States Immigration and Naturalization civics questions. Students will be required to score 60% or higher in order to graduate from high school or obtain a high school equivalency certificate. As a courtesy, the Arizona Department of Education, with help from the Maricopa County Education Service Agency and Arizona educators, has developed a mostly multiple choice version of the required test.

ECAP (Education and Career Action Plans)

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12. An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals. All students have an ECAP plan that is reviewed annually.

Grading Policies, Scales and Weighted Courses

- GRADING SCALE
 - A 90-100
 - B 80-89
 - C 70-79
 - D 60-69
 - Below 70% is considered an incomplete understanding of the essential standards." An "incomplete" signifies that a student has not mastered the essential standards or requirements of the course and there is a great possibility that the student must re-take the class to render a proficient understanding the essential standards. Having an "incomplete" renders student's ineligible to play sports or participate in extra- curricular activities.

Class Rank and GPA

- To figure out one's GPA, the points are totaled and divided by the number of credits attempted. The GPA is cumulative with the student's ninth (9th) grade coursework.
- Class Rank is determined at the end of the fifth semester of high school and by a calculation of student cumulative GPA.

- Note: Class ranking can be altered based upon the work load and difficulty of certain classes(Honors, AP etc.....)

Course Syllabi

- All courses will have a class syllabus outlining what is academically expected of each student

Schedule Changes:

- Students will have 10 school days after the beginning of a semester to make a request to have their schedule change
- Steps to pursue a schedule change:
 - Fill out schedule change form and turn it into admin assistant
 - Make an appointment with administration within the allotted 10 day time frame
 - Request may be denied if class desired is full
 - Request may be denied if desired class interferes with student's graduation requirements
 - If request is approved,
 - Student will have parent sign schedule change form
 - Student will be sent to registrar to make the official change

Homework

- Any work that is assigned to a student is intended to help him demonstrate proficiency on clearly defined standards. Therefore, it is expected that all students will complete all work until they show proficiency on a particular standard(s).

Progress Reports/Report Cards

- Progress reports will be provided to students within the first 5 weeks of the beginning of a quarter.
- Report cards will be sent home at the end of every quarter.
- Note: Grades on report cards, whether pleasing or displeasing, should not be a surprise. Parents and students have access via the school website.
 - Parents will be assigned a confidential access code to Power School that will allow them to see their student's grades, assignments, and attendance in each class. To take advantage of this powerful tool, parents should go to <http://edkey.powerschool.com> and enter their ID and password.
 - You can receive your ID and password from the front office.

Conferences

- Parents and guardians can request a conference with their child's teacher by emailing the teacher directly on the school website (press faculty)
- Twice a year, (PTC) Parent Teacher Conferences will be held so that parent / guardians have the opportunity to meet with their child's teachers.

PowerSchool

PowerSchool is the Edkey's electronic student management system where student information is collected and stored. The portal is the "doorway" into the system giving parents access to information about their children.

The PowerSchool Parent Portal gives parents and students access to real-time information that may include attendance, grades, lunch balances and detailed assignment descriptions and school bulletins. Students can stay on

top of assignments, parents are able to participate in their children's progress, and teachers can share information with parents and students.

You can access the PowerSchool Parent Portal on the school's website.

School Messenger

School Messenger allows the school to communicate with parents via text or email. Important notifications and information is disseminated to all families using this system. Please make sure to keep you contact information updated with the school office to ensure timely delivery of important news and events.

Cheating and Plagiarism

- Any type of cheating or plagiarism is not allowed. Students are expected to show academic integrity when completing any individual or group assignment. If a student is caught cheating or plagiarizing, consequences will be served according to the behavior matrix.

ASSESSMENT AND TESTING

Class Tests and Quizzes

- Class test and quizzes are an excellent way of assessing what information the student has learned and retained. Class tests and quizzes will be weighted fairly into a student's cumulative grade. It is expected that Sequoia students will be responsible students and take the time to prepare for each class quiz and test.

Retakes

- Retakes must happen on Fridays or by teacher appointment (within 2 weeks). It is the student's responsibility to take the initiative to ask for a retake. Whether or not a student can retake a quiz or test is left to the teacher's discretion. If a student receives a better grade on the retake than on the original assessment, the original grade will be replaced with the new grade. If a student receives a lower grade on the retake than on the original, use the original test score.

Final Exams

- Final Exams are an excellent way of assessing what information the student has learned and retained over the course of a semester. All Finals in all classes will be similar in length, and time allotted. Finals may vary in style of delivery and format.

Benchmark Assessments

- Students in grades 7 – 12 are administered a standards-based assessment four times a year to monitor their progress and acquisition of standards mastery.
- Students are tested in ELA and Math
- Assessments are used to guide instruction

State Assessments

- All students in grades 3 – 12 are required to take Arizona's state assessment AzMERIT. For students in grades 6 – 8 this assessment is administered in the spring. It evaluates performance on grade level standards in the areas of Reading, Writing and Math.
- For High School students, AzMERIT is administered in an End of Course format. If students complete a course in the fall semester they will have the End of Course assessment administered at that time. Students who complete courses during summer school are also administered an End of Year assessment.
 - Results from this assessment are kept in the student's cumulative file and sent home for families to review.

Academic Awards and Recognition

- Rewarding student for various achievements is paramount to Sequoia. At least 4 times a year, Sequoia will host award ceremonies to recognize students for their effort, whether academic, sports, or character.

SALUATORIAN Criteria for Valedictorian and Salutatorian

- Valedictorian status is awarded to the student(s) earning the highest GPA in the graduating class.
- Salutatorian status is awarded to the student(s) earning the second highest GPA in the class.
- Candidates for the valedictorian and salutatorian designations will be identified at the end of the fall semester of their senior year. This ranking will be based on any and all completed high school credit granting courses.

Middle School Retention

- In instances where a child has not shown sufficient academic maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the child to repeat the grade.
- Promotion from one grade to the next in grades 7-8 is based upon the ability to succeed at the next grade level. When formulating a recommendation, each teacher will work closely with the principal. Above all, the recommendation must be in the best interest of the student.
- Teachers will base their recommendation to promote or retain upon the following criteria:
 - Successful completion of class assignments, projects and tests
 - Mastery of learning objectives
 - Achievement on standardized achievement tests
 - Age, maturity, and effort
 - Attendance
- If facts indicate that retention is in the best interest of the student's academic progress, close cooperation must exist between the parents and all school personnel involved. Each student will be given individual consideration.
- Retention decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The decision to promote or retain is that of the teacher. Only the Governing Board may overturn the decision to retain or promote a student. (A.R.S. 15-521.3)

Tutoring and After School Support

- Tutoring, during school and after school, will be provided to assist those students who have not shown proficient demonstration of the standards taught.
- It is imperative that students needing the additional support take advantage of the tutoring services provided.

Special Education

Federal and state law requires all schools to provide a free, appropriate public education to eligible children with disabilities. The free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restrictive environment. Child with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure your input is considered. For a copy of procedural safeguards visit www.sequoiaschools.org.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been implemented to help your child succeed. If the interventions are unsuccessful, a referral for a special education evaluation may be necessary.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and

related services are required. This evaluation will be conducted according to federal and state guidelines and only after the plan is shared with you.

If your child qualifies for special education services you will be a part of the team that will develop your child's Individual Education Plan (IEP).

Special Education Records

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

45 Day Screenings

Screening shall be completed within 45 calendar days after entry into preschool, kindergarten, or for newly enrolled school-aged children. The screening identifies any concerns with a child's academic achievement or development. Parents are notified if any concerns are noted.

ELL

Students whose proficiency levels in English are measured using the Arizona English Language Learner Assessment (AZELLA). This assessment is administered if it is noted on the enrollment form that English is not your child's primary language.

If the results of this assessment indicates that your child is not proficient in English, an ILLP will be developed to support their language acquisition. For more information on ELL programs visit www.sequoiaschools.org.

Title 1

Title 1, under No Child Left Behind Act (NCLB), provides financial assistance to local educational agencies to meet the needs of special educationally disadvantaged children at preschool, elementary, and secondary school levels. The purpose of Title 1 is to help all children achieve the state's academic standards. This is accomplished through supplemental programs that consist of instructional services, instructional support services, school wide reform efforts, and increased involvement of parents in their child's education.

504 Plans

A 504 Plan helps a child with special health care needs to fully participate in school. Usually, a 504 Plan is used by a general education student who is not eligible for special education services. A 504 Plan lists accommodations related to the child's disability and required by the child so that he or she may participate in the general classroom setting and educational programs. Each school has a 504 coordinator to support students and families.

FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy interests of student records. All employees must fulfill the requirements set forth in FERPA. FERPA establishes:

- The right for parents to access and review the education records of their children, and the right for eligible students to inspect and review their own records;

- The right for parents and eligible students to challenge any records that they feel are inaccurate, misleading, or in violation of their privacy rights;
- The rights for parents and eligible students to give prior consent before a third party can have access to any education records; and
- The right to be informed of the rights granted by FERPA and the procedures for exercising those rights.

Pursuant to FERPA, personally identifiable information generally cannot be disclosed to others without the prior consent of the parent. Consent must be obtained in writing and should be signed and dated, specify the records to be disclosed, state the purpose of the disclosure, and identify the parties to whom the disclosure is to be made.

FERPA allows for the disclosure of student records without parental consent in the following circumstances:

- Directory information,
- Teachers or other school officials,
- Officials of another school system where the student seeks to enroll,
- State juvenile justice systems or their officials,
- State and federal educational authorities,
- In compliance with a judicial order or a lawfully issued subpoena,
- In connection with the receipt or application of financial aid,
- Organizations conducting educational studies,
- Accrediting organizations, or
- Health and safety emergency.

School officials must also maintain records of all requests for student information, except requests made by parent or school officials with a legitimate educational interest. Parents have the right to access and review these records to see who has had access to their child's records.

Home-Bound Instruction

When a protracted health condition requires extended student absences, parents must make arrangements with the school to address the best way to accommodate the student's learning. Sequoia Schools offers an online homebound instruction option through Sequoia Choice Arizona Distance Learning for students who will miss multiple weeks of school.

Homeless Students

Notice of Student Rights under the "McKinney Vento Homeless Assistance Act"

- This federal legislation guarantees homeless children and youth the following:
 - The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment.
 - The right to attend school in his/her school of origin (if this is requested by the parent or unaccompanied youth and is feasible) or in the school in the attendance area where the family or youth is currently residing.
 - The right to receive transportation to his/her school of origin, if this is requested by the parent or unaccompanied youth.
 - The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services.
 - The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- The posting of homeless students' rights in all schools and other places around the community
- The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence and includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting formal care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces or abandoned buildings; substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because the children are living in circumstances described above.

Teacher Qualifications

- All junior and high school teachers of Core Academic classes (Language Arts/Reading, English, Mathematics, Social Studies, History, all Sciences, Foreign Languages, Economics, Political Science, Geography), Music and Visual Arts will be highly qualified.
- *In the event staff is determined to not be highly qualified in an area for which he/she is assigned, employee will have until the end of the current academic year to complete the necessary tasks to become highly qualified or his or her employment offer may not be continued.*

BEHAVIOR AND DISCIPLINE

Student Code of Conduct

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors at all times.

Philosophy

All students will be respected and valued by all staff and it is expected that students will respect themselves, faculty, other students and school rules. Students are expected to respect authority at all times. Under no circumstance does the student have the right to be disrespectful to staff member. It is important that students understand that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus or at any school function.

The staff at Sequoia Charter School (*also referred to as SCS in this policy*) believes in the following basic values:

1. Learning takes precedence over every other activity in the school.
2. Teachers have the right to teach and students have the right to learn without disruption.
3. Everyone's property should be respected.
4. Everyone, including students, parents, and staff, should be treated with courtesy.

Students are representatives of SCS at all times. Expectations of student conduct apply especially:

- While on school property.
 - While on route between school and home.
 - During the lunch period.
 - During or while going to or coming from all school-sponsored events/activities, including field trips, assemblies, and school-related activities.

Student Responsibility

Students are responsible for conducting themselves so as not to disrupt the educational opportunities of others or

disturb the orderly operation of school. They are responsible for regular attendance, conscientious effort in classroom work, conducting themselves worthy of respect, properly maintaining school equipment, and conforming to school rules and regulations. Additionally, students have a responsibility to notify school staff of behavior that may endanger the safety and well-being of others.

The Rights of Students

1. Each student has the right to quality education that is meaningful.
2. Each student has the right to feel safe.
3. Each student has the right to free expression within the boundaries of the school rules.
4. Each student has the right to receive respect from all members of the school community.
5. Each student has the right to make informed educational decisions.
6. Each student has the right to participate in the full spectrum of activities and opportunities offered by the school.
7. Each student has the right to be accepted for his or her own uniqueness and individuality.
8. Each student has the right to demonstrate their personal best behavior.
9. Each student has the right to privacy in the context of student records.

Positive Character produces positive rewards

Students who make the choice to be productive school citizens set forth in the discipline policy will enjoy the benefits of their decisions, such as:

- Have the benefit of experiencing a positive and safe learning environment.
- Contribute towards creating a climate for others to enjoy.
- Have the opportunity for increased academic success.
- Experience inner satisfaction of being a productive school citizen
- Be able to participate in a variety of clubs and activities.
- Earn recognition for their decision to attend school and for being on time to classes.
- Be eligible for academic awards.
- Receive various age appropriate incentives.

Inappropriate character produces negative rewards

Disciplinary action is deemed progressive and may vary. It may begin with any consequence based on the severity of the infraction and student's disciplinary history. When a student is referred to the office, a copy of the referral becomes part of the student's discipline file. In addition, all detention paperwork becomes part of the student's discipline file as well. The following are the consequences that a student may encounter to help change behavior when the student receives a referral from the teacher for making a decision to not follow school rules:

- Student counseled by the teacher, assistant principal, and/or principal.
- Parent contacted by mail, phone, e-mail, or note carried by student for parent signature.
- Detention and/or community service on campus.
- Loss of privileges, which may include: participation in after-school activities, attendance to field trips and special events, admittance to school dances, school activities at the end of the year, sports activities and any other activities sponsored by the school.
- Removal from class for a period of time.
- BIP- Behavior Intervention Program

- Monitoring of student behavior through one or more strategies which include: behavior contract, attendance contract, class observations, class pull-out, daily check-in, and others as needed.
- Parent/student/teacher conference with a contract initiated.
- In /Out of school suspensions.
- Law enforcement involved depending on the severity of infraction.

BEHAVIOR INTERVENTION PROGRAM GRADES 7-12 grade (BIP)

The Behavior Intervention Program (BIP) will be held every Wednesday starting at 12:45 pm and ending at 3:15 pm. The doors will open at 12:30 pm and close at 12:45 pm. If the student is late to BIP, time required to serve will increase. A BIP contract will be signed at the beginning of the assigned BIP.

Students assigned BIP will be given at least 24 hours prior notice in writing, describing the date, time, location, and infraction, to take to their parent/guardian. In addition, the teacher or administrator will contact the parent/guardian via phone or e-mail. Ultimately, it is the student's responsibility to communicate the behavior intervention assignment to their parent/guardian.

BIP is supervised and structured to provide the student with productive, meaningful, and school-related assignments. Students will complete all assigned work given to them by their teachers. If students do not have assigned work, the BIP supervisor will hand out a behavior modification packet that must be completed prior to leaving. Upon completion of the packet, it is the student's responsibility to study material from their classes which they have brought to behavior intervention with them.

It is the student's responsibility to attend the assigned BIP. If the student is not able to attend the assigned session, it is the student's responsibility to contact the person who assigned BIP and reschedule. The student must contact the appropriate person no later than Tuesday at 4:00 pm. After this time, the BIP will not be excused unless the proper documentation is shown. (See the attendance policy for specifics on excused reasons.) If the student fails to attend the assigned BIP, the make-up will be doubled. Failure to attend or complete the assigned doubled detention will result in a suspension.

SHORT TERM SUSPENSION

Definition: Short-term suspension means the temporary withdrawal of the privilege of attending Sequoia Charter School and school-related events in the school for a period of ten consecutive school days or less. There is no right to appeal a short-term suspension.

LONG TERM SUSPENSION

Definition: Long-term suspension means the temporary withdrawal of the privilege of attending school and school related functions for a period of 11 consecutive school days or more.

EXPULSION

Definition: Expulsion means the permanent withdrawal of the privilege of attending Sequoia Charter School and any function in the organization unless the Governing Board reinstates that privilege.

TERMS OF SUSPENSIONS

1. Students suspended for more than 10 consecutive days will automatically be withdrawn from Sequoia Charter School.

2. Out of school suspension: students are not allowed on the Sequoia Horne Campus during the entire suspension as shown above, including all school sponsored events and activities, including sporting events.
3. Violation of the above mentioned restrictions will result in SCS personnel contacting law enforcement.

GROUNDS FOR EXPULSION

The administration may recommend a student's expulsion for any of the following acts:

1. Causing physical injury to another person.
2. Possession of any firearm, knife, explosive, or any other dangerous object of no reasonable use to the pupil at school or at a school activity. A minimum of one-year's expulsion is required for the possession of firearms.
3. Unlawful sale of any kind of mind-altering substance or use of alcohol.
4. Making or participating in the making of an explosive device.

Parental Notification on Discipline

- In the event of a discipline issue that requires parent participation, the following lines of communication will be followed
 - Student will provide a verbal explanation of his/ her experience to administration
 - Student will be made aware of consequences per the behavior matrix
 - Parent will be notified of consequence verbally by phone and written letter
 - This only applies to instances in which there are BIP, ISS or OSS

Discipline Matrix:

The school strives to provide all students the opportunity to learn in a safe and nurturing environment. The following matrices identify, define, and provide consequences to ensure the success of these objectives. Latitude is incorporated in the matrices to allow adaptation according to student's maturity and the severity of the violation:

Edkey, Inc. K-12 Behavior Matrix (For all Edkey, Inc. Schools)

***Mandated to report to local law enforcement and ADE**

Infraction	Definition	First Occurrence	Repeat Occurrence
*Alcohol (Possession, Distribution or Use)	<ul style="list-style-type: none"> The violation of laws or ordinances prohibiting the manufacture of, sale, distribution, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation. 	<ul style="list-style-type: none"> Suspension (Up to 10 days) Behavior Contract Expulsion 	<ul style="list-style-type: none"> Suspension (Up to 45days) Expulsion
*Arson	<ul style="list-style-type: none"> Knowingly and unlawfully damaging a structure or personal property by causing a fire or explosion 	<ul style="list-style-type: none"> Suspension (Up to 10 days) Behavior Contract Expulsion 	<ul style="list-style-type: none"> Suspension (Up to 45 days) Expulsion
*Assault/Fighting	<ul style="list-style-type: none"> A physical attack or fight; includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or "beats up on" another person who does not wish to engage in the conflict 	<ul style="list-style-type: none"> Suspension (Up to 10 days) Behavior Contract Expulsion 	<ul style="list-style-type: none"> Suspension (Up to 45 days) Expulsion
*Drug Use/Under the Influence - Possession - Sales - Distribution - Paraphernalia	<ul style="list-style-type: none"> Includes possession, sale, use, distribution, or being under the influence of drugs; or the unlawful cultivation, manufacture, transporting of drugs; or the possession of equipment or devices used for preparing or taking drugs or at school, school-sponsored events or on school-sponsored transportation. Drugs include but are not limited to all dangerous controlled substances, narcotics, inhalants, and any prescription or over-the-counter drug if abused by the student. 	<ul style="list-style-type: none"> Suspension (Up to 45 days) Behavior Contract Expulsion 	<ul style="list-style-type: none"> Expulsion
*Extortion	<ul style="list-style-type: none"> Asking or demanding money or something of value in return for protection or in connection with a threat to inflict harm. 	<ul style="list-style-type: none"> Suspension (Up to 10 days) Behavior Contract Expulsion 	<ul style="list-style-type: none"> Suspension (Up to 45 days) Expulsion
*Gangs	<ul style="list-style-type: none"> An ongoing loosely or organized association of three or more persons, whether formal or non-formal that has a common name, sign, colors, clandestine purpose or symbols. This includes persons wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership. 	<ul style="list-style-type: none"> Suspension (Up to 10 days) Behavior Contract Expulsion 	<ul style="list-style-type: none"> Suspension (Up to 45 days) Expulsion

*Hate Crime	<ul style="list-style-type: none"> ● A criminal offense or threat against a person, or property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity. 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion
*Dangerous Item/Destructive Devices (Distribution, Possession, Use)	<ul style="list-style-type: none"> ● A dangerous item or destructive device that is used to cause bodily harm or used to intimidate another person including but not limited to: BB, paintball, stun, starter or pellet guns; knives less than 2.5 inches; or Tasers 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion
*Robbery/Theft	<ul style="list-style-type: none"> ● Intentional taking of an individual's or organization's property 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Restitution ● Expulsion 	<ul style="list-style-type: none"> ● Restitution ● Expulsion ●
Sexual Harassment	<ul style="list-style-type: none"> ● Unwelcome sexual advances, request for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a ● sexual manner, flashing or mooning, spreading sexual rumors, and clothing pulled at, off, or down off in a sexual manner 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days) ● Expulsion
*Vandalism	<ul style="list-style-type: none"> ● Deliberately defacing or destroying any school property 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Restitution 	<ul style="list-style-type: none"> ● Restitution ● Expulsion ●
*Weapons (Possession, Sale or Distribution)	<ul style="list-style-type: none"> ● Possession, use or distribution of any weapon including but not limited to handguns, rifles, shotguns, or knives at least 2.5 inches, electrical weapons, clubs, bombs, grenades, pipe bombs, or poisonous gases or similar devices that explode 	<ul style="list-style-type: none"> ● Suspension Pending Expulsion 	<ul style="list-style-type: none"> ● Expulsion

Discipline Matrix: K-12

BIP = Behavior Improvement Plan - a more detailed and intensive Behavior Contract

Infraction	1 st Offense	2 nd Offense	3 rd Offense
Absent Without Permission	<ul style="list-style-type: none"> ● Parent Contact 	<ul style="list-style-type: none"> ● Parent contact ● Behavior Contract 	<ul style="list-style-type: none"> ● Administrative Parent Contact
Academic (Missing work)	<ul style="list-style-type: none"> ● Teacher intervention 	<ul style="list-style-type: none"> ● Parent contact ● Teacher BIP 	<ul style="list-style-type: none"> ● Administrator BIP ● Parent contact
Academic Dishonesty (Cheating, Plagiarism/Forgery)	<ul style="list-style-type: none"> ● Loss of credit on assignment ● Parent contact ● Teacher BIP (5hrs) 	<ul style="list-style-type: none"> ● Loss of credit on assignment ● Parent contact ● BIP (7.5hrs) ● Behavior contract 	<ul style="list-style-type: none"> ● Loss of credit for class (HS) ● Failing Grade (Middle School) ● Parent contact ● Suspension (Up to 5 days) ● Academic probation
Bus Behavior	See Transportation Section		
Cafeteria Disturbance	<ul style="list-style-type: none"> ● Clean up ● Administrator BIP (2.5hrs) 	<ul style="list-style-type: none"> ● Lunch Detention (3 Days) 	<ul style="list-style-type: none"> ● Parent contact ● Suspension (Up to 5 days)
Classroom Disruption, Minor	<ul style="list-style-type: none"> ● Teacher consequence 	<ul style="list-style-type: none"> ● Teacher consequence ● Parent contact ● Behavior contract 	<ul style="list-style-type: none"> ● Administrator referral ● Parent contact
Classroom Disruption, Major	<ul style="list-style-type: none"> ● Administrator referral ● Parent contact ● BIP (2.5 – 5hrs) 	<ul style="list-style-type: none"> ● Administrator referral ● Parent contact ● BIP (5 - 7.5 hrs) 	<ul style="list-style-type: none"> ● Administrator referral ● Behavior contract ● Suspension (Up to 5 days)
Computer Infraction	<ul style="list-style-type: none"> ● BIP ● Privileges lost 1 day 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Privileges lost 1 week 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Complete loss of privileges
Disorderly Conduct	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior contract
Disrespect/Defiance/Insubordination	<ul style="list-style-type: none"> ● BIP ● Suspension (Up to 5 days) ● Parent conference 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days)
Dress Code (Appearance Standards)	<ul style="list-style-type: none"> ● Change of clothes ● Parent contact 	<ul style="list-style-type: none"> ● Change of clothes ● BIP (2.5hrs) ● Parent contact 	<ul style="list-style-type: none"> ● Change of clothes ● BIP (5hrs)
Electronic Devices	<ul style="list-style-type: none"> ● Confiscation ● Student pick-up of device(s) 	<ul style="list-style-type: none"> ● Confiscation ● Parent pick-up of device(s) 	<ul style="list-style-type: none"> ● Confiscation ● Parent pick-up of device(s) ● Suspension (Up to 5 days)
Gambling	<ul style="list-style-type: none"> ● BIP ● Parent conference 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior contract
Leaving Campus without Authorization/Ditching	<ul style="list-style-type: none"> ● Parent notification ● BIP 	<ul style="list-style-type: none"> ● Behavior contract ● In-school suspension 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Truancy intervention

Physical/Verbal Aggression or Abuse	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Parent conference 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 45 days)
Pornography	<ul style="list-style-type: none"> ● Parent notification ● Confiscation ● BIP 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (5 – 10 days)
Profanity	<ul style="list-style-type: none"> ● Verbal/Written Warning ● BIP 	<ul style="list-style-type: none"> ● Parent Contact ● In-school suspension 	<ul style="list-style-type: none"> ● Behavior contract ● Suspension (Up to 5 days)
Public Display of Affection	<ul style="list-style-type: none"> ● Verbal/written warning ● BIP 	<ul style="list-style-type: none"> ● Parent contact ● In-school suspension 	<ul style="list-style-type: none"> ● Behavior contract ● Suspension (Up to 5 days)
Tobacco/Tobacco Paraphernalia (Possession and/or Use)	<ul style="list-style-type: none"> ● Parent contact ● Suspension (Up to 5 days) 	<ul style="list-style-type: none"> ● Suspension (Up to 5 days) ● Behavior contract 	<ul style="list-style-type: none"> ● Suspension (Up to 10 days)

(Matrix provides only a portion of infractions and outcomes. It is not limited to these infractions and outcomes.)

(Mandatory Parent Meeting on any 3rd Offense before the student is allowed back on campus)

(Administration has the right to alter any of the above items listed in the Matrix depending on the situation.)

Due Process

Students involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the student must be accorded the following basic rights:

- Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
- Notice of the right to a hearing at which time he or she may respond to the charges.
- A fair hearing, including the right to present witnesses and evidence.
- A fair and impartial decision.

Bus Conduct

- Students riding the bus are subject to all safety rules as stated by the laws of Arizona. **Constant disobedience of these rules may cause a student to lose the privilege of riding on the bus.** Students are expected to be on time at bus loading areas before and after school.
- A student does not have the right to change their stop without written authorization from their parent or guardian.
- Bus students will not be kept after school without prior arrangements with parents. Any change from a child's routine bus or route must be reported to the office by the parent before 2:30 PM.
- **It is the parents/guardians responsibility to update the transportation department with any change of address and/or phone number as soon as possible so that we may make accommodations for your child(ren) to ride a new route if needed.**

Bus Students

- Students who ride a school bus to and/or from school will be loaded and unloaded in the bus lane. Bus students are dismissed at 2:55 PM each day in order to clear the area before the secondary school is dismissed.
- If your child is not riding the bus home after school, please call the school office or the transportation office and let us know so we do not wait for your child at dismissal.

- Notes that need to be delivered to students regarding transportation changes need to be called in to the school office by 2:30 PM daily to ensure their delivery.

The safety of students on the bus is a primary concern. Students causing disruptions by violating the rules of the bus risk the welfare of other students, bus driver and possibly the community. All students are expected to abide by the bus rules and to show respect for the driver of the bus. Students breaking the rules will be subject to disciplinary action.

Assembly Conduct

- During pep rallies or other school related assemblies, students are expected to treat others how they desire to be treated. When the speaker is speaking, students are expected to listen attentively. Students will not boo or make degrading remarks towards faculty, visitors or other students.

Food/Gym

- Students are not allowed to have food, gum or drinks in the gym.

Skateboards/Bicycles

- Students are not allowed to ride skateboards, scooters, roller blades, or bicycles on campus at any time. A student who brings any of these items to school must turn them in to office personnel when they arrive at school and pick them up when he/she is ready to go home. Bicycles must be locked in the bike racks provided by the school.

Electronic Devices

- If parents need to contact students, they may do so by calling the front office. Students are welcome to use the office phone if they need to call home. The 21st Century learner is attuned to the technology; therefore, a teacher may ask a student to use a device for educational purposes only. Any use beyond the educational purpose is abuse of the policy. Cell phones and electronic devices may be brought to school, but may not be used in any school buildings, unless given specific permission by a staff member for educational purposes ONLY. Cell phones and other electronic devices have the potential to be disruptive, and are recommended to be kept at home.
- Cell phones and electronic devices may be used outside of school buildings, before and after school, and during lunch. While in class and during passing periods, cell phones and electronic devices are not to be seen or heard.
- Cell phones and electronic devices are expected to be turned off during class hours, even if a student is using the restroom. Electronic devices and cell phones that ring, that are visible, or used inappropriately, will be confiscated. Students are required to turn electronic devices/phones over to school personnel when requested the first time.
- If a student has any cell phone or electronic device and it is damaged or stolen, Sequoia Charter School takes not responsibility!
- Administration will not take academic time to investigate the incident, nor will the school take any financial responsibility for such devices. If any of these items are seen during instructional time, other than for educational purposes allowed by a staff member, they will be confiscated and turned in to the office. The student may pick up the confiscated item after the first offense; however, in subsequent incidents, a parent or guardian must pick it up. Please see behavior matrix for information.

Bullying

- The Sequoia Schools System is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying. Reports must be made within 30 days of the last incident. Definition: Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others) to include, but not limited to, fear, anxiety, psychological and emotional harm).
- Any student who has committed the act of bullying, intentionally filed a false report or retaliated against another who has participated in an investigation, proceeding or hearing conducted in response to an investigation of bullying, will be subject to disciplinary action including possible police involvement.

Anti-Bullying Program - The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is an anti-social behavior that affects everyone. It is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at schools. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumors, excluding someone from social groups)

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truancy from school.

Students must be encouraged to report bullying in schools. Teaching and support staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

The principal has the responsibility to adopt procedures throughout the whole school to prevent bullying among students and to teach these procedures to all staff, parents and students in curriculum, professional development and assemblies as appropriate.

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear account of the incident will be recorded and given to the principal
- The principal or appointee will interview all concerned, record the incident and take appropriate disciplinary action
- Teachers will take appropriate preventive actions and advise the principal of repeat incidents so that principal can take further necessary action
- Parents will be kept informed
- Punitive measures will be used as appropriate

Students who have been bullied will be supported in the following ways:

- an immediate opportunity to discuss the experience with a trusted staff member
- reassurance from the staff
- an offer for continuous support to help restore self-esteem and confidence

Students who have bullied will be supported in the following ways:

- discuss the incident(s)
- discover why and how they became involved in the incident(s)
- acknowledge and take ownership for the wrong doing and the need to change
- inform their parents or guardians and enlist their help in the process of change

Harassment

- Harassment is defined as the intentional disruptive or threatening behavior by a student(s) to another student(s); including but not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs or graphics. Harassment may be direct or indirect. Harassment may be related to but not limited to, race, religion, sexual preference, cultural background, economic status, size or personal appearance.
 - Students who have been found to be harassing others will face significant disciplinary actions.

Hazing

- Hazing is defined as any intentional, reckless act committed by a student, whether individually or in concert with other persons, against another (with or without their consent), which contributes to substantial risk of potential physical injury, mental harm or personal degradation in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with Sequoia Schools.
- It is the policy of Sequoia Schools to strive for a learning environment for students which is free from Hazing. Hazing, or aiding and abetting another person who is engaged in hazing, is prohibited at any of the Sequoia Schools and is prohibited in connection with any organization that is affiliated with Sequoia Schools.
- Hazing does not include customary athletic events, contests or competition sponsored by the school, or any activity affiliated with a legitimate educational curriculum or legitimate extracurricular program.

Any staff member who knowingly permits, authorizes, condones, or fails to report hazing activity will be subject to disciplinary action. Any student that has engaged in violation of this policy shall be subject to disciplinary action, which may include suspension or expulsion.

If a student believes he or she has been subject to hazing, the student should report the behavior to a teacher or school administrator. Staff members must report the incident to the school administrator or next higher administrative supervisor in writing (including all details provided). A failure by a staff member to timely inform the school of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted at each school and shall be made a part of the rights and responsibilities section of each school's student handbook.

The Sequoia School's procedure for reporting and investigating harassment/discrimination claims shall apply for all hazing violations.

Intimidation

Intimidation is defined as intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media. Students who have been found to be intimidating others will face significant disciplinary actions.

Student Interviews

School officials may interview students regarding incidents to school without limitation. Parents will be contacted if a student interviewed is then subject to discipline for a serious offense. If law enforcement is contacted the CEO will also be contacted.

If law enforcement/CPS requests to interview a students, the school administrator shall be notified and an attempt will be made to contact the student's parent(s). If the interview is held at the school, a school administrator shall be present unless law enforcement requests that the administrator not be present.

There may be times when law enforcement/CPS requests that parents are not notified. In all other cases, a parent, with the law enforcement officer's permission, may be present during the interview except when interviews are conducted by a child protective services' worker (in the case of suspected abuse) pursuant to A.R.S. 8-224 and 8-564.01.

Student Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter is detrimental to the health, safety, and welfare of the student(s) exists.

Items provided by the school for storage (i.e. lockers, desks) are the property of the school and are subject to control and supervision. Students have no reasonable expectation of privacy and items may be inspected at any time without notice by school personnel.

Dress Code Expectations

- The purpose of Sequoia's dress code is to minimize distractions to the learning environment. Students will not dress or groom themselves in a manner that, in the judgment of the school's administrators, presents a risk to the health, safety, or general welfare of the student, other students or staff, or that is counterproductive to the school's educational objectives.
- All students enrolled in Sequoia Schools are expected to abide by the following dress code while on campus or while attending off campus Sequoia School sponsored activities including field trips, parties, and sporting events unless otherwise noted.
- Violations of dress code standards are covered in the discipline system.
- Students will not wear clothing, jewelry, or accessories that communicate, whether through language, images, symbols, artwork, color schemes, or clothing styles that give a message:
 - related to tobacco, alcohol, illegal drugs, and other items that cannot be legally purchased or possessed by minors
 - That advocates or promotes violence or terror
 - That is sexually suggestive, vulgar, or obscene.
 - That would cause a student or staff member, to feel threatened, intimidated, or harassed because of the person's race, ethnicity, religion, gender or sexual orientation
 - Expressing gang membership, affiliation, or support Dress Standards

- Holes in jeans must be no larger than 3 inches in diameter and must not be in the vicinity of genitalia or the buttocks.
- Tights or leggings must be worn under holes that are larger than 3 inches.
- Clothing must cover the abdomen, back, buttocks, chest, and genital areas. Clothing must also cover all undergarments. Tops that expose cleavage are prohibited. When standing, tops must completely cover midriff to the skirt, shorts, or pants. See through clothing is prohibited without appropriate coverage.
- Clothing that presents a safety hazard or may become a potential weapon is not allowed. This includes, but is not limited to free hanging chains, spiked accessories, or long trench coats.
- Baseball caps, hats, visors, bandanas, and “doo-rags” may be worn to and from school, but not on school campus.
- Shorts, skirts, dresses and kilts will be permitted if the bottom of the hem is five inches above the knee or lower. Shorter garments require leggings or tights.
- Form fitted, skin tight, or clinging clothing that restricts movement may not be worn. Stretch pants, biker shorts, or leggings may be worn with a long shirt or dress that covers the buttocks and genital area all times.
- Tank tops and sleeveless blouses may be worn if the straps are two inches or wider. Spaghetti straps are not allowed.
- Extremely baggy/saggy style shorts or pants showing underclothing, including basketball shorts, worn underneath pants are not acceptable. All pants must fit around the waist and be properly fastened. The length of the pants should be appropriate for the height of the student and not hinder walking or running.
- Ear piercings are allowed. No visible facial or body piercings are permitted, unless authorized by administration. Students must cover facial or body piercings.
- Headphones, ear buds, etc. are not jewelry. They are not to be visible during instructional time or passing periods. Ear buds, even if they are not on, may not be around your neck or hanging from your ears.

Tattoos and Facial/Body Piercings

Visible tattoos and visible facial/body piercings violate the Dress Code of Sequoia Charter School. Visible body/facial piercings, other than earrings, must be removed or covered before students will be allowed to attend classes. All tattoos must be covered at all times on campus and at school sponsored events. Students not following these rules will receive progressive discipline. Getting new visible tattoos may be grounds for immediate removal from the school. The Supreme Court has decided that although students do not give up their Constitutional Rights on school grounds, the free speech rights of students are not absolute (Tinker and Bethel). Courts have also found that schools are allowed, within constitutional bounds to consistently apply a reasonable dress code that reflects its values and serves the valid educational function of instilling discipline and creating a positive educational environment (Hines v. Caston). [In addition, federal courts have found that students have no Constitutional Right to wearing “sagging” pants (Bivens v. Albuquerque).]

Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with this dress code, they should contact the administration prior to wearing such attire or accessories in order to ensure compliance. On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code. Administrative Discretion Sequoia administration has the final decision whether a garment or accessory meets the dress code.

Custody

- In cases where custody or visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents have joint custody to provide the

school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by the court.

EXTRA-CURRICULAR ACTIVITIES

Field Trips

- Field trips are an extension of concepts taught in the classroom. They are encouraged and supported. Only children exhibiting responsible behavior may attend field trips.
- Excellent behavior, as outlined in the student code of conduct, is expected on every field trip.

Clubs

- Science Scholars
- Freshman, Sophomore, Junior and Senior Class
- Key Club
- Student Council
- National Junior Honor Society
- Junior Honor Society

FEES

- Elective Classes
- Planner
- Student ID
- Sporting Events

Athletics (If Applicable)

- Varsity Football
- JV Football
- Middle School Football
- Baseball
- Softball
- Varsity Boys and Girls Basketball
- JV Boys and Girls Basketball
- Baseball,
- Girls softball,
- Girls volleyball

FIRE, EVACUATION AND LOCKDOWN DRILLS

Safety for all individuals on Sequoia Charter Campus is extremely important. Therefore, Fire drills are conducted on a monthly basis. These drills teach students the safest and quickest route from their classrooms and school buildings in case of a real emergency.

In the event of a real emergency, it is our goal that students and faculty know what to do in crisis mode. Therefore, practice lock-down procedures will be conducted as well. These lockdown drills prepare staff and students to quickly take cover in a secure room or off campus should it be necessary.

Sequoia Charter School has an emergency plan in place that is shared with faculty and practiced by all on campus.

HEALTH AND WELLNESS

Prescription Medications

Medications may be administered to students during the school day when circumstances dictate that the student must take medicine at school. The following requirements must be met prior to school personnel being able to administer prescription medication:

- Parent or guardian must fill out appropriate form requesting administration of medicine. A student must never bring medication to school.
- Medication must be counted and signed off agreeing to the number of pills by the parent/guardian and the person representing the school.
- Medication must be in a properly labeled prescription bottle, as received from the pharmacy, with the name of the student, the name of the medication, the dosage and the time(s) of day the medication should be given.
- A Principal may designate a school employee to administer the medication to the student.
- All instances of administration of medicine to students must be documented in a log.
- The medication must be stored in a locked box in a locked storage cabinet.
- If the medication is returned to the parent/guardian, the medication must be again counted and signed off by both the parent/guardian and the school representative.

Over the Counter Medications

When a student must take medicine that does not require a prescription, the following procedures must be followed:

- A parent/guardian must provide a written permission statement to the administration for administering of the non-prescription medication.
- The medication must be brought to the school in the manufacturer's original container, which states the name of the drug, the proper dosage and contents of the drug.
- A Principal may designate a school employee to administer the medication to the student.
- All instances of administration of medicine to students must be documented in a log.
- The medication must be stored in a locked box in a locked storage cabinet.

Emergency Contact Policy

It is the responsibility of the parent/guardian to provide the school with current contact information (phone, cell, and email) so school personnel can reach someone in case of an emergency.

If the primary contact cannot be reached for whatever reason, an emergency contact will be called. Updating this contact information is also the responsibility of the parent/guardian.

School Lunch Program

All family meal accounts should maintain a positive balance and all balances, positive and negative, are carried over from one year to the next. Please use the price list below to determine your families daily charge activity.

Student Meal Prices:

- Breakfast - \$1.80 Lunch - \$2.85

- Reduced Breakfast - \$0.30 Reduced Lunch - \$0.40
- Milk only- \$.50

Secondary students will be allowed to eat a regular lunch until the balance reaches zero. At that point all secondary students on that account will be served an alternative lunch and breakfast and until the account is made current.

Alternative lunches and breakfasts will consist of cheese, crackers, and white milk.

School Breakfast Program

Students at Sequoia Charter School have the option of participating in the school breakfast program each morning before school. The school cafeteria will provide a nutritious breakfast **beginning at 7:30 AM and served through 7:55 AM**. Students who qualify for the free or reduced lunch program will also be eligible for free or reduced price breakfasts. Occasionally students are a few minutes late to class if they arrived at breakfast right before closing. Students who are in the cafeteria eating when the tardy bell rings will not be considered tardy, however if this becomes a frequent problem parents will be notified.

Lunch Program

All students must eat lunch at school. Students may bring their lunch from home or purchase a school lunch. Students who require special considerations because of health issues must have a written doctor's order. Families meeting federal income guidelines are eligible for free or reduced meals. Applications will be given to parents during enrollment and must be filled out every school year. All information is confidential.

TECHNOLOGY ACCEPTABLE USE AGREEMENT AND POLICIES

- School computers are educational tools and will be treated as such. Sequoia Charter School has established an acceptable use policy that applies to anyone who uses district technology or equipment. A signed copy of the usage policy will be on file at the school before a student will be allowed to use the Internet.