

Horne Campus

1460 South Horne Street
Mesa, AZ 85204

Phone: (480)-649-7737 Fax: (480)-649-0711

Campus Director/Secondary Principal- Amy K. Fraser, MA Ed

Mission

The mission of Sequoia Secondary School is to provide ongoing learning opportunities, prepare diverse individuals for career advancement, a college education, and to be life-long learners and problem solvers.

Vision

To incorporate **Relationships, Relevance, and Rigor** in the pursuit of academic excellence.

Organization

Sequoia Secondary and Sequoia Schools for the Deaf and Hard of Hearing (SSDHH) are two of sixteen cooperating schools in the Sequoia family. Three of the schools (including Sequoia Elementary) share space and resources on the Horne campus. This planner is utilized as the student code of conduct that regulates behavior, attendance, academic expectations, and general information for Sequoia Secondary and SSDHH.

SEQUOIA SECONDARY SCHOOL

Homepage: www.sequoiasecondary.org

Sequoia Secondary School is a college and career readiness school where there is a strong emphasis on academic achievement as well as multiple opportunities to explore subjects that the students will carry over into college. The elective opportunities at Sequoia Secondary include: American Sign Language, Spanish, music, art, humanities, Tai-Chi/Martial Arts, physical education, dance, culinary arts, yearbook, business, photography, and student council.

In grades 9 – 12 students have multiple opportunities to earn credits toward graduation through traditional classes, online courses, dual credit college classes through Maricopa Community Colleges and vocational classes through East Valley Institute of Technology (EVIT).

The competitive sports programs include football, basketball, volleyball, track, cross-country, baseball and softball.

SEQUOIA SCHOOL FOR THE DEAF AND HARD OF HEARING (SSDHH)

480-890-4001(V)

480.264.0200 (VP)

ssdhinfo@edkey.org

<http://azcharterschools.com/deaf.html>

Mission

The mission of Sequoia School for the Deaf and Hard of Hearing (SSDHH) is to provide a safe, challenging and motivating educational environment, which promotes development of wholesome social skills, academic growth, and independence through the bi-lingual and bi-cultural (Bi-Bi) approach.

Sequoia School for the Deaf and Hard of Hearing serves Deaf students grades K through 12. SSDHH's faculty and staff consist of highly qualified and skilled Deaf and hearing instructors. Our programming seeks to prepare our students to succeed in both the hearing and Deaf worlds. We strive to prepare our students for life beyond high school by teaching the value of hard work and determination.

Students at SSDHH have the opportunity to participate in a variety of on campus activities, including CAA athletic programs, Campus Student Council, Jr. National Association of the Deaf, as well as on campus work experiences. SSDHH's unique bilingual-bicultural approach to Deaf education empowers students with the knowledge that they "... can do anything and everything, except hear" (Dr. I King Jordan, Gallaudet University Past President).

2015-2016 School Year

PERSONAL PHILOSOPHY

Sequoia is concerned with the development of attitudes, habits and behaviors, and must provide a positive learning environment; therefore, a strong teacher-parent partnership will be created to increase student achievement and college and career readiness. Classrooms are places of learning. Students will be held responsible for their behavior, grades, and success. In order to meet this shared responsibility for the maintenance of positive behavior:

PARENTS SHOULD:

Keep in regular communication with the classroom teachers concerning their student's conduct and academic progress.

Ensure that their student is in daily attendance and promptly report any absence or tardy.

Provide their student with the resources needed to complete class work and be successful in school.

Bring to the attention of school authorities any problem or condition which affects their student or other students in the school community.

Discuss report cards, classwork, homework, as well as grades and attendance with their child and their child's teachers.

Maintain current telephone numbers including home, work, cell phone, and emergency contact numbers. If these change, please call (480) 649-7737.

STUDENTS SHOULD:

- Attend all classes daily and be on time.
- Come to class prepared with appropriate materials.
- Work to the best of their ability.
- Be respectful of all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Prepare for advanced training beyond high school.
- Abide by the rules and regulations set forth by the school and classroom teachers.

EDUCATORS SHOULD:

- Develop positive relationships with students.
- Maintain a positive and safe learning environment.
- Insure high quality differentiated instruction that include **relationships, relevance, and rigor** to meet the needs of ALL students.
- Utilize social curriculum based upon fair and impartial treatment of students.
- Establish and maintain regular communication with parents.

SECONDARY BELL SCHEDULE

Monday, Tuesday, Thursday, and Friday

1 st Period	8:00-8:56
2 nd Period	9:00 – 9:56
3 rd Period	10:00 – 10:56
JH Lunch/HSAdvisory	11:00 - 11:26
HS Lunch/JH Advisory	11:30-11:56
4 th Period	12:00-12:56
6 th Period	1:00-1:56
7 th Period	2:00-2:56
Optional Tutoring (excluding Fridays)	3:00-4:00

SECONDARY EARLY RELEASE BELL SCHEDULE

Wednesday

1 st Period	8:00-8:36
2 nd Period	8:40 – 9:16
3 rd Period	9:20 – 9:56
4 th Period	10:00 - 10:36
5 th Period	10:40-11:16
6 th Period	11:20-11:56
JH/HS Lunch	12:00-12:26
Dismissal	12:30

SEQUOIA POLICIES AND EXPECTATIONS

POLICIES AND PROCEDURES

This Planner includes the Sequoia Policies and Expectations that have been developed to regulate the operation of Sequoia Secondary School. Students and parents are expected to be familiar with these policies and sign off on the sheet provided in the enrollment packet to indicate agreement with them.

SCHOOL HOURS

School hours are from 8:00 am to 2:56 pm. Tutoring may be offered, or requested, before 8:00 am and after 2:56 pm. Students who are not attending tutoring or other supervised activities are expected to leave campus immediately after the end of the school day.

VISITORS

The school's policy welcomes visitors who have school business. However, to protect the safety of the students, all visitors to the campus must report to the appropriate office, sign in, and obtain a visitor's pass. Previous 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. All unauthorized persons will be asked to leave. Resistance to leave campus will result in the notification of police.

PARENT VOLUNTEERS

At Sequoia Schools we believe in the parent-school relationship. Research suggests that the more the parent is involved in the school the better the academic performance of their child. It also plays a critical role in the school-home behavioral relationship. Sequoia Schools believes in reaching out to our community to help build stronger ties and demonstrate *all* of our commitments to help our students succeed! We will make the commitment to find places for you to volunteer and in turn, we ask that you commit to volunteer at school one day per quarter.

ATTENDANCE

Attending school on time, every day is not only a good habit; state law requires it. Arizona State Law (15-802.E, 15-803) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

Parents/Guardians should call the school at (480) 649-7737 by 9:00 am to report an excused absence. Excused absences are illness, medical appointments, or other significant events. 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.

To encourage and improve school attendance, Sequoia Secondary School has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19 excessive absences** (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be held at the Juvenile Court Center.** A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

If the student is 16 years of age or older, and misses more than 9 days in a semester, the student may be dropped from his/her classes for that semester and will not receive credit for those classes. The education of your child is extremely important to us. This program is another way Sequoia Secondary School is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS officer speak at orientations and assemblies, as well as to individual groups of students regarding the importance of school.

Consequences for Absences – Junior High (Grades 7& 8)

1. The parents of a junior high school student who has five unexcused absences in any one period will be notified by mail or phone and a parent-admin conference will be held within five days.
2. Junior High students who have an absentee rate of greater than 10 days (either excused or unexcused) for the school year or truant for 5 whole days, will be referred to the

- CUTS Program through the issuance of a citation by administration.
3. Parents and the student who is cited must appear before a probation officer for the Superior Court to discuss the excessive absenteeism and develop a program for improving the student's attendance. The parents must pay a \$50.00 fee for this initial conference.
 4. If the student's attendance is not improved as a result of this initial conference, the case may be referred to the Superior Court for additional action and the student may not be promoted to the next grade.

TARDIES

Students are expected to be in their classes on time. All students who arrive late to school must check in at the front office.

Consequences for Tardies – Junior High and High School

1. Any time that a student is tardy, the tardy will be logged in Powerschool. If the student is late 15 minutes or more, he/she will be considered absent for that class period.
2. If a student is tardy six or more times in a five week period, he/she will be assigned to Academic Refocus School (ARS). If students are consistently tardy to school and/or class they will receive progressive discipline consisting of ARS, suspension, and/or possibly being dropped from their classes.
3. A tardy will only be excused with a note from a doctor, dentist, etc.

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

1. 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.
2. A student who has 9 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.
3. 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.

STUDENT PLANNER

To assist students in developing their organizational skills, we require students to use a planner. They are available for purchase at the school for \$5.00 in the front office. Because this planner is such an important tool, students are required to bring their planner and use it for each class period every day.

STUDENT ID CARDS

All students are required to have an ID card. Students must carry it with them at all times. 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 a planner and/or ID will be subject to disciplinary action.**

Vocational, Career, and Technical Education (CTE), and Fine Arts courses will be offered as electives on the Sequoia Charter School Campuses. To help offset the high costs of supplies/materials, a course fee will be required for students wishing to take those select course offerings. **Note: Not all elective courses require a course fee. Please carefully read the elective course descriptions. If there is a course fee, the cost will be stated within the description.**

Course fees are set by the elective classroom teacher and Sequoia Secondary Administration.

SEQUOIA HONOR ROLL AND GRADING

The Honor Roll for both the middle school and high school will be announced and awarded to students at the end of the first and second semester. The tiers for the Honor Roll are as follows:

3.0 - 3.49 - Honors
3.5 - 3.99 - High Honors
4.0 + Principal's List

Junior high and high school grades are based on a quarter grade system that combines with the semester final to create their final semester grade. The final grade at the end of the semester reflects the total points that a student earned throughout that semester. Each student has the opportunity to earn a half credit upon passing a class for the semester. Each semester is separate and equal from one another. Midterm progress reports will be sent home half way through each quarter.

GRADING SCALE

A 90-100
B 80-89
C 70-79

Below 70% is considered "Incomplete." An "incomplete" signifies that a student has not mastered the essential standards or requirements of the course and must re-take it. Having an "incomplete" renders students ineligible to play sports or participate in extra- curricular activities.

TESTS AND QUIZZES

Retakes must happen on Fridays or by teacher appointment (within 2 weeks). Students must provide proof of preparation (specific details will be supplied by the teacher). 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.

PROJECTS/PRACTICUM

Projects Retakes/redos are not permitted. Practicum (arts performances, labs etc.) retakes, redos, or makeups not permitted. If an absence is deemed excused, an alternative assignment may be assigned.

LATE WORK

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

HOMEWORK POLICY

The Sequoia Secondary School staff believes that homework is a necessary reinforcement of skills learned during the school day. Students are expected to make appropriate use of their time at school to decrease the amount of work taken home.

1. **Make-up work**
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.
3. **Homework request**
If a student's illness is such that he/she will be absent, the parent/guardian should contact each teacher by email, or contact the student personnel secretary to request homework. Please allow 24 hours for requests to be answered.
4. **Advance homework request**
Parents/Guardians should notify the student personnel secretary as soon as possible when they know a student will be absent due to vacations, etc. Parent/Students are required to request advance assignments from their teachers. Assignments will be turned in a timely manner.
5. **Term Grades**
Grades are locked in Powerschool at the end of each term. Any assignment not turned in during the grading period for that term will not be counted for credit.

REPEAT COURSES

All courses attempted and completed will be on the student's transcript. Students who retake a course due to failure can have the course excluded from their GPA but not from the transcript. Students may retake a class that they passed to receive a higher grade, but they will not receive credit for the class toward their graduation requirements.

SCHEDULE CHANGES

Students and parents may request schedule changes during the first week of each semester. No schedule changes will be made after the first week of the semester. You must fill out a scheduling change request form in the front office before any changes will be made. Students must put the reason why they wish for the request. If the student is in a required class for graduation, the schedule will not be changed. Extreme circumstances are always considered and movement of a student schedule is at the discretion of the administration.

PARENTAL ACCESS TO GRADES ON THE INTERNET

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 tool, parents should go to <http://sequoia.powerschool.com> and enter their ID and password. You can receive your ID and password from the front office.

LEAVING THE SCHOOL GROUNDS

1. Once students have entered school grounds, they are not allowed to leave campus unless they are accompanied by a parent/guardian who has signed them out.
2. Juniors and seniors who have EVIT or college courses are permitted to leave campus per agreement with the schools they are attending.
3. Horne Campus is a closed campus for lunch. No students are allowed to leave campus unless they have been signed out in person, by a parent/guardian.
4. Appropriate disciplinary measures will result if a student leaves school grounds and he/she is not permitted to do so.

CELLULAR PHONES AND 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. They 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 unless told otherwise by a staff member. 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.

If a student has any cell phone or electronic device and it is damaged or stolen, no administrative time will be utilized 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, 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.

SKATEBOARDS, SCOOTERS, ROLLER BLADES AND 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.

LEAVING A CLASSROOM

Students are expected to remain in class. If a student is permitted to leave class, the teacher will write him/her a pass. Appropriate disciplinary measure will be taken if a student walks out of class without permission.

LOST AND FOUND

Lost and found items are held for 30 days. When items are not claimed and have been stored in excess of 30 days, they will be donated to a charitable group. Lost and found items are held in the front office.

LUNCH/BREAKFAST PROGRAM

Sequoia Secondary School participates in the Federal School Lunch Program, which provides free and reduced breakfasts, lunches, and snacks for qualified students. To participate, you must complete the form that will be sent home at the beginning of the school year. All information is kept strictly confidential. Breakfast will stop being served at 7:50 am. Additionally, a student who carries a negative balance will be served cheese and crackers until their balance is paid.

FIELDTRIPS

Field trips are taken for educational purposes. A student field trip permission slip is required for

the student to attend the scheduled field trip. The permission slip must be turned in at least one week prior to the field trip. Inappropriate behavior during a field trip is subject to Sequoia Secondary regular day discipline policies and procedures. Some field trips may require particular grade limit constraints. Teachers reserve the right to add additional requirements in order to participate in field trips.

STUDENT PUBLICATIONS

The Governing Board recognizes the value of official school publications in teaching journalism, English, writing, and other skills. It is the intent of the board to support and encourage such publications. Students shall be required to submit publications to the proper administration for approval prior to distribution.

TAX CREDIT INFORMATION

The state of Arizona allows a tax credit of up to \$200 for single taxpayers and up to \$400 for married taxpayers filing jointly. This is not a deduction; this is a credit. You can subtract the full amount from your state tax liability, not just a percentage. You can donate online at sequoiaschools.org.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Sequoia Secondary School has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information. Files are maintained to ensure the confidentiality of the information, and to guarantee parents' and students' rights to privacy. The policies and procedures are in compliance with: *The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 132g and 1232 h and the Federal Regulations 34CFR, Part 99 issued pursuant to such act; The Education of Handicapped Children Act: Title 20, United States Code, Sections 1412(2_(d) and 1417 © and the Federal Regulations (34 CFR 300.560.300.574) issued pursuant to such Act; and Arizona Revised Statutes Title 15 Section 141.*

COMPUTER AND INTERNET USAGE POLICIES

Sequoia Secondary School firmly believes in the educational value and applications of technology through computers and the Internet.

Sequoia blocks inappropriate sites on the internet. However, the internet is growing at such a phenomenal rate that it is impossible to block all of the inappropriate sites and/or content.

Therefore, in order to use computers and/or the internet at Sequoia Schools, a student and his/her parents/guardian must agree to abide by the following:

1. I recognize and accept the responsibility for my actions and conduct on the internet.
2. I will follow the same conduct outlined in the Sequoia Policies and Expectations.
Inappropriate behavior includes, but is not limited to, accessing, viewing or distributing vulgar or demeaning language, images or audio; hacking, damaging or altering software, data, or hardware so as to harm or inconvenience others.
3. I understand that student use of e-mail, chat rooms, and news groups is prohibited unless the student is given permission by a teacher to do so as part of a class requirement.
4. I will be courteous and respectful of property including but not limited to data, programs, written, and printed materials and equipment.
5. I understand that Sequoia School computer and internet resources will not be used for commercial purposes without prior written consent of Sequoia's Governing Board.
6. I will not participate in any form of cyber-bullying, which includes, but not limited to the uploading of any student information, pictures, or videos on YouTube or any other social

media site.

7. I recognize that the use of the internet and computers at Sequoia Schools is a privilege, not a right. Abuse or misuse of that privilege may result in loss of privilege or disciplinary action. If the student is enrolled in a computer or technology class the student may be dropped from that class resulting in loss of credit.

SOCIAL MEDIA USAGE

Sequoia strongly recommends that parents keep track and are aware of student use of social media. Social media is often used in cyber-bullying which includes, but not limited to, the uploading of any student information, pictures, or videos on a social media site. If a student participates in cyber-bullying or makes use of social media to cause harm, physically, emotionally, or otherwise, Sequoia Charter School reserves the right to enforce consequences.

ELIGIBILITY FOR ACTIVITIES

Athletics and after school activities are a privilege; therefore, if a student is not passing classes or misbehaves during the regular school day, the administration reserves the right to pull the student out of that activity.

To be eligible for participation in extra-curricular activities, a student must have no "Incompletes." Students who have an "Incomplete" in one or more classes will not be able to participate in that event until their grades average a 70% or higher and/or they no longer have an "Incomplete" in a class. If a student fails to raise his/her grade to the minimum eligible requirement after two full weeks, he/she may be removed from the team or activity.

Students, who desire to participate in extra-curricular activities after school, including practice sessions, must be in attendance at school by the end of 2nd period on the day of the activity. This is for students who are enrolled in a full period day. The students with a shortened schedule must be in attendance the last half of their scheduled day. Exceptions, such as doctor or dental appointments, may be made on an individual basis as deemed excusable by the Athletic Director. The above conditions do not apply to field trips which are part of class assignments.

In accordance with the Canyon Athletic Association (CAA), high school students who participate in sports, must have a minimum of 25 academic hours per week in order to participate in the sport. Students who are under a work/study contract, are considered to be eligible if their combined hours of school and work/study total 25 or more hours each week.

Students who are suspended from school are not eligible to participate or be in attendance at any activities until the suspension has been served. If a student is suspended twice during a season, the student may be removed as an active member of the team or group.

Grade checks will be completed on Mondays prior to the event. Any student not meeting eligibility requirements will be ineligible until the grade(s) is improved to eligibility status. Participants in athletics may be required to participate in tutoring prior to practice; even if they are passing all their classes. The Athletic Director or his/her assignee will have final discretion over a student's eligibility.

HEALTH SERVICES AND MEDICATION

We ask parents to supply emergency medical information for each of their students with a list of health problems and emergency contact information. **Please inform the Health Office if your address, home phone, business phone, or emergency phone numbers change at any time**

during the school year. If we cannot reach you in an emergency, we may call the paramedics or an ambulance if necessary. The cost of this service is the parent's responsibility.

State regulations prohibit a school employee from treating an ill or injured student. If your child becomes ill or is injured, you or your emergency contact will be called. Students who cannot return to class must be promptly picked up.

In order to be in compliance with state guidelines, Sequoia School has implemented the following policy on dispensing medications to students during school hours:

1. Whether a prescription drug or an over-the-counter drug, the medication must come in the original container with explicit directions. Parents must bring the medication to the Health Office and fill out the proper forms before it can be dispensed to the student. Your pharmacist should be willing to provide two medicine vials, one for home and one for school if necessary.
2. Do not send medication to the school with your child. It will not be accepted. You will be called to come to the school immediately and complete the proper forms for the child to have the medication dispensed. The Transportation Department is not allowed to accept medications for your child at the bus stop.
3. All students are required to have the proper amount of immunizations before entering school. If your child is not in compliance, his/her attendance at school may be disrupted until the series of shots needed is begun.

INTERVIEWS

School officials may interview students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

If a law enforcement officer requests to interview a student, the school administrator shall be notified and we will contact the student's parent(s), unless otherwise directed by law enforcement. If the interview is held at the school, a school administrator will be present, unless otherwise directed by law enforcement. If the parent(s) cannot be reached, the law enforcement officer will be requested to contact the parent(s) following the interview.

There may be times when a law enforcement officer or a CPS caseworker does not want the school administrator to contact the parent. In these cases, the law enforcement officer or CPS caseworker will be asked to complete the Form for Signature of Interrogating Authority. 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.

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 detrimental to the health, safety, and welfare of the student(s) exists.

Items provided by the school for storage (e.g., lockers, desks) of personal items are provided as a courtesy to the student, but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy: lockers, desks, storage areas, backpacks, vehicles, etc., may be inspected at any time without notice by school personnel. A.R.S.

8-303, 8-823, 8-304, 8-802, 8-821, 13-3881, 13-3883 A.G.O. I04-003, I88-062, I77-211, I91-035, I82-094

HAZING

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 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.

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 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. 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.

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 should be made within 30 days of the last incident when applicable.

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.

Students who have been bullied will be supported by receiving:

- 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 when they are given an opportunity to:

- 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

The following disciplinary steps may be taken:

- official warnings to cease offending
- exclusion from certain areas of school premises
- short term suspension
- long term suspension
- expulsion

THREAT/INTERFERENCE TO AN EDUCATIONAL INSTITUTION

Safety and security are the essential elements of an effective learning environment and central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of student and staff members.

A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion for at least one year. However, the administration may, in its discretion, modify this expulsion recommendation requirement for a student on a case-by-case basis. In such recommendations the administration shall consider the student’s willingness to take responsibility for the threat and its resultant affects by participating in mediation, community service, restitution or other requirements established by the administration.

All schools in the Sequoia Schools system are required by law to report to local law enforcement any suspected crimes against persons or property and incidents that could potentially threaten the safety or security of students and staff. If violations of this nature occur, school officials will notify the police and student’s parents/guardians.

Any action taken by law enforcement officials will be in addition to the action taken by the school.

A.R.S. 13-2911, 15-341(33), 15-507, 15-521(A) (4), 15-841,15-842,15-843

PUBLIC CONDUCT ON SCHOOL PROPERTY

Conduct expected of all persons on or using school property:

Sequoia Schools Core Values

- We Know Every Child and We Exist to Meet Their Needs.
- We Respect and We Are Kind and Courteous to All People, at All Times and in All Communications.
- We Lead by Agreement.
- We Continually Strive for Excellence.

Any member of the general public considered by the administration to be in violation of these rules shall be instructed to leave the Sequoia Schools’ property. Failure to obey said instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable proceedings, civil or criminal or tribal ordinance.

Dress Code

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.

General Standards

Students will not wear clothing, jewelry, or accessories that communicate, whether through language, images, symbols, artwork, color schemes, or clothing styles:

1. a message related to tobacco, alcohol, illegal drugs, and other items that cannot be legally purchased or possessed by minors
2. a message that advocates or promotes violence or terror
3. a message that is sexually suggestive, vulgar, or obscene.
4. a message 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
5. a message 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 and during outside activities. These must not be worn inside any school building.
- 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. 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.

Tattoos and Facial/Body Piercings

Visible tattoos and visible facial/body piercings violate the Dress Code of Sequoia Secondary 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.

SEQUOIA SECONDARY BEHAVIOR POLICIES

INTRODUCTION

The Governing Board is committed to maintaining school environments that are stable and contribute to the educational process. Within this context, the Board recognizes the need for fair, consistent, and responsive student discipline procedures designed to maximize administrator, teacher, student, and parent understanding and involvement.

Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school.

It is important that students know 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. Students are expected to follow the directions provided by all staff members during these times of responsibility.

Sequoia Secondary students are expected to have self-respect and self-discipline in order to be successful in the classroom and on campus. All teachers will implement a classroom discipline

plan which includes consequences and rewards. Additionally, Sequoia Secondary School teachers have implemented a Lunch Detention Program for those students that violate classroom rules.

The Student Code of Conduct as stated in this planner will be enforced through disciplinary referrals by staff members, teachers, and other personnel. The administration will process all disciplinary referrals using the guidelines stated in the planner.

Legal Ref: 15-342 (1), 15-803(E), 15-841, 15-842, 15-843

PURPOSE

To ensure an atmosphere that is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities. In an effort to preserve this balance, the school has approved this code. The intended effect is to create a positive and safe learning environment for the Sequoia Secondary Campus.

The various sections of this policy are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

DEFINITIONS

Detention: A detention is held during the student's lunch period. Detention will be 20 minutes in length. Students that do not report to lunch detention on time will be given 1 "Skipped Detention Notice". If a student does not attend detention a subsequent time, appropriate discipline measures will apply.

Academic Refocus School (ARS): ARS takes place on campus on Thursday afternoons from 3:05pm–4:00 pm. Generally, students are assigned ARS due to behavioral acts not warrant a suspension, consistent tardies or absences.

Out-Of-School Suspension: A suspension that must be served away from the school building and grounds. A student that is suspended shall not attend any school activity while on suspension.

In-School Suspension: A suspension that will be served within a designated room and place at school. The student will be allowed to use the restroom upon request and will be served lunch. The student will generally be isolated and will receive homework that is assigned by their teachers.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance.

Academic Refocus School (ARS) Guidelines

1. Students are assigned to ARS from 3:05pm– 4:00 pm on Thursday afternoon for infractions deemed inappropriate by administration. **Students must arrive on time! There will be NO admittance after 3:05 pm.** Students who arrive late or do not attend will receive a **minimum** of one day suspension. ARS will dismiss at 4:00 pm; students must be picked up promptly by a parent/guardian or leave the school grounds.
2. If students are picked up early from ARS by their parents/guardians, the time will be made up in detention or additional ARS.
3. ARS and/or further disciplinary action may be assigned to a student for any disciplinary action by administration.
4. Students that have excessive absences may make up time for lost instructional

- days by attending ARS.
5. ARS is a detention study hall. Students are required to bring homework and/or study materials. Students are expected to complete homework, study for tests, and complete academic material that will positively affect their academics
 6. Students are notified verbally of assigned ARS by the administration. In addition, ARS is documented in the student's behavior log, the parent/guardian is notified, and the student will receive a ARS referral with the assigned time and date to give to parents.
 7. All school policies and rules apply at ARS. Negative behavior such as, but not limited to: disrupting, insubordination, sleeping, and refusal to complete work will result in dismissal from from ARS. A **minimum** one day in or out of school suspension will be administered.

Academic Refocus School Student Expectations

If a student is dismissed from ARS for inappropriate behaviors, disciplinary measures will be taken.

BEHAVIOR POLICIES

The following behavior policies are a part of the contract the student and his/her parents will agree to while they are a student at Sequoia School. These policies are in effect during school hours, within the vicinity of the school and during participation in any school activity.

1. Sequoia School may elect not to admit students who are currently under disciplinary action or who have been withdrawn pending such action from another school. If the school discovers that a student has been previously expelled, the student's enrollment may be terminated.
2. A student who has been suspended or long term suspended or has withdrawn pending a disciplinary action from Sequoia School, may not return to the vicinity of the campus during a school day or attend any school functions. Doing so may result in the student's expulsion and or police involvement. During the school day students may not associate with individuals who are suspended or who have been expelled.
3. Sequoia students should avoid all individuals and groups who are involved in acts that violate the school's Contract of Expectations. Students who associate with others who are violating the Contract of Expectations may be deemed guilty by association and disciplined accordingly.
4. A student and/or his possessions may be searched if there are reasonable suspicions that they are in possession of illegal, dangerous, or inappropriate items.
5. Following a five-day suspension, the student and a parent are required to attend a conference with the administration to discuss readmissions. *A student who is re-admitted may be placed on probation via a behavior contract. Any misconduct occurring during the probation period may cause a result in immediate expulsion.*

STUDENT CONDUCT

Sequoia Secondary Schools have established regulations governing the conduct of students in

school, traveling to and from school, and at school functions. Students are expected to comply with school policies, obey all rules and to obey any order given by a member of the faculty or staff relating to school activities. Students in school buildings, on school grounds, using school property for any purpose or attending a school sanctioned event shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with the educational process.
- Physical/verbal abuse or threat of harm to any person.
- Damage to property.
- Unauthorized entry or use of school facilities.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband.
- Conduct or speech that violates commonly accepted standards of the school and that, under the circumstances, has no redeeming social value, e.g., profanity or vulgarity.
- Defiance of authority involving failure to comply with the directions from school employees or law enforcement officers acting in performance of their duties.
- Defiance of authority involving failure to identify themselves to officials or law enforcement officers when requested to do so.
- Carrying or possessing a weapon or dangerous instrument.

Administration reserves the right to take disciplinary measures including, but not limited to: reprimand, suspension, or expulsion against students who violate student conduct as defined by this policy.

Administration reserves the right to take disciplinary measures against students who commit violent acts off campus or are convicted of violent or other serious crimes off campus, upon a determination that the student's off campus conduct or conviction may present a serious threat to the health, safety, welfare or educational environment of the school community.

When a long-term suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to legal requirements.

PROBATIONARY OR BEHAVIOR CONTRACTS

Sequoia Secondary has probationary contracts for academics, attendance, and behavior. These are designed to identify and help students who are not following school requirements and guidelines. If students are placed on one of these contracts and fail to improve in that area, it could result in the students being withdrawn from their classes, or moving to expel.

DISCIPLINE AND BEHAVIOR SYSTEM

The purpose of sending a student to the Assistant Principal's or Dean's office is to remove a disruptive student from interrupting the learning process. During this time, the student will have their Disciplinary Referral processed, which includes a phone call to the parents informing them of the consequences of their actions.

Progressive Discipline for Students:

- A. **Tier 1:** Minor misbehaviors or disruptions by a student that may interfere with the orderly progression of classes. The classroom teacher or another adult present intervenes with the misbehavior.

B. **Tier 2:** More serious behaviors than Tier 1 and have a greater impact on the educational process, but normally is not serious enough to present a direct threat to the health and safety of others.

C. **Tier 3:** Offenses or actions that are directed towards people or property and may endanger the health and safety of others.

The disciplinary consequences for each step are as follows:

TIER 1: Intervention by a faculty member.

-Warning given and logged in Powerschool.

TIER 2: Intervention by faculty. Optional Referral to administration.

-Warning given, logged in Powerschool and lunch detention given. Possible in or out of school suspension(1 – 5 days).

TIER 3: Immediate referral to administration.

-Logged in Powerschool and parent notification. Possible suspension(1 – 10 days). Possible expulsion.

With the discretion of the administration and with parent permission, a student may be asked to perform community service in the cafeteria or around campus in lieu of a detention. It is up to the discretion of the administration as to whether or not a student is to serve an out of school suspension (OSS), in school suspension (ISS) or Academic Refocus School (ARS). With the exception of a fight or other actions that may warrant expulsion hearings, a student may be put on a behavior contract. If a student violates a behavior contract, a three-day suspension will occur for the first violation, a five-day suspension will occur for the second violation, and a ten-day suspension will occur for the third violation and every violation thereafter..

A. SCHOOL AND CLASS ATTENDANCE

Right - Students enrolled in a Sequoia Charter School who are under the age of 21 are entitled to an education through the twelfth grade.

Responsibility - Students are expected to attend school everyday.

Policy - Students will attend all classes and required meetings unless excused by the administration. Students are required to report to school and classes on time and remain on the school campus during regular school hours unless excused by school authorities.

<u>INFRACTION</u>	<u>TIER</u>
A-1 TRUANCY: Being absent from school without permission of parents or administrators .	2
A-2 UNEXCUSED ABSENCE: Failure to report to assigned classes	2
A-3 TARDIES: Not in assigned seat beginning of session	1
A-4 EXCESSIVE TARDIES: 6 or more in a 5	2

week period.

A-5 EXCESSIVE ABSENTEEISM: 10 or more in 2
an 18 week period.

B. STUDENT/STUDENT RELATIONSHIPS

Right: Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being and property.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse and harassment directed at other students as well as any damage or theft of the property of a fellow student.

INFRACTION

TIER

B-1 THREATENING OR INTIMIDATING ACTS: 3
The act of verbally, or by gesture, threatening the well-being, health, or safety of any student on school property, at a school activity or to and from school.

B-2 FIGHTING/ASSAULT: Demonstrating 3
hostile physical contact where one party inflicts harm on another.

B-3 DISRESPECT: To insult; call derogatory 2
names; use obscenity toward, dishonor, or in other manner abuse verbally or in writing any member of the student body

B-4 SHAKE DOWN: The act of extorting anything 3
of value from a person in the school, under pressure of either implied or expressed threats.

B-5 PROPERTY DAMAGE: 3

B-6 THEFT 2

B-7 HORSEPLAY: Examples are, but not 2
limited to tripping, shoving, misuse of other student's books, etc.

B-8 SEXUAL HARRASSMENT: Unwanted words 3
and/or touches of a sexual nature.

C. STUDENT/STAFF RELATIONSHIPS

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual

respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of members of the school staff.

Policy: Students shall refrain from willful and persistent disobedience, disrespect, threats or attacks directed at members of the school staff, as well as damage to, or theft of property belonging to school staff members.

<u>INFRACTION</u>	<u>TIER</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable request by authorized school personnel	1
C-2 THREATENING OR INTIMIDATING ACTS: verbally or by gesture threatening the well-being, health or safety of any member of the school staff.	3
C-3 ASSAULT: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	3
C-4 DISRESPECT: To insult, call derogatory names, dishonor, make gestures, or in any other manner abuse verbally or in writing any member of the school staff.	2
C-5 DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE STAFF: Either on or off the school grounds.	3

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-maintained, clean and pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the campus.

Policy: Acts of vandalism, theft from and abuse of school buildings and grounds are prohibited.

<u>INFRACTION PROVISIONS</u>	<u>TIER</u>	<u>SPECIAL</u>
D-1 VANDALISM: The act of willful destruction of public property.		
D-1A: Destruction to render unusable	3	
D-1B: Defacing damage requiring repair	3	
D-1C: Damage to printed material	3	

D-2 THEFT	
D-2A: Theft not serious enough to report to police (\$50.00 or less)	2
D-2B: Major theft (\$50.00 or more)	2
D-3 LITTERING	1
D-4 WRITING ON DESKS, TABLES OR WALLS	1
D-5 BREAKING AND ENTERING	3
To forcefully enter a school building or room.	
D-6 LOITERING	1
To occupy a given area of which one is unscheduled or unpermitted to be present.	
D-7 GUM: No gum on campus at any time.	1

E. PROTECTION OF PUBLIC PROPERTY

Rights: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as to not pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>INFRACTION</u>	<u>TIER</u>
E-1 DETONATION OF EXPLOSIVE DEVICES	3
E-2 FALSE ALARMS	3
E-2A The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	
E-2B Bomb threats.	
E-3 ARSON The willing and malicious burning of or attempt to burn any part of any building or any property of the school or its staff and students.	3
E-4 IMPROPER USE OF MOTOR VEHICLES	
E-4A Reckless driving	3
E-4C Being in the parking lot during the school day without a pass.	1
E-5 POSSESSION OF WEAPONS ON SCHOOL GROUNDS ON SCHOOL RELATED TRANSPORTATION, OR	3

AT SCHOOL ACTIVITIES

E-6 OFF PREMISES THEFT AT SCHOOL 2
SPONSORED ACTIVITIES

E-7 ABUSE OF TECHNOLOGY: Inappropriate 1
use of internet through non-authorized websites,
e-mails, postings, and other acts.

F. ALCOHOL, TOBACCO AND ILLEGAL DRUGS

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and illegal drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use or sale of any illegal drugs, alcohol, tobacco, non-prescription drugs, alcoholic beverages or tobacco is prohibited on schools grounds as well as at school sponsored activities.

<u>INFRACTION</u>	<u>TIER</u>
F-1 ALCOHOL AND DRUGS	
F-1A Possession of alcohol or illegal drugs	3
F-1B Selling or transmitting alcohol or illegal drugs and/or paraphernalia.	3
F-1C Noticeably under the influence of alcohol or illegal drugs by obvious behavior and mood changes and/or the smell of substances on the person.	3
F-1D Student observation of the use of illegal drugs or alcohol with failure to report.	2
F-2 TOBACCO	2
F-3 POSSESSION OF MATCHES/LIGHTERS	2

G. OTHER DISCIPLINARY INFRACTIONS

<u>INFRACTION</u>	<u>TIER</u>
G-1 REPEATED OR SERIOUS CLASSROOM DISRUPTION	2
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES	2
G-3 CHEATING/PLAGERISM (i.e. Stealing a test, tampering with a grade book, copying work, etc.) *Administrative and teacher discretion may be used.	2
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school	2

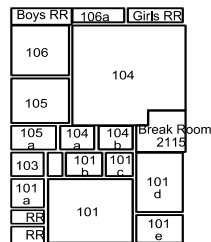
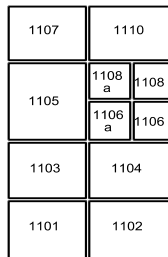
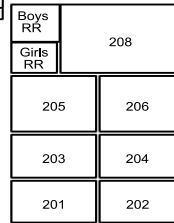
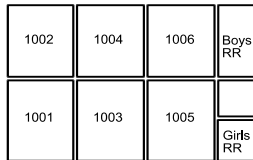
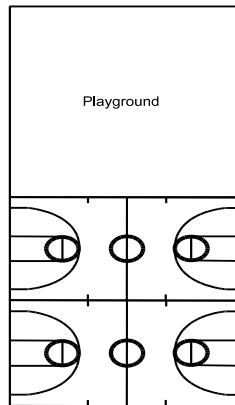
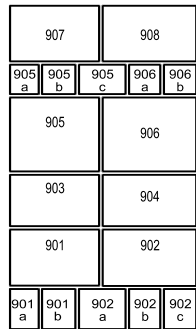
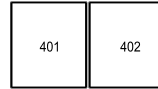
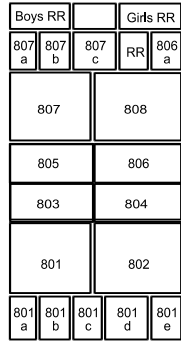
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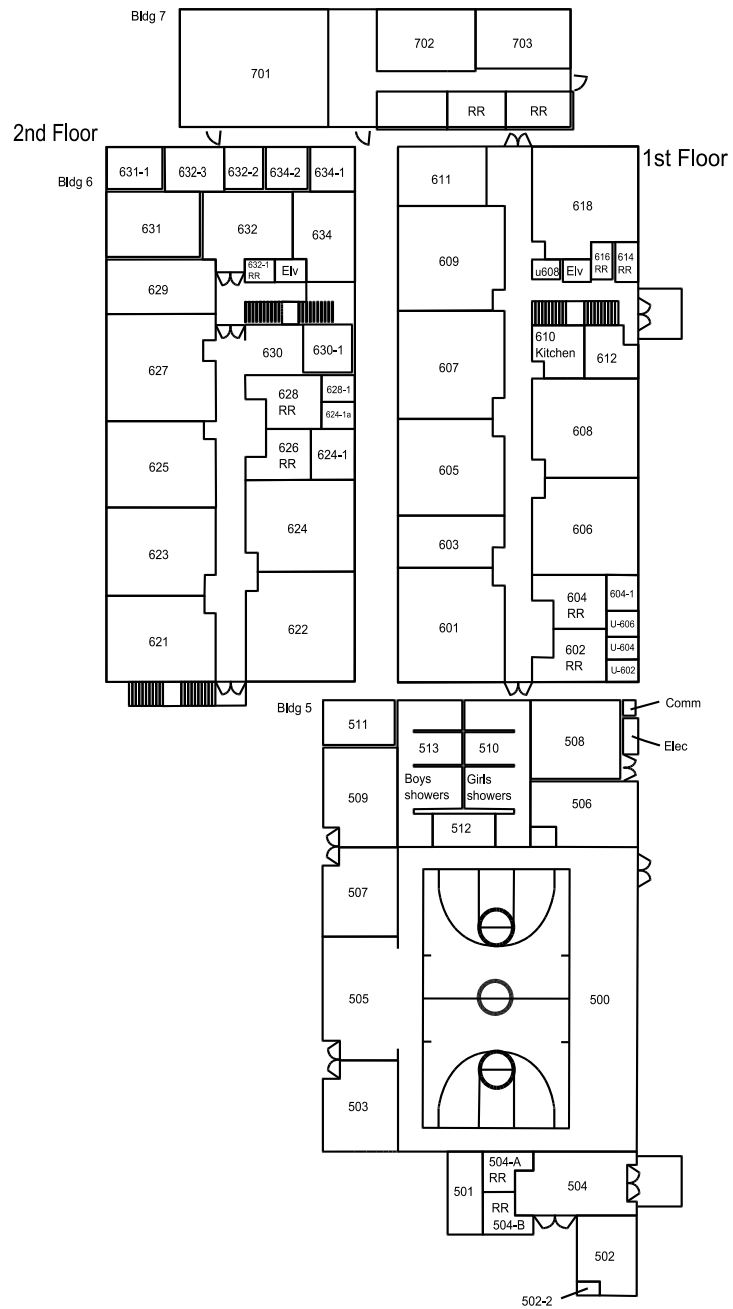
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| G-5 ABUSIVE OR OFFENSIVE LANGUAGE:
used in the presence of staff members and/or
students including written notes or published
material as well as vocal | 2 |
| G-6 PUBLIC DISPLAY OF AFFECTION:
inappropriate touching or embracing that would
be considered a personal matter that should not
be displayed in public | 2 |
| G-8 DRESS CODE VIOLATION: not adhering to
the published dress code for the school | 1 |
| G-9 INVOLVEMENT IN SIT-INS, WALK OUTS
AND OTHER DEMONSTRATIONS | 2 |
| G-10 REFUSAL TO COOPERATE IN SCHOOL
INVESTIGATION: non-cooperation with
school investigations or lying to school authorities
in the course of an investigation | 3 |
| G-11 GAMBLING: Participating in games of chance
for the purpose of exchanging money or
something of value. | 2 |
| G-12 ABUSE OF SOCIAL MEDIA: Posting fights,
bullying, harassment of students on any
social media site. | 2 |

Administrative Discretion

The administration at Sequoia Secondary reserves the right to have the discretion to determine the final consequence for any particular action or behavior.

Sequoia Secondary School Map





Sequoia Schools Automobile Policies

Students are expected to operate motor vehicles in a safe and responsible manner at all times when on campus. The campus speed limit is 10 MPH. The safety of the drivers and all persons in the area is of extreme importance. You are expected to use good judgment in operating a motor vehicle and to avoid any situation that would endanger yourself or others.

Rules Regarding Student Driving, Parking, and Use of Vehicles on Campus

1. Cars must be parked in designated spaces. All student cars are to be parked west of Building 400. Staff members and school vehicles have priority for parking spaces over a student. Students are not to park in any parking space that is labeled reserved or visitor.
2. The parking lot is designed to be entered from Horne Street and exited through the gate on to Hobson Street.
3. Sequoia Schools cannot assume liability for damages to property on the Sequoia School campus. Only students who possess a valid driver's license are permitted to drive to school and park in the school's parking lot. Vehicles are required to be licensed and insured and free from any offensive language, pictures, etc. The school is not responsible for the automobile, its contents, or any damage to private vehicles.
4. Students are not to visit cars or the parking lot during the school day. Cars are not to be used for books/equipment storage during the school day.
5. Sequoia School is a closed campus. Students are not to leave campus during the day unless they have an off-campus pass for a specific purpose **as approved by a parent and school administrator.**
6. Student vehicles may be searched if there is reasonable suspicion that they are in possession of illegal, dangerous, or inappropriate items or substances. A student's refusal to cooperate with such a search may result in suspension or expulsion. By signing this form and parking your vehicle on Sequoia School campus you give consent to search.
7. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, fines and/or suspension from school may result when these regulations are violated.
8. Students are responsible for notifying the school if they change cars during the school year and for the proper registration of each vehicle.

Student Signature

Date _____

Parent Signature

Date _____

SEQUOIA SECONDARY SCHOOL
SIGN -OFF SHEET

Dear Parents/Guardians and Students,

Please read the following pledge and sign:

As the parent or guardian of this student, I pledge that I have read this handbook with my son/daughter. Together we acknowledge our understanding and acceptance of all the policies and procedures of Sequoia Charter School contained in this planner/handbook.

Our signatures below also signify our acceptance of the Technology Use Agreement, Fees Schedule, Automobile Agreement, Visitor Policy, and Photo/Video Permission. We further acknowledge we understand the requirements for graduation and the grading scale. Sequoia Charter School has taken precautions to minimize network access to inappropriate material. However, we also recognize it is impossible for the school to restrict access to all questionable materials and as such we will not hold them responsible for materials acquired on the network. We acknowledge being informed that the classroom books furnished to this student by the school are for this student's use. The books do not belong to the student and it is agreed they will not be defaced in any way. If these books need to be replaced, the replacement cost will be the responsibility of the student/parent. It is agreed that all books will be returned prior to the last day of school.

We acknowledge the levels of discipline as outlined in the Discipline Guide, and will respect the schools authority to handle matters of discipline.

After signing, carefully remove this page from the handbook section. Your son/daughter is required to return this page to their Homeroom teacher the first day of school. If you have any questions concerning any of the information in the handbook section, please call Sequoia Charter School at (480)-649-7737. Failure to return this form could result in denial of certain privileges on campus, such as use of the computers. These policies and procedures may be revised at the discretion of the administration if deemed in the best interest of the school. If revisions are made, you will be notified immediately.

(Print Student's Name)

(Student's Signature)

(Date)

(Print Parent's Name)

(Parent's Signature)

(Date)