



“WHERE EVERY CHILD IS KNOWN.”

**STUDENT PLANNER
2018- 2019
GRADES 7-12**

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Secondary Administrative Team

Mrs. Diane Silvia

Secondary Principal

Mrs. Lauren Wong

Dean of Assessment and Accountability

Mr. David Berube

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Mr. Nate Wong

Athletic Director

Pathway's Mission Statement

Our mission is to cultivate a community of **EXCELLENCE** through **PRIDE and APPRECIATION** for our surroundings, education, and self.

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 Pathway Academy 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.

INTRODUCTION

Sequoia Pathway Academy 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 Pathway Academy teachers have implemented Lunch Detention and Wednesday Refocus School Programs 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

PURPOSE OF STUDENT HANDBOOK

The purpose of this student handbook is to take a straight forward approach in outlining the school's high, yet reasonable expectations for its students' academics, behaviors, dress, and overall character while on campus or at school sponsored activities. Questions and any clarity desired regarding the definitions and interpretations of the following pages are welcomed by Sequoia Pathway Academy's administration, given that it is a respectful and proactive approach. Ultimately, the purpose of this handbook is to serve as a referenced outline of the expected behaviors that will enable a safe and positive environment. We take pride in communication and this will be one example that will differentiate our school from others.

POLICIES AND PROCEDURES

The policies and expectations that have been developed to regulate the operation of Sequoia Pathway Academy are the backbone to our culture, which is a safe and respectful environment. Students and parents are expected to be familiar with these policies and return a handbook acknowledgment form at the start of the year. All policies and procedures fall within approved Edkey Inc. standards and can be referenced at www.sequoiaschools.org, and www.sequoiapathway.org.

**SEQUOIA PATHWAY ACADEMY
BELL SCHEDULE
2018-2019**

**GRADES 7-12
HIGH SCHOOL
MONDAY-THURSDAY**

HOUR	TIME	DURATION
Advisory	800 - 8:10	10 MIN
1	8:10 - 9:10	60 MIN
2	9:14 - 10:14	60 MIN
3	10:18-11:18	60MIN
4A	11:22-12:22	60 MIN
4B HS LUNCH	12:26-12:52	30MIN
5	12:56 - 1:56	60 MIN
6	2:00 -3:00	60 MIN

**JUNIOR HIGH
MONDAY-THURSDAY**

Hour	TIME	DURATION
Advisory	8:00 – 8:10	10 MIN
1	8:10-9:10	55 MIN
2	9:14-10:14	60 MIN
3	10:18 11:18	60 MIN
4A JH LUNCH	11:22 – 11:48	30MIN
4B	11:52-12:52	65 MIN
5	12:56-1:56	60MIN
6	2:00-3:00	60MIN

FRIDAY EARLY RELEASE - GRADES 7-12

HOUR	TIME	DURATION
Advisory	8:00 - 8:10	10 MIN
1	8:10 – 8:47	37 MIN
2	8:51 - 9:28	37 MIN
3	9:32-10:09	37 MIN
5	10:13-10:50	37 MIN
6	10:54-11:31	37 MIN
4A	11:35 – 12:07	32 MIN
HS Lunch	12:10 - 12:30	20 MIN
JH Lunch	11:34 – 11:57	23 MIN
4B	12:00 - 12:30	30 MIN

SEQUOIA PATHWAY ACADEMY POLICIES AND EXPECTATIONS

ENROLLMENT

Admission to an Edkey school is based on space and program availability. All Edkey schools are non-profit, public charter schools. 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 deadline in order to secure space for the following school year. Without a completed re-enrollment form your child's spot cannot be guaranteed. 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 when space becomes available.

SCHOOL HOURS

School hours for the traditional model are from 8:00 am to 3:00 pm. Students who are not attending supervised activities are expected to leave campus immediately after the end of their session. Students staying for supervised activities are expected to be picked up within 15 minutes of the scheduled dismissal. All Friday's will be partial days for teacher Professional Development, school will end at 12:30.

VISITORS

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 students are not allowed to visit the campus while school is in session. Resistance to leave campus will result in the notification to police.

ATTENDANCE

Regular attendance is one of the most important factors determining success or failure in school. Arizona state law requires that all students be in attendance at least 90% of the school year in order to receive credit for the year. State law does not take into account whether absences are excused. In the eyes of the law, 90% means 90%, regardless of the reason for the absence. We have a 180 day school year at Pathway, which means your student can have no more than 9 absences each semester. Daily attendance is the responsibility of the individual student and his/her parents or guardians. Parents and students are responsible for requesting make-up work when absent, within the time specified by classroom policy. Students are required to complete and submit work dependent on the number of days absent from school (example: absent one day, student has one day to make up work).

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

1. After three absences the student will have a conversation with an administrator to discuss possible solutions and action steps to help reduce absences.
2. 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.
3. Junior High students who have an absentee rate greater than 5% or a total of **nine** (9) days (excused or unexcused) may be placed on an attendance contract. In accordance with ARS 15-901 (A)(1) students that are absent for **ten** (10) consecutive days will be withdrawn from school.

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

1. Three Absences: After three absences per class period per semester (including both excused and unexcused absences), the office will notify the parent/guardian by phone or mail.
2. Five Absences: After five absences the administration will meet with the student to discuss possible solutions and action steps to help reduce absences.
3. A student who has nine absences (excused or unexcused) from a class within a semester should be withdrawn from that class and assigned to a non-credit study hall. The student will lose credit for that class but may recover the credit during summer school.
4. High School students who have an absentee rate greater than 5% or a total of **nine** (9) days (excused or unexcused) may be placed on an attendance contract. In accordance with ARS 15-901 (A)(1) students that are absent for **ten** (10) consecutive days will be withdrawn from school.
5. 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.

TARDINESS

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

CONSEQUENCES FOR TARDINESS – Junior High and High School

1. Student tardiness will be documented in our PowerSchool system and will be issued an after school detention for each tardy violation during periods 2-6.
2. A first period tardy may be excused **three** (3) times per semester by a parent/guardian within 24 hours of tardy violation.
3. Students that earn five tardies in a quarter will receive a one day out of school suspension. Students with 10 or more tardies within a quarter will be placed on an attendance contract.
4. All students who arrive late to school must check in at the junior high/high school front office.
5. Excessive tardies will result in a student being dropped from a high school credit-bearing class.
6. Students who show up for class more than 10 minutes late will be marked as an unexcused absent.

JUNIOR HIGH HONOR ROLL AND GRADING

The Honor Roll for middle school students 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 (All A's)

Junior high grades (core subjects) are based on a semester-long grade. Students will receive a grade at the end of each semester. If a student fails two or more core subjects as a final grade, he or she will be susceptible for retention.

HIGH SCHOOL ACADEMIC LETTERING

All 9-12th grade students have the opportunity to earn a varsity letter in Academics for exceptional academic performance. The criteria for earning an academic letter are as follows:

- Freshmen: A cumulative unweighted grade point average of 3.8
- Sophomores: A 3.8 cumulative unweighted grade point average or be in the top 5% at the end of the 4th semester.
- Juniors: A 3.8 cumulative unweighted grade point average or be in the top 8% at the end of the 6th semester.
- Seniors: A 3.8 cumulative unweighted grade point average or be in the top 10% of the class at the end of the 7th semester.

High school grades are based on a semester long 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 one-half credit upon passing a class for the semester. Each semester is separate and equal from one another. Quarter grades are merely a “snapshot” that a student has earned within a quarter time period.

GRADE SCALE

Mark	% Equivalent	GPA
A+	98-100	4.33
A	93-97	4.0
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.0
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.0
C-	70-72	1.67
D+	68-69	1.33
D	63-67	1.0
D-	60-62	0.67
F	59 or below	0

CLASS RANK

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 seventh semester of high school. Class rank is determined by a calculation of student cumulative GPA.

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. Discipline and attendance history will also be taken into consideration. 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. Advanced Placement Courses (A/P) and College Courses will receive one extra added value point.

REQUIREMENTS FOR EARLY GRADUATION

Students electing to graduate outside of their assigned cohort are not eligible to receive a class ranking. Students are not eligible for valedictorian/salutatorian honors. It should be noted that students graduating early are often ineligible for scholarship opportunities. Administration reserves the right to determine eligibility for participation in any senior activities and/or privileges.

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.

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.

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 7-12 are required to take Arizona's state assessment AzMERIT. 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.

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 disadvantage 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.

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

- Information on teacher qualifications and certifications is available in the school office.

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.

Policies and Expectations for Sequoia Choice/AZDL Online Coursework and Online Credit Recovery

- Students must log-in and work on online classes every day they are at school.
- Students are required to submit their weekly progress to their lab advisor.
- All online courses are meant to be a semester long; this means no courses will be extended past the 18 week mark. Courses started by August 15th must be completed by December 15th, no exceptions. All online semester 2 classes must be completed by May 15th, regardless of start date.
- All students must be at 50% completion or greater by the 9th week of their course. Failure to do so will result in a two-week probationary period where they will be given a chance to catch up. Failure to catch-up at the end of the two week period will result in your student being withdrawn from the class.
- Online classes require maturity, self-discipline, and self-management. It is the student's responsibility to stay on track with their online course, and to reach out for help if they are falling behind.
- If a student has not logged into a course for 3 weeks, they will be dropped from the course unless there is a medical excuse.
- You must notify your lab advisor when you complete a course. If you need the second part of a course, you should request that course as soon as you complete the first section.

POWERSCHOOL

Parents will be assigned a confidential access code to PowerSchool that will allow 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. To take advantage of this powerful tool, parents should go to edkey.powerschool.com and enter their ID and password. You can receive your ID and password from the front office.

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.

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 your contact information updated with the school office to ensure timely delivery of important news and events.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (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.

If you do not want your son/daughter's information disclosed please complete a formal request in the front office.

CONSIDERATION FOR JUNIOR HIGH RETENTION

In instances where a child has not shown sufficient maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, the student will be required to attend summer school and/or repeat the grade. At our school, we will convene a retention team when a student receives more than one failing grade per semester in core subject areas.

This team will consider the following prior to making a decision:

1. Careful consideration of the child's growth in all areas of school work;

2. Careful study of test results;
3. Conferences with teachers and parents.

THINGS TO LEAVE HOME – ELECTRONICS

Due to the increase in cyber-bullying, distractions, misuse and disrespect, mobile phones and iPods players are NOT ALLOWED at Sequoia Pathway Academy outside of the outlined criteria below. Students are welcome to use the office phone and classroom phone, with teacher discretion, if they need to call home. Parents should call the high school office if they need to get in touch with their student during the school day and a message will be relayed. Students may use such devices before and after school, during passing periods, and at lunch.

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately and we encourage our teachers and our students to use electronics to supplement instruction and learning. The cell phone/electronic devices policy for Sequoia Pathway Academy is as follows:

In order to protect the integrity of instruction and minimize classroom distractions, students will place their cell phones in a designated area in the classroom for the duration of the class period. Students are not permitted to retrieve their phones without teacher permission and may not bring cell phones to the bathroom. If students are found using a phone on campus during class time, a staff member will confiscate the device.

Cell phones/electronic devices may only be used for educational purposes in the classroom setting per the instructor's direct approval and instruction, during passing periods and at lunch.

Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

First Offense - the device will be held in the front office until the end of the school day. Students may pick up their phone at the end of the school day and will be issued a detention.

Second Offense - the device will remain in the main office until the end of the school day. An administrator will assign a detention and/or a Friday School, and establish parent contact. Student will be issued a detention. **Phone may only be picked up by a parent.**

Third Offense - the device will remain in the main office until a parent/guardian is able to personally pick up the phone from the office. The administrator will issue a suspension. After the third offense administration reserves the right to limit student use of cell phone on campus.

Please note: If a student has any electronic device damaged or stolen, no administrative time will be utilized to investigate the incident nor will the school take any financial responsibility for such devices.

SKATEBOARDS, SCOOTERS, ROLLER BLADES, AND BICYCLES

Students are not allowed to ride skateboards, scooters, roller blades, hoverboards or bicycles on campus at any time. These items must be "walked" when on campus. The school is not liable for theft or vandalism of personal property.

LEAVING THE SCHOOL GROUNDS/CLOSED CAMPUS

1. Once a student has entered school grounds he or she must remain on campus at all times unless checkout procedures are followed.
2. Sequoia Pathway is a Closed Campus for lunch. This includes students not being allowed to "order in" lunch or have lunch delivered by a family member. No students are allowed to leave campus for lunch unless they have been signed out, by a parent/guardian.

3. As a closed campus, the front office will not accept deliveries for students, such as flowers, balloons, etc. during the school day.
4. A one-day suspension will result if a student leaves school grounds without permission.

LEAVING A CLASSROOM

Students are expected to remain in class. **All students are required to have a designated lanyard issued by a staff member for movement on campus. Any student without a lanyard will be approached by staff for verification of hallway/campus use.** A suspension may result if a student walks out of class without permission.

COMPUTER AND INTERNET USAGE POLICIES

Sequoia Pathway Academy firmly believes in the educational value and applications of technology through computers and the Internet. In particular, our high school lab and the blended learning program enables students to have access through many core, elective and collegiate courses. *Our lab and access to such courses is a privilege!*

Sequoia Pathway 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 Pathway, a student and his/her parents/guardian must agree to abide by the Edkey, Inc. Technology Responsible Use Policy. This form will be signed by both the student and the parent. This document will remain in the students file in the office.

Main Points of Technology Agreement for all students as follows:

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 Pathway 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 Pathway computers 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.
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 or removed from the lab resulting in loss of credit.

EXTRA-CURRICULAR ACTIVITIES AND SPORTING EVENTS

To be eligible for participation in extra-curricular activities, a student must be passing all subjects each week with a **minimum 2.0+ GPA, with NO Failing grade.** The grade for each subject will be calculated on Fridays, based on grades through Thursday, by averaging all grades in that class. Students who are not meeting such criteria will not be eligible to participate in competitions before, during, or after school until that the minimum required is met.

Students, who desire to participate in extra-curricular activities after school including practice sessions, must be in attendance at school by the beginning of 5th period on the day of the activity. This is for students who are enrolled in a full eight 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 principal. The above conditions do not apply to field trips which are part of class assignments.

Students who are on suspension, or have been expelled from school are ineligible to participate in any activities until the suspension or punishment has been served. Furthermore, if a student is suspended from school, he or she will miss the next scheduled game or competition. If the student is suspended twice or more during a season, that student will be removed as an active member of that team or group. If a student is removed from a team, it is up to the discretion of administration and athletic director whether or not he or she will be allowed to participate on another team in the same school year.

Athletic Department Mission Statement - It is the perpetual purpose of the Athletic Department to support and administer interscholastic sports as a supplement to academic curriculum and citizenship development. The Department believes the lessons learned through sports, including sportsmanship, cooperation, commitment and the results of hard work will develop balanced students and lead to enhanced performance in the classroom as well as in the community. The Department views athletic participation as not just as a privilege, but also a key component to the mental and physical growth of Pathway students.

Student Athlete and Parent/Guardian Conduct - Student athletes and their families are required to conduct themselves pursuant to the Athletic Department's Mission Statement at all times during practices and games. Student-athletes and their fans are subject to removal or suspension from athletic events at the discretion of the Athletic Director, Principal, and/or Dean of Discipline for conduct (on or off-campus) that is deemed detrimental to the school and Athletic Department.

"Your kid's success or lack of success in sports does not indicate what kind of parent you are. But having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient and tries their best is a direct reflection of your parenting."

INSURANCE

Sequoia does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their student's insurance.

FIELD TRIPS

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 field trip permission slip must be turned in one week prior to the date of the field trip. Inappropriate behavior during a field trip is subject to Sequoia Pathway's regular day discipline policies and procedures. Some field trips may require particular grade limit constraints. Teachers and administration reserve the right to add additional requirements in order to participate in field trips.

LOST AND FOUND

Lost and Found items are stored 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 stored in the front office.

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 principal for approval prior to distribution.

FIRE ALARMS/BOMB THREATS/FALSE REPORTS

Students or persons reporting and/or creating false fire alarms, bomb/shooting threats or potentially harmful reports will be disciplined both internally and by notification of the police.

FIRE DRILL/LOCKDOWN PROTOCOLS

In the event of a situational lockdown or fire drill for student safety reasons parents will not be allowed to enter campus. The use of cell phones during drills is strictly prohibited. We ask parents to please understand that the school protocols are designed to ensure the safety of all students during an emergency situation.

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 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.

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.

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.

CONTRACT OF EXPECTATIONS

Sequoia Pathway is dedicated to providing a safe, nurturing atmosphere of respect that fosters a love of learning. To this end, parents and faculty have developed the Contract of Expectations that the parents and students will both sign. These policies and expectations are in effect during school hours, within the vicinity of the school and during participation in any school activity.

Expectation 1: All students will respect and obey the law.

Expectation 2: All students will respect the property of others.

Expectation 3: All students will demonstrate respect for ideas, beliefs, cultures, individual differences of others.

Expectation 4: All students will respect the privilege of education.

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 Pathway Academy. These policies are in effect during school hours, within the vicinity of the school and during participation in any school activity and abide by Edkey, Inc. policies and procedures which can be found at sequoiaschools.org.

- Sequoia Pathway 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.
- A student who has been suspended or long term suspended or has withdrawn pending a disciplinary action from Sequoia Pathway, 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.
- 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.
- 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.
- A student may be required to undergo alcohol or drug screening if there is reasonable suspicion of substance abuse. A positive test result or a student's refusal to submit to such a test may result in suspension or expulsion.
- The student and a parent are required to attend a conference with the Principal, Dean of Discipline, or Principal to discuss readmission following a five-day suspension. *A student who is readmitted may be placed on probation/behavior contract. Any misconduct occurring during the probation period may result in expulsion.*

HOMEWORK, CLASSWORK, GRADING AND STUDENT ASSESSMENT POLICY

- In the case of any school absences that fall within what is deemed to be allowable, students have an equal amount of day(s) to make up any missed work.

1. Ex. 1 – If a student misses a day of school, the student should receive one additional day to make up the assigned work. This, however, is not true in ALL situations such as in the case of a project and/or assessment that has been assigned for a length of time.
- No late work will be accepted in any course that exceeds one week (7 calendar days) in tardiness. Teacher policy will take precedent.
 - Math Practice Non-negotiable: Students that do not complete regularly assigned math practice will be required to attend after school tutoring to complete the assignment that same day and/or Friday School.

ACADEMIC DISHONESTY

Academic integrity is crucial to the learning environment at Sequoia Pathway because it ensures quality students who are responsible for their own thinking. Cheating, plagiarizing, or lying prevents students from thinking critically and analyzing content-area materials. As a means of clarifying the concerns of academic integrity, “cheating” and “plagiarism” are defined below.

Note: The italicized information is taken directly from the Goldey-Beacom College in Delaware. Website: <http://goldey.gbc.edu/advisement/honorcode.html#dishonesty>

A. Cheating: An act or attempted act by which a student seeks to misrepresent what he/she has mastered on an academic exercise. Cheating includes but is not limited to the following examples:

1. *Using unauthorized materials to complete an exam or assignment;*
2. *Programming of notes, formulas, or other aids into a programmable calculator or electronic dictionary without prior authorization OR using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain unauthorized information during an exam;*
3. *Copying computer files from another person and representing the work as your own; changing, deleting, and adding to the programs, files and data without authorization of the owner. B. Plagiarism: The inclusion of another’s words, ideas, or data as one’s own work. This covers unpublished as well as published sources. Plagiarism includes, but is not limited to the following examples: 1. Quoting another person’s words, sentences, paragraphs, or entire work without acknowledgement of the source or proper use of quotations; 2. Using resources without documentation on a task that is to be completed without resources; 3. Copying, or allowing another student to copy, a computer file that contains another student’s assignment, and submitting it, in part or in its entirety, as one’s own;*
4. *Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one’s own individual work;*
5. *Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data.*

- **First Offense:** 1. The teacher will explain the infraction and consequences to the parents of the student(s) involved; 2. The incident will be referred to administration for documentation; 3. The teacher may utilize but is not limited to one of the following options: The student will receive partial credit on a revised assignment specified by the teacher; the student will receive no credit on the assignment and/or have no opportunity to make up the assignment; a reminder to the student(s) of the policy and the consequences of subsequent infractions.
- **Second Offense:** 1. The teacher will contact the parents for a conference with the student(s) to explain the infraction and the consequences; 2. The student(s) will receive a “0” on the assignment and the term grade will reflect this score; 3. The incident will be referred to administration for documentation; 4. A reminder will be given to the student(s) of the policy and the consequences of subsequent infractions.
- **Third Offense:** 1. The teacher will set up a conference to include the parents, student, administrator, and/or counselor to explain the infraction and the consequences; 2. An administrative referral will be written for disciplinary action

DRESS CODE 7-12

The purpose of Sequoia’s dress code is to minimize distractions to learning and promote positive, modest choices in dress. Our dress code standards are meant to be conservative. 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. Violations of Dress Code Standards are covered in the discipline system.

It is our goal to remain as consistent in dress code as possible. Families should be cognizant of what is acceptable to wear to school. If a student is in violation of the dress code, the parent will be notified and expected to bring another option of dress to their student. The student will not be permitted to return to class and will be marked “absent” from class until this happens. This absence will count against the student’s attendance. Habitual offenses towards dress code could result in further disciplinary actions. Any concerns or confusion regarding dress code needs to be directed to school administration.

Specific standards are covered in the following:

1. Clothing that is bought or deemed “fashionable” with holes, may be worn pending the approval of the administration. Generally speaking, holes in jeans may not exceed one inch in diameter and cannot be in the upper thigh area of the garment. Inappropriate showing of skin or undergarments through holes is unacceptable.
2. Gang paraphernalia including, but not limited to, bandannas, hairnets, clothes with obvious gang colors or markings and any other clothing, hair and/or accessories identified as gang related as trends continue to change may not be worn.
3. Clothing with chains may be worn if the chains are attached or sewn to the clothing and are not hanging free.
4. Sunglasses, baseball caps, hats, hoods or visors may be worn to and from school and during outside activities. They may not be worn inside any building.
5. Shirts or T-shirts must cover the waistband of pants, or stay tucked-in to the waistband of the pants, with no midriff or lower back exposed at any time. Button up shirts must be completely buttoned with an exception of the top collar button.
 1. FEMALES: Shirts must meet the minimum requirement of covering the area that meets the upper-shoulder (tank tops” are NOT allowed) and must fit closely under the armpits. Low-cut necklines are not acceptable. No tube tops are allowed, nor are any shirts that may expose one’s midriff, back or side skin and this includes when the student raises his or her hand(s) in class. No part of a bra or bra straps may be exposed. This includes bras deemed as layering pieces such as sports bras and cage bras.
 2. MALES: All shirts must have sleeves and at least cover the shoulder.
6. Pants and Shorts
 1. FEMALES: Shorts and skirts must pass the “pointer finger” rule, which means that the clothing may not be shorter than where the student’s pointer finger touches the leg when the arm is hanging straight down. Yoga” and knit pants may be worn but must fit appropriately (administrative discretion). Clothing that restricts movement is not acceptable. Tights and leggings may be worn under proper length shorts, pants, skirts and dresses that comply with dress code.
 2. MALES: Extremely baggy/saggy style shorts or pants showing underclothing, are not acceptable. The fact that a student may wear an excessively large shirt in attempt to hide the baggy pants does not negate the fact that pants or shorts are deemed to be baggy. All pants/shorts must fit around the waist and be properly fastened. The length of the pants should be appropriate for the height of the student, not hinder walking or running.
7. Inappropriate, suggestive, or obscene language, advertisements or images including violence, drugs, alcohol, tobacco, sex, nudity, occultism, gang symbols, racism, sexism or other possible offensive symbols are not allowed on any article of clothing or on any item brought to school.
8. No house slippers, regardless of sole, or any foot coverings that appears to be unsafe for everyday activity may be worn. Sandals are allowed but must have sufficient covering to

remain on the foot during normal school activity. Soles and heel of shoes or sandals may be no higher than two inches.

9. Facial piercings are limited to a single stud or small hoop in the nose. All other facial piercings are not allowed, examples are but not limited to lip, tongue, eyebrow, chin, and cheek. Earrings and all other jewelry should be moderate in size and amount worn so as not to be a distraction or pose a safety hazard for the student.
10. No spiked accessories are allowed. This includes earrings.
11. Appropriate grooming and hygiene standards must be met. Hair must be neat, clean and compliant with goals in any educational setting. No Mohawks, long spikes (longer than 2 inches) streaking, tipping and other hair-coloring treatments and styles may be considered out of dress code if they are deemed distracting to learning by teachers. Exceptions in hair coloring may be made for plays, parties or other school events with safety and modesty being a priority.
12. No transparent or see-through clothing is permitted.
13. No trench coats, long coats, or coats whose bottom hem is below the knees are allowed.
14. Pajamas (and pajama pants) and all other types of sleepwear are not permitted. Exceptions may be made for school events and parties. Blankets and slippers may not be worn at 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.

Administrative Discretion

Sequoia Pathway Academy administration has the final decision whether a garment or accessory meets the dress code. Parents will be notified if a student is in violation of the Sequoia Pathway dress code. Students may be asked and will be expected to fulfill any reasonable request by administration. Additionally, continuous disregard of dress code could result in a suspension.

DISCIPLINE AND ATTENDANCE POLICIES SEQUOIA PATHWAY CHARTER SCHOOL

PHILOSOPHY

The Board of Education believes that the primary obligation for developing self-discipline, responsibility and respect for other people rests with the home and the parents. Children who have developed these qualities usually progress well in school. The school is also 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. 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.
- Be in communication with the front office with any anticipated absence or tardy.
- 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.
- Assist their student in being healthy, well groomed, and clean.
- 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 online.
- Maintain current telephone numbers including home, work, cell phone, and emergency contact numbers. If these change, please call (520) 568-2112.

**STUDENTS
SHOULD:**

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

**TEACHERS
SHOULD:**

- Set high expectations for student learning and achievement.
- Maintain a positive and safe learning environment.
- Provide a flexible curriculum to meet the needs of all students.
- Utilize a discipline program based upon fair and impartial treatment of students.
- Develop a positive working relationship among staff and students.
- Establish and maintain regular communication with parents.
- Seek to involve the entire learning community in order to improve the quality of life within the school and community.

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

Arizona State Statute (A.R.S. 13-3620) requires schools and school employees to report criminal activity to local law enforcement. Suspected child abuse is not something school employees can ignore. Apparent non-accidental injury, sexual molestation, abuse, neglect, and crimes against children are required by law to be reported to local law enforcement and the Department of Child

Safety. Recent changes in the law require schools to report threats, or rumors of threats against schools, students, and school personnel. Schools must also report incidents of non-accidental injury, which might occur during altercations at school.

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.

DEFINITIONS

Bullying: Sequoia Pathway 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.

Definition: Use of superior strength or influence to intimidate someone typically to force him or her to do what one wants. *A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.*

Cyber Bullying: Electronic posting of mean-spirited messages about a person (as a student) often done anonymously. Typically, cyber bullying is seen through text (SMS and MMS) messages and social media avenues such as, but not limited to, Facebook and Twitter. As the access and availability of such technology has dramatically increased over recent years, it has been a challenge to keep up with this trend.

As a school, we understand students to be extremely savvy in their use of such technology and while most intentions are good, we have found that not all students understand the impact and lasting impression of such actions. In past years, it has been policy that a student's life and any conflicts outside of school are deemed personal and it does NOT involve the school. However, it has become extremely apparent that this is not the case as it nearly always affects the daily life of school for said individuals.

It is now the policy of Sequoia Pathway Academy (grades 7-12) that in the scenario of any cyber bullying taking place between Pathway students, it will be considered and handled as a school matter and in alignment with our student behavior policies.

As parents, Sequoia Pathway encourages you to be leaders in this charge. Please be cognizant of what you post on social media sites for the sake of modeling such behaviors for our students.

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

Detention: Detention will be held at lunch or after school. Lunch detention will last for the entire lunch period; however students will be given an ample amount of time to eat during the detention. A detention may be given to a student for reasons including, but not limited to, tardies, disrespect, insubordination, or failure to follow reasonable requests which are defined by Sequoia Pathway Academy. A student's failure to report to detention on time will result in receiving another detention. After two missed detentions the student will be required to serve Friday School. If a student receives five detention in a five-week timespan they will receive a one day of in-school suspension.

Friday School: Generally students are assigned to Friday School failing grades in core subjects or due to behavioral acts that do not warrant a suspension.

Suspension: The act of prohibiting a pupil from attending school and school-related activities for a period up to ten (10) school days.

Reverse Suspension: A parent or guardian will accompany the student throughout the school day on campus, this can be used in place of in-school or an out-of-school suspension. This type of suspension allows all parties to observe classroom and campus operations throughout the day. This will only be used with administrative discretion.

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 in the location of the in-school suspension if they have paid for one. The student will receive schoolwork and/or homework that is assigned by their teachers.

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

Friday School Guidelines

1. Students are assigned Friday School from 12:45 P.M. – 2:45 P.M. on Friday afternoon as deemed necessary by administration. Students must arrive on time! There will be NO admittance after 12:50 P.M. Failure to report without a valid reason approved by administration will result in a **minimum** one day out-of-school suspension starting the following day (not to exceed five days). Friday school will dismiss at 2:45 pm, students must be picked up promptly by a parent/guardian or leave the school grounds.
2. Friday school and/or further disciplinary action may be assigned to a student for the following conduct: tardiness, absenteeism, excessive detentions, and low academics.
3. Friday School is a study hall intended to support student academics. Students are required to bring homework and/or study materials. Students are expected to complete homework, study for tests, and complete reading material that will positively affect their academics. Students that do not bring sufficient work will be given a packet that must be completed by the end of the Friday school session. In addition to individual assignments, students may be required to complete work assigned by a staff member, which provides tutorial assistance and/or decision making intervention strategies.
4. Students are notified verbally and in writing of assigned Friday school by an administrator. In addition, Friday school is documented in the student's behavior log and the parent or guardian is notified.
5. All school policies and rules apply at Friday school. Negative behavior such as, but not limited to, disrupting, insubordination, sleeping, and refusal to complete work will result

in dismissal from Friday school. An additional session or suspension will be issued to the student.

SCHOOL AND CAMPUS DISCIPLINE

The disciplinary consequences for each step are as follows:

- STEP 1:** Referral to Principal/Dean for a conference, incident recorded.
- STEP 2:** Referral to Principal/Dean for a conference. Notice sent to parents and after school detention.
- STEP 3:** (1+) day suspension Parent notification and written notice sent to parent..
- STEP 4:** (2+) days suspension. Parent notification and written notice sent to parents.
- STEP 5:** (3+) days suspension. Re-entry conference with student and parent.
- STEP 6:** (4+) days suspension. Re-entry conference with student and parent.
- STEP 7:** (5+) days suspension. Re-entry conference and re-entry behavior contract.
- STEP 8:** Expulsion hearing before the Board of Education.

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) or an in school suspension (ISS). With the exception of a fight or other actions that may warrant expulsion, a student may be put on behavior contract after a series of suspensions. 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. The exception to this series of disciplinary actions is a physical fight or any other action that may warrant expulsion.

With the discretion of the teacher, there may or may not be homework or make-up work provided in any case of disciplinary action that results in a suspension.

Administrative Discretion

The administration of Sequoia Pathway Academy reserves the right to have the discretion to determine the final consequence for any particular action or behavior.

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 every day.

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.

INFRACTION	STEP	SPECIAL PROVISIONS
A1- TRUANCY: Being absent from school without permission of parents and administrators.	3	Behavior Contract
A-2 UNEXCUSED ABSENCE: Failure to report to assigned classes	3-5	Behavior Contract
A-3 TARDIES: Not in assigned seat beginning of session	2	Behavior Contract
A-4 EXCESSIVE TARDINESS: 6 or more in a 5 week period	3	Behavior Contract
A-5 EXCESSIVE ABSENCES: 10 or more in an 18 week period	3	Behavior Contract or withdrawal from school

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	STEP	SPECIAL PROVISIONS
B-1 THREATENING/INTIMIDATING ACTS: 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.	3-5	Behavior Contract
B-2 FIGHTING/ASSAULT- Demonstrating hostile physical contact where one party inflicts harm on another.	5-8	Referral to police when appropriate. Behavior contract
B-3 DISRESPECT: To insult; call derogatory names; use obscenity toward, dishonor, or in other manner abuse verbally or in writing any member of the student body	3	Behavior Contract
B-4 BULLYING- Any repeated/ongoing form of physical, verbal, (e.g. threats, taunting, teasing, name-calling) Psychological (eg. Manipulating social relationships, spreading rumors) or Social media and cyberattacks.	5	Referral to police Behavior Contract
B-5 PROPERTY DAMAGE- Any physical damage to school or private property.	3-5	Restitution required through parental contact
B-6 THEFT: Stealing of items or being an accessory to stealing	5-8	Restitution required through parental contact, possible police referral
B-7: HORSEPLAY: Examples are, but not limited to tripping, shoving, punching while “just playing”	1-3	
B-8 SEXUAL HARRASMENT: Unwanted words and/or touches of a sexual nature.	5-8	Referral to police

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.

INFRACTION	STEP	SPECIAL PROVISIONS
C-1 INSUBORDINATION: The willful failure to comply with any lawful instructions or reasonable requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel.	2-8	Behavior Contract Expulsion
C-2 THREATENING/INTIMIDATING ACTS: verbally or by gesture threatening the well-being, health or safety of any member of the school staff.	5-7	Notify police Behavior Contract

C-3 ASSAULT: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	8	Notify Police
C-4 DISRESPECT: To insult, call derogatory names, dishonors, makes gestures, or in any other manner abuse verbally or in writing any member of the school staff.	4-5	Behavior Contract
C-5 DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE STAFF: Either on or off the school grounds.	5	Behavior Contract

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-maintained, clean and aesthetically 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.

INFRACTION	STEP	SPECIAL PROVISIONS
D-1 VANDALISM: The act of willful destruction of public property.		Behavior Contract
D-1A: Destruction to render unusable	5	Restitution
D-1B: Defacing damage requiring repair	4-5	Restitution
D-1C: Damage to printed material	3	Restitution
D-2 THEFT		
D-2A: Theft not serious enough to report to police (\$50.00 or less)	5	Restitution
D-2B: Major theft (\$50.00 or more)	6	Restitution
D-3 LITTERING	1	Clean-up
D-4 Defacing on desks, tables, walls	4	Clean-up, restitution
D-5 BREAKING AND ENTERING- To forcefully enter a school building or room.	5-8	Referral to police
D-6 LOITERING- To occupy a given area of which one is unscheduled or unpermitted to be present.	2-4	

E. PROTECTION OF THE 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.

INFRACTION	STEP	SPECIAL PROVISIONS
E-1 DETONATION OF EXPLOSIVE DEVICES	8	Referral to Police
E-2 FALSE ALARMS/THREATS	8	Referral to Police
E-2A The act of initiating a fire alarm or initiating a threat of violence, warning of a fire or other catastrophe without just cause.	,	
E-2B Bomb or shooting threat	8	

E-3 ARSON The willing and malicious burning or attempt to burn any part of any building or any property of the school or its staff and students.	8	Referral to Police
E-4 IMPROPER USE OF MOTOR VEHICLES E-4A Reckless driving. (texting or cell phone use) E-4B Unauthorized driving during the school E-4C Being in the parking lot during the school day without a pass.	3-6 3 1	Referral to Police when appropriate
E-5 POSSESSION OF WEAPONS IN SCHOOL BUILDINGS, ON SCHOOL GROUNDS ON SCHOOL RELATED TRANSPORTATION OR AT SCHOOL ACTIVITIES: Weapons include: firearms, a knife with a locking or fixed blade, a destructive device or a dangerous instrument.	8	Referral to police
E-6 POSSESSION OF SIMULATED WEAPONS: Simulated weapons are defined as an instrument, toy, or device that represents a weapon or firearm made of any materials that creates a replica or facsimile version. Any object such as a stick or finger concealed under clothing and portrayed as a firearm or weapon.	7-8	Referral to Police Behavior Contract
E-8 ABUSE OF TECHNOLOGY: Inappropriate use of internet through non-authorized websites,e-mails, postings, and social media.	3-4	Loss of technology use, removal from lab, behavior contract

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 non-prescription drugs, alcoholic beverages or tobacco is prohibited on schools grounds as well as at school sponsored activities.

INFRACTION	STEP	SPECIAL PROVISIONS
F-1 ALCOHOL, DRUGS F-1A- Possession of alcohol, illegal drugs, or drug paraphernalia F-1B- Selling or transmitting alcohol, illegal drugs, drug paraphernalia, or prescription drugs F-1C Under the influence of alcohol or drugs by obvious behavior and mood changes and/or the smell of substances on the person F-1D- Student observation of the use of drugs or alcohol F-1E- Use, distribution or under the influence of over the counter medication.	8 8 5-7 4 4-7	Referral to police Behavior Contract
F2 TOBACCO: Possession, use or distribution on school property	4	Referral to police, behavior contract
F3 VAPING DEVICES/E-CIGARETTES- Possession, use of or distribution of vaping/e-cigarette devices	5-8	Suspension, referral to police, behavior contract

G. OTHER DISCIPLINARY INFRACTIONS

INFRACTION	STEP	SPECIAL PROVISIONS
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G-1 REPEATED OR SERIOUS CLASSROOM DISRUPTION	3	Parent Conference Behavior Contract
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES	1-4	Possible Exclusion
G-3 CHEATING/PLAGERISM- Stealing a test, tampering with a grade book, copying work, (Administration and teacher discretion may be used)	3-7	Extreme circumstances may result in expulsion
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel)	4	
G-5 INAPPROPRIATE USE OF ELECTRONICS Cell phones, iPods or MP3 players (except for educational or medical purposes) and other inappropriate electronic devices.	1-3	Confiscated-required parent pick-up
G-6 ABUSIVE OR OFFENSIVE LANGUAGE: used in the presence of staff members and/or students including written notes or published material as well as vocal.	3-5	Behavior Contract
G-7 PUBLIC DISPLAY OF AFFECTION: inappropriate touching or embracing that would be considered a personal matter that should not be displayed in public.	2-5	Behavior Contract
G-8 DRESS CODE VIOLATION: not adhering to the published dress code for the school.	3-5	Behavior Contract
G-9 PURPOSE FALSE ACCUSATIONS AND/OR SLANDER TO STUDENT(S)/STAFF	3-7	Grounds for expulsion
G-10 REFUSAL TO COOPERATE IN SCHOOL INVESTIGATION: non-cooperation with school investigations or lying to school authorities in the course of an investigation.	8	Grounds for expulsion
G-11 GAMBLING: Participating in games of chance for the purpose of exchanging money or something of value.	3	
G-12 INAPPROPRIATE WRITTEN MATERIAL Notes, drawings, symbols, or other written representations that depict offensive scenes, dangerous acts, drugs/alcohol, racism	4-8	Behavior Contract
G-13 UNAUTHORIZED SALES Selling items without proper/prior approval from staff or selling stolen or lost goods.	3-8	Behavior contract Referral to police

Students are expected to drive and 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. Only students who possess a valid driver's license are permitted to drive to school and park in the school's parking lot. Vehicles driven on to the Pathway campus must be properly licensed, insured and free from offensive bumper stickers, window stickers or other materials that would be considered offensive through generally held beliefs.
2. Students are responsible for operating their vehicles safely and within the rules of school. Failure to do so may result in the loss of parking privileges on campus.
3. 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.
4. Students may not park their vehicles in the first two rows of parking spaces, south of the building. Staff member and school vehicles have priority for parking spaces over students. Students are not to park in any parking space that is labeled reserved for a staff member or school vehicle.
5. 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.
6. 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.
7. The speed limit for the entire length of the parking lot is ten (10) miles per hour.
8. Students are responsible for notifying the school if they change cars during the school year and for the proper registration of each vehicle.