

**Southgate Academy
Student Handbook
KG - 12th Grade**



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Updated 8/13/2026

FROM THE CHARTER FOUNDER'S PEN

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

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

At Southgate, we value all our community members, and your input gives us valuable information in organizing successful programs. At any time during the school year, should you encounter difficulties, seek out any of our trained professionals or any student council members, and as a team, we will do our best to assist with the situation. Remember, we are here to help in the achievement of academic success, and we welcome the opportunity to serve you in this capacity.

Sincerely,
Sherry Hasson
Charter Founder

STATEMENT OF NONDISCRIMINATION

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

Sylvia M. Calmelat
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SCHOOL MISSION

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

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

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STUDENT RIGHTS

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

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

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

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

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

Student Rights:

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

DEFINITIONS

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

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

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

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

A student has the right to an education without disruption as provided by law. Correspondingly, the student is not responsible for denying the right to an education to any other student or interfering with a teacher attempting to provide educational rights to other students.

A STUDENT HAS A RIGHT TO SUGGEST WAYS TO IMPROVE EDUCATION

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

A MARRIED OR PREGNANT STUDENT HAS THE RIGHT TO ATTENDANCE

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

A STUDENT HAS THE RIGHT TO PRIVACY

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

A STUDENT HAS THE RIGHT TO NOTIFICATION OF LAW ENFORCEMENT INTERVIEW

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

A STUDENT HAS THE RIGHT OF ACCESS TO PUBLIC SERVICE AGENCIES

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

THE RIGHT TO INSPECT AND REVIEW STUDENT EDUCATION RECORDS

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

THE RIGHT TO SEEK TO CORRECT THE STUDENT EDUCATION RECORD

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

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

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

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

THE RIGHT TO KNOW THE LOCATION OF STUDENT EDUCATION RECORD

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

A STUDENT HAS THE RIGHT TO EXPRESSION

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

STUDENT PUBLICATIONS

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

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

A STUDENT HAS THE RIGHT TO RELIGION

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

A STUDENT HAS LIMITED RIGHTS CONCERNING SEARCH AND SEIZURE

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

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

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

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

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

PROCEDURE FOR REDRESS OF RIGHTS (APPEAL PROCEDURE)

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

TITLE IX/ADA/504

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

NON-TITLE IX (NON-GENDER DISCRIMINATION) COMPLAINTS

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

MANDATORY REPORTING – ABUSE, AND NEGLECT

Arizona State law requires all education staff to report suspicion, of any form, of child abuse within 24 hours. This includes sexual abuse, physical abuse, emotional abuse, or neglect. Southgate Academy does not condone, conceal, or tolerate any type of abuse.

STUDENT RESPONSIBILITIES

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

STUDENT/PARENT CODE OF CONDUCT

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

SOUTHGATE ACADEMY STUDENT CODE

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

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

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

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A. OPERATION AND POLICIES

ARRIVAL AND DEPARTURE

SCHOOL HOURS OF SCHOOL OPERATION ARE:

7:30 am - 2:30 pm - Regular School Days (Monday-Friday)

School begins promptly at 7:30 AM, and students are expected to be seated and ready to start class at that time. Dismissal is at 2:30 PM on regular school days.

Title I After school programs operate from 2:30 PM to 3:30 PM on regular days

Gator Care for 5-6 year old operate from 3:30 to 4:30 PM

Boys & Girls Club operates from 3:30 to their end time (Parents/Guardians are responsible for student pick up)

GATE OPENS/CLOSES:

7:00 am – 7:20 am Morning- Daily

2:15 pm – 4:30 pm (Regular Release Day)

MORNING ARRIVAL

Classes begin promptly at 7:30 am. **Students should not be dropped off or arrive before 7:00 AM** (there is no supervision before 7:00 am) or remain on campus after 2:45 PM on Monday, Tuesday, Wednesday, Thursday, and 11:30 AM on Friday, except in supervised school-sponsored after-school activities.

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

After 7:25 am, all students are expected to be in their classrooms or the school building ready for the start of the day. You must park in the school parking lot to drop off students if you are going into the building, do not park along the curb or gravel area for safety purposes. Parking in handicapped spaces without the proper license plate or decals may also result in a parking violation. Southgate Academy will not be responsible for tickets incurred by parents or staff while on school property. School personnel will be visible in the front of the school to assist parents, monitor students, and help children in crosswalks in the parking lot in the designated area beginning at 7:00 AM.

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

AFTERNOON DISMISSAL

At the end of the school day, all students are taken to the designated pick-up area or dismissed to other assigned areas at which school-sponsored after-school activities are conducted. Students in after-school activities must have their belongings at the end of the school day before reporting to their activity; building and classroom doors may be locked after school. Unless enrolled in supervised afterschool activities/clubs or study halls, students should not be on campus past 2:45 PM. Students must be picked up in the designated area.

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

Most after-school programs will be announced at the beginning of the school year. **ANY STUDENTS REMAINING ON CAMPUS AFTER 2:45 PM MUST BE IN A SUPERVISED ACTIVITY or enrolled in the afterschool program.**

RELEASE OF STUDENT'S PROCEDURE

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

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

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

You will also need to provide:

A physical description of the person picking up the child. The person picking up the child will need to provide picture identification. Only the last four digits will be written down.

WITHDRAWAL FROM SCHOOL

Students who have withdrawn from Southgate Academy and wish to return to the same school must fill out the registration form. Students who have been withdrawn and granted permission to return will be placed on the waiting list if no space is currently available. A student who is withdrawing from school will receive a withdrawal slip from the Registrar's Office.

ATTENDANCE

Regular attendance is necessary for your child to progress in his/her academic studies. Southgate Academy defines excessive absenteeism as 10% or more of the enrolled school period marked as unexcused absences. Per Arizona School Attendance Law, students are required to attend school regularly. Parents and guardians are responsible for ensuring that their children attend school regularly. Parents and guardians are responsible for contacting the school within 24 hours of an absence or on the first day of a multiple-day absence to report it as excused. Additionally, if a pattern of truancy is determined, which includes repeated unexcused late arrivals or unexcused early checkouts, these accumulated trancies will be documented as unexcused absences. If your child is repeatedly absent from school due to illness, a doctor's note may be required for the absence to be excused. If excessive absences continue, you will be required to attend a Student Attendance Intervention Team meeting. At this time, the school will meet with the parents and guardians to discuss potential remedies. If this initial meeting does not resolve the problem, the school will implement frequent attempts at communication between teachers and parents, evaluation of alternative education programs, and attendance contracts as intervention strategies.

If the student fails to meet the requirements and agreements of the attendance contract, the student will be subject to withdrawal from Southgate Academy with a withdrawal code for attendance (W4). High School students having 12 or more unexcused absences in a semester in the same class may lose credit for that class. K-8 students having more than 12 unexcused absences each semester, or 20 or more unexcused absences throughout the school year may be subject to grade retention the next year.

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

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

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

ATTENDANCE PROCEDURES

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

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

ABSENCES

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

Excused Absence:

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

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

- A student who is temporarily ill or injured and has a doctor's excuse or written note from a parent or guardian.
- Any religious instruction or exercise takes place at a suitable place away from school property designated by the church or religious denomination or group. ARS 15-806
- A student who is absent for an extended period due to physical, mental, or emotional disability. (A doctor's excuse may be required for extended absences.)
- A student who is required by a legal body (i.e., court, juvenile authorities, or police.) and has a written document from the Probation Officer or other authority.
- A student who has a family emergency or hardship and provides written documentation.
- A student detained by extremely inclement weather, (i.e., Natural disasters, such as a flood.)

This School is required to keep verifiable records of the reason(s) for each student's excused absence(s). The school may require a doctor's note to be provided whenever a student is absent, late, or signed out early due to a doctor's appointment.

Unexcused Absence:

An unexcused absence shall mean any of the following:

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

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

Truant Absence:

A truant absence is:

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

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

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

INVALID REASONS FOR MISSING A CLASS OR SCHOOL

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

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

THIS IS NOT AN ALL-INCLUSIVE LIST

90 % OF SUCCESS IN SCHOOL IS SHOWING UP!!

EARLY RELEASE AND STUDENT SIGN-IN AND OUT POLICY

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

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

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

TARDIES

Any student who is not in the room when the class is scheduled to begin is tardy-unless they have a legitimate excuse (e.g., from an administrator). For first-period tardies, the parent/guardian must provide the reason for the late arrival too the school, and the school reserves the right to make a final determination as to whether a tardy is assessed or not. All assessed tardies (late arrivals and in-between class tardies) are subject to disciplinary action. Assessed tardies are behaviors that compromise the precious resource of instructional time.

COMMUNICATION (Parent – School – Student)

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

EMERGENCY CONTACT PHONE NUMBERS

All students must have a current emergency phone number on file to be enrolled at Southgate Academy. This information must be provided prior to the student’s attendance to ensure the school can promptly reach a parent or guardian in case of illness, injury, or emergency. Failure to provide accurate emergency contact information may delay a student’s enrollment or attendance. It is the responsibility of the parent/guardian to update as needed throughout the school year.

PARENT COMMUNICATION

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

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

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the best way is as follows:

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

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

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

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

Disrespectful or threatening conduct towards teachers, students, administrators, or other parents will not be tolerated pursuant to A.R.S. 15-507.

USE OF WIRELESS CELL PHONE DEVICE RESTRICTIONS

Students are strictly prohibited from using wireless communication devices during the school day.

Arizona law (House Bill 2484, A.R.S. § 15-120.05) prohibits the use of all electronic devices (cell phones, tablets, phone watches, etc.,) on school grounds during school hours.

Permitted Uses

Students may request to use the school landline for emergency communication during the school day, with prior authorization from school administration or a designated school official. In limited cases, a cellular device may be permitted for health-related reasons. A formal medical notification from a licensed physician is required. A Section 504 Plan will be developed to support the student's health and safety needs, including protocols for the use of the device.

Unauthorized use of devices may result in disciplinary action, including confiscation of the device, parent notification, or progressive disciplinary measures in accordance with the Student Code of Conduct.

ILLNESS, INJURY, AND MEDICATION POLICIES

Illness or Injury During the School Day

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

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

Prescription or Non-Prescription Medication

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

Before the school will administer medication, a parent/guardian must complete and sign a Medication Request Form. The following information must be provided; the name of the medication, the dosage, when the medication needs to be taken, and why the medication is being given. Medication Request Forms are available at the front desk or the Health Aide's office.

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

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

PLEASE PROVIDE INSURANCE CARDS. IMMUNIZATIONS

Prior to attending Southgate Academy, students must show proof of immunization unless they student is exempt from immunization. Students who are not exempt from immunization will be suspended until documentary proof of immunization is provided. Subject to the exemptions as provided by law, immunization against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Rubella (measles), Mumps, Rubella (German measles), Hepatitis B, Varicella (Chicken Pox), Hemophilus influenza b (Hib), and Meningococcal (for children aged 11 years or older) is required for attendance of any student in any school.

Exemptions to Immunizations:

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

The parent or guardian of the student submits a signed statement to the school stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunization and the potential risks of non-immunization, and due to personal beliefs, the parent or guardian does not consent to the immunization of the student; or The school receives written certification, signed by the parent or guardian and by a physician that states that one or more of the required immunizations may be detrimental to the student's health and indicates the specific nature and probable duration of the medical condition or circumstances that precludes immunization.

FIRE DRILLS, LOCKDOWNS, AND EVACUATION DRILLS

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

PERSONAL PROPERTY/LOST AND FOUND

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

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

Body Spray or other sprays, Lotion bottles, or tubes (Such as, ointments) are not allowed on campus

LUNCH PERIODS

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

Prohibited Beverages (Cans, Sodas, and Other Drinks)

Policy: Students are not allowed to bring:

- Soda or carbonated beverages
- Energy drinks
- Drinks in cans
- Any non-approved beverages

*Per the guidelines of the National School Lunch Program, students are **prohibited from ordering food from outside delivery services** such as **Uber Eats, Grubhub, DoorDash**, or similar platforms during school hours. This restriction helps ensure compliance with federal nutrition standards and supports the integrity of the school meal program.*

PEANUT/FOOD ALLERGY

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

SCHOOL CLASSROOM TELEPHONES

Students are not allowed to use classroom phones. Students can use the telephone in the administration building before school, during recess and lunch, and after school. Exceptions are made if an after-school event has been canceled, if they have forgotten their lunch, or for an emergency.

Students may request to use the school landline for emergency communication during the school day, with prior authorization from school administration or a designated school official. They may ask the classroom teacher for permission to go to the front office to use the phone during class time only for one of the reasons listed above. Students may not use personal cell phones during school hours.

VOICE MAIL

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

VISITORS, VOLUNTEERS, AND CLASS VISITORS

Southgate Academy allows parents and guardians of enrolled students and prospective students ("Parents") to visit, tour, and observe its classrooms. All visitors must check into the main office and obtain a visitor's badge. Visits, tours, and observations are by scheduled appointment only. Southgate Academy may refuse to allow any visit, tour, or observation that threatens the health and safety of students and staff. The following steps are required if for any Parents who wish to visit their child's classroom more than three times a year.

- Southgate Academy requires Parents to submit a fingerprint card to the schools for a federal and state criminal background check, **which will be valid for one calendar year only**
- To successfully complete the criminal background check, Parents must not have been convicted of, admitted committing, or be awaiting trial for allegedly committing any criminal or felony offenses against children or adults in the state of Arizona or in any other jurisdiction.
- Alternatively, Parents may obtain a fingerprint clearance card through the Department of Public Safety, **valid for 6 years**. Applications for this process are available on request at the school or by contacting the Department of Public Safety Directly at (602) 223-2279 for further assistance.
- Southgate Academy does not allow students' friends or relatives, including younger brothers and sisters that are not enrolled in Southgate Academy, to interrupt the daily academic schedule. At no time will teachers be allowed to set up an appointment with Parents during regular school hours.

Parent Campus Visitation Policy and Procedure

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

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B. ACADEMICS

CURRICULUM

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

MOVE ON WHEN READING (MOWR)

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

STATE STANDARDIZED TESTS

Students in Grades 3rd through 8th will take Arizona's Academic Standards Assessment in English Language Arts and Mathematics at their grade level:

- Students in Grades 4, 5, 8, and 11 will take the AzSCI Science test.
- Students in Grades 9 and 11 will take the ACT Aspire (Grade 9) and the ACT (Grade 11).

All students need to be in attendance on state testing days.

GRADING SCALE GRADES K-3

- (4) Exceeds the Standard** denotes superior academic performance on challenging subject matter reflected in the state content standards.
- (3) Meets the Standard** denotes solid academic performance and understanding of the state content standards.
- (2) Approaches the Standard** denotes a partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.
- (1) Falls Below the Standard** denotes a partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.

GRADING SCALE DEFINITIONS GRADES 4-12

A (90-100%) – Excellent

Consistently demonstrates outstanding understanding and application of course concepts and skills. Work exceeds grade-level expectations, is accurate, thorough, and completed with high quality.

B (80-89%) – Good

Demonstrates strong understanding and application of course concepts and skills. Work meets expectations, is generally accurate, and shows consistent effort and achievement.

C (70-79%) – Satisfactory

Demonstrates an adequate understanding of course concepts and skills. Work meets minimum academic expectations, though there may be some inconsistencies, errors, or areas needing improvement.

D (60-69%) – Limited

Demonstrates a partial understanding of course concepts and skills. Work falls below grade-level expectations and requires significant improvement in knowledge, skills, and/or effort.

F (Below 60%) – Unsatisfactory

Demonstrates insufficient understanding of course concepts and skills. Work does not meet minimum academic standards, and substantial improvement is needed to achieve proficiency.

REPORT CARDS

Report cards are issued twice a year, at the end of each semester (S1 and S2), while progress reports are distributed mid-semester during Quarter 1 and Quarter 3. Students in grades 7–12 receive quarter grades for tracking purposes, but official grades are recorded at the end of each semester. In addition to report cards, progress reports are provided midway through each quarter to keep parents and students informed of academic progress.

GRADING SCALE GRADES K-3

This is the standard grading scale:

Number Grade	Level
4	Exceeds
3	Meets
2	Below
1	Far Below

GRADING SCALE GRADES 4-12

This is the standard grading scale:

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

GRADUATION REQUIREMENTS

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

Subject	Credit Required
English or English as a Second Language	4 Credits
Mathematics	4 Credits
Science	3 Credits
History & Social Science	3 Credits
Fine Arts or Career and Technical Education	1 Credit
Elective Courses	7 Credits

SCHEDULE CHANGES/CLASS DROP/WITHDRAWALS

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

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

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C. CONDUCT AND DISCIPLINE

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

Students are expected to treat all school employees with respect. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated. Students do not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. No student has the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

CHEATING POLICY

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

DECLARATION OF RESPONSIBILITIES AND CONDUCT GOVERNING BOARD STATEMENT OF INTENT

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

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

DISCIPLINE

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

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

Consideration of Mitigating Circumstances

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

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

Definitions

The following definitions apply to the disciplinary options for violations of the Code of Conduct:

1. **"Suspension"** is the exclusion from school or individual classes for a specific period of time, after which the student has a right to return. Administrators may suspend students from school for ten days or less. Only the board has the authority to suspend a student from school for more than ten days.
2. **"Expulsion"** is the exclusion from school. Only the board has the authority to expel.
3. **"Discipline"** constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the school. Discipline shall not adversely affect students' specific academic grades, subjects, or graduation requirements as long as all required work is performed. Each day shall be considered toward the total number of days of absence.

Suspension may occur in any of the following forms:

- **Out of School Suspension-Short Term (OSS)** means a student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity and is excluded from entering all school facilities and premises during the suspension period, and from attending any school function either during or after school hours. Failure to abide by this requirement will lead to a possible police citation for trespassing.
- **Short-Term Suspension (Super Study or OSS)** is defined as a minimum of one (1) school day and a maximum of nine (9) school days.
- **Long-Term Suspension (OSS)** is defined as a minimum of ten (10) school days and a maximum of the remainder of one calendar School year.
- **Supervised Study (Super Study)** means the student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity. However, the student is permitted to remain in the school facility or on the premises in a location directed by the school facilitator or the facilitator's designee.

3 STRIKES, YOU'RE OUT POLICY

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

CLASSROOM CONDUCT/PROCEDURES

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

HALLWAYS, BATHROOMS, and CAMPUS AREAS CONDUCT

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

WIRELESS (CELL PHONE) DEVICES POLICY

In accordance with Arizona law (HB 2484 and A.R.S. § 15-120.05), Southgate Academy restricts student use of wireless electronic devices during the school day to support a safe, focused, and distraction-free learning environment.

Students may not use personal electronic devices, including cell phones, tablets, smartwatches, or similar wireless devices, during school hours unless specifically authorized for an educational purpose or other permitted exception.

Students are required to turn in cell phones and other personal wireless electronic devices upon entering school at the beginning of the day in accordance with Southgate Academy procedures. Devices will remain secured during the school day and returned as established by the school.

Students are expected to comply with Arizona law and Southgate Academy's Internet and Wireless Electronic Device Policy. Violations may result in disciplinary action in accordance with school policy.

Failure to “turn-in” an electronic device upon arrival at school and is caught in violation of our wireless electronic (cell phone) policy, they will be subject to discipline.

Students are not permitted to use or have visible during school hours:

- Cell phones (including smartphones)
 - Smartwatches (Apple Watch, etc.)
 - Wireless earbuds/headphones (AirPods, Bluetooth devices)
 - Battery Pack (power bank)
 - Tablets or personal gaming devices
 - Any personal electronic communication or entertainment device
-

Check-In / Storage Requirement

- All handheld devices must be turned off and turned in during morning check-in
- Devices will be securely stored by school staff
- Devices will be returned to students at the end of the school day

Violation of this policy will result in the following consequences:

- 1st Offense - The electronic device will be confiscated and returned to the student at the end of the School day
- 2nd Offense- Parent will need to pick up the phone and sign a acknowledgement of the violation
- 3rd Offense - The device will be confiscated will be returned at the end of the school year.

The school takes no responsibility or liability for items listed above, including any electronic devices. Students are not permitted to take pictures or record videos on campus. It is unethical and a violation of an individual's rights for students to take unauthorized audio or video of teachers, administrators, support staff, or students without the informed consent of those being recorded. An unauthorized recording by a student is a violation of the school code of conduct and will result in disciplinary action and potential civil liability

LITTERING

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

ASSEMBLIES

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

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

GANGS AND GANG ACTIVITY

Philosophy Statement

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

Definition

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

STUDENT VIOLENCE AND GANG ACTIVITY

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

- wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of membership in or affiliation with any gang and/or are representative of any gang;
- engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang; and
- engage in any act furthering the interests of any gang or gang activity including, but not limited to:
 - soliciting membership in or affiliation with any gang.
 - soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited activities.
 - painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
 - engaging in violence, extortion, or any other illegal act or other violation of school property.
 - soliciting any person to engage in physical violence against any other person

Disciplinary Action

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

Maximum Corrective Action: Expulsion and/or Police Notification

CODES OF CONDUCT

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

SCHOOL PROCESS

A student shall not:

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

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

Tuancy: Leave the classroom and/or school without permission student shall not:

- A. Engage in cheating or plagiarism.
- B. Initiate or participate in any unacceptable physical or verbal conduct.
- C. Violate school policies.
- D. Verbally, physically, or sexually harass another individual.
- E. Engage in any act in furtherance of any gang or gang activity.
- F. Engage in gambling activities.

Disciplinary Action

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

Maximum Corrective Action: Suspension/notification of police

CLASSROOM PROCESS

1. No other drink is permitted except for **water** during class. Clear containers only. No glass containers are allowed.
2. A student shall not:
 - a. Have open or non-sealable containers of food and drink in the classroom or halls.
 - Prohibited Beverages (Cans, Sodas, and Other Drinks)
 - Soda or carbonated beverages
 - Energy drinks
 - Drinks in cans
 - Any non-approved beverages
 - b. Be outside of the classroom without a pass.
 - c. Display disruptive or disorderly conduct.
 - d. Overt displays of affection, i.e., kissing, hugging, holding hands.
 - e. Inappropriately throw objects.
 - f. Possess electronic devices.

Disciplinary Action

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

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

PUBLIC AND SCHOOL SAFETY

A student shall not:

1. Possess weapons or dangerous instruments, including but not limited to firearms, knives, boxcutter, lasers pens, clubs, explosives (including fireworks), or any instrument that can be used as a weapon or which may inflict bodily injury on another
2. Falsely activate a fire alarm
3. Participating in bomb threats
4. Commit arson, robbery, and burglary.
5. Advocate, conspire, or commit a felony or misdemeanor offense as defined by state or federal law.

Disciplinary Action

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

Maximum Corrective Action: Expulsion and/or Police Notification

WEAPONS

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

PERSON AND PROPERTY

A student shall not:

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

BULLYING POLICY

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

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

Disciplinary Action

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

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

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

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

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

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

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

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

Alcohol And Other Drugs, Including Drug Paraphernalia

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

Disciplinary Action

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

1. Police will be notified. A conference will be held with the parents or legal guardians.
2. Drug Screening ordered
3. Strike Issued
4. Long-term suspension or recommendation for expulsion.
Southgate Academy reserves the right to impose more severe discipline than that listed for a first offense if warranted based on the surrounding facts and circumstances, including, without limitation, the age of the student, the amount of drug possessed, disciplinary history of the student, and/or whether another student suffered harm as a result of student's conduct.

In lieu of or in conjunction with implementing disciplinary proceedings provided in this section, the Legal Compliance Officer/Facilitator may offer the student an opportunity to participate in an appropriate, approved chemical awareness program and defer enforcement of suspension or assign short-term suspension. Failure of the student to comply with the requirements of the chemical awareness program shall revoke the alternative program and reinstate the appropriate disciplinary action. The student is responsible for all associated fees thereof.

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

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

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

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

Tobacco/Electronic Cigarettes

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

Disciplinary Action

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

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

STUDENT DRUG OR ALCOHOL TESTING

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

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D. Student Expectations, Discipline Appeal Process and Support Services

KINDERGARTEN - 6TH GRADE ELEMENTARY DRESS CODE

BACKPACKS (K-12)

Students are ONLY allowed to use clear or mesh backpacks. Solid (non-transparent) backpacks are not permitted or to be stored in front offices

TOPS

- Orange Polo Shirt
- T-shirts/Long Sleeves worn under school clothes must be solid white or black.
- T-shirts/Long Sleeves worn under school clothes must be solid white or black (no logos)
- Jackets, Sweatshirts, and Outerwear: **NO HOODIES ARE PERMITTED.**
Students may not wear hooded sweatshirts, hooded jackets, or any clothing or outerwear with an attached hood. Only **non-hooded** jackets, sweatshirts, and outerwear may be worn.
- Outerwear must be **black, gray, white, or an approved school uniform color.**
- Outerwear must be **plain and may not display emblems, logos, graphics, pictures, or designs.**

BOTTOMS

- Khaki (Tan color) Pants, shorts or skorts Only (fitted no saggy or baggy) Shorts/Skort must be mid thigh or lower
- Pants may be worn with a black or brown belt. A belt cannot be longer than 3 inches beyond the buckle.
- No Torn, Ripped, or Frayed Jean.
- Pants will be worn around the waist, not below the hips (no super baggy pants).
- No Sweatpants are allowed.
- No Joggers

SHOES

- White or Black shoes must be closed toe. (no open-toe shoes, no flip-flops, Crocs, or shoes made of mesh material).
- Shoes must be appropriate for the learning environment.

MISCELLANEOUS

- Jewelry must be conservative.
- **No** Hats/caps, gloves, and sunglasses are permitted.
- Hazardous apparel or jewelry, such as spiked belts, spiked wristbands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could injure the wearer or someone else, **is not allowed.**
- No clothing that represents membership in or affiliation with any gang or is representative of any gang will be allowed.
- Undergarments may not be visible.
- Personal purses, fanny packs, or makeup bags not to exceed 6" x 3"
- Personal Spray Items (Perfume, Cologne, Body Sprays, Mist Products)Policy:
Students are **not permitted** to bring or use: Perfume sprays, Cologne, Body spray or aerosol products

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

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

7TH – 8TH JUNIOR HIGH DRESS CODE

BACKPACKS (K-12)

Students are ONLY allowed to use clear or mesh backpacks. Solid (non-transparent) backpacks are not permitted or to be stored in front offices

TOPS

- Dark Green Polo Shirt
- T-shirts/Long Sleeves worn under school clothes must be solid white or black.
- T-shirts/Long Sleeves worn under school clothes must be solid white or black (no logos)
- Jackets, Sweatshirts, and Outerwear: **NO HOODIES ARE PERMITTED.**
Students may not wear hooded sweatshirts, hooded jackets, or any clothing or outerwear with an attached hood. Only **non-hooded** jackets, sweatshirts, and outerwear may be worn.
- Outerwear must be **black, gray, white, or an approved school uniform color.**
- Outerwear must be **plain and may not display emblems, logos, graphics, pictures, or designs**

BOTTOMS

- Khaki (Tan color) Pants, shorts or skorts Only (fitted no saggy or baggy) Shorts/Skort must be mid thigh or lower
- Pants may be worn with a black or brown belt. A belt cannot be longer than 3 inches beyond the buckle.
- No Torn, Ripped, or Frayed Jean.
- Pants will be worn around the waist, not below the hips (no super baggy pants).
- No Sweatpants are allowed.
- No Joggers

SHOES

- White or Black shoes must be closed toe. (no open-toe shoes, no flip-flops, Crocs, or shoes made of mesh material).
- Shoes must be appropriate for the learning environment.

MISCELLANEOUS

- Jewelry must be conservative.
- No Hats/caps, gloves, and sunglasses are permitted.
- Hazardous apparel or jewelry, such as spiked belts, spiked wristbands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could injure the wearer or someone else, is not allowed.
- No clothing that represents membership in or affiliation with any gang or is representative of any gang will be allowed.
- Undergarments may not be visible.
- Personal purses, fanny packs, or makeup bags not to exceed 6" x 3"
- Personal Spray Items (Perfume, Cologne, Body Sprays, Mist Products) Policy:
Students are **not permitted** to bring or use: Perfume sprays, Cologne, Body spray or aerosol products

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

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

9TH- 12TH HIGH SCHOOL DRESS CODE

BACKPACKS (K-12)

Students are ONLY allowed to use clear or mesh backpacks. Solid (non-transparent) backpacks are not permitted or to be stored in front offices

TOPS

- Navy Blue Polo Shirt
- T-shirts/Long Sleeves worn under school clothes must be solid white or black.
- T-shirts/Long Sleeves worn under school clothes must be solid white or black (no logos)
- Jackets, Sweatshirts, and Outerwear: **NO HOODIES ARE PERMITTED.**
- Students may not wear hooded sweatshirts, hooded jackets, or any clothing or outerwear with an attached hood. Only **non-hooded** jackets, sweatshirts, and outerwear may be worn.
- Outerwear must be **black, gray, white, or an approved school uniform color.**
- Outerwear must be **plain and may not display emblems, logos, graphics, pictures, or designs**

BOTTOMS

- Khaki (Tan color) Pants, shorts or skorts Only (fitted no saggy or baggy) Shorts/Skort must be mid thigh or lower
- Pants may be worn with a black or brown belt. A belt cannot be longer than 3 inches beyond the buckle.
- No Torn, Ripped, or Frayed Jean.
- Pants will be worn around the waist, not below the hips (no super baggy pants).
- No Sweatpants are allowed.
- No Joggers

SHOES

- White or Black shoes must be closed toe. (no open-toe shoes, no flip-flops, Crocs or shoes made of mesh material).
- Shoes must be appropriate for the learning environment.

MISCELLANEOUS

- Jewelry must be conservative.
- No Hats/caps, gloves, and sunglasses are permitted.
- Hazardous apparel or jewelry, such as spiked belts, spiked wristbands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could injure the wearer or someone else, is not allowed.
- No clothing that represents membership in or affiliation with any gang or is representative of any gang will be allowed.
- Undergarments may not be visible.
- Personal purses, fanny packs, or makeup bags not to exceed 6" x 3"
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- Personal purses, fanny packs, or makeup bags not to exceed 6" x 3"
- Personal Spray Items (Perfume, Cologne, Body Sprays, Mist Products)Policy:
Students are **not permitted** to bring or use: Perfume sprays, Cologne, Body spray or aerosol products

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

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

DISCIPLINARY ACTION DUE PROCESS

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

CORRECTIVE ACTIONS AND DISCIPLINE

The Board intends to provide each student with due process rights that are provided by law.

Out-of-school suspension

In the event, the proposed discipline of a student is to include denial of the right of school attendance from any single class or a full schedule of classes for at least one (1) day, but no more than ten (10) days, the following procedure shall be used:

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

Make-up work

Students K-12 students who are absent as a result of an out-of-school suspension have the right to make up the work missed, and they will make arrangements to complete the work within a reasonable amount of time.

Teachers are not expected to reconstruct lessons for students on suspension.

Long Term Suspension/Expulsion

A student may be suspended for more than 10 days or expelled from school only by the Governing Board after the following due process procedures have been followed. The student and parent or legal guardian shall be provided with a written notice of the recommendation for expulsion by registered or certified mail or hand delivered. The notice will advise the student and parent/legal guardian of the student's right to request a hearing regarding the charges.

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

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

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

PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

Special Education students are protected by law from being punished for behaviors that are substantially related to their disabilities. However, this does not mean that special education students are immune from disciplinary action. Appropriate discipline interventions must be individually determined. Types of discipline are varied and can range from a verbal reprimand to suspension or expulsion. Prior to long-term suspension or expulsion, special education students are entitled to a manifestation determination review as well as a due process hearing.

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

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND SPORTS:

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

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

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

TECHNOLOGY POLICY - TERMS AND CONDITIONS

Acceptable use. Each user must:

1. Use the Electronic Information System (EIS) to support personal educational objectives consistent with the educational goals and objectives of the school.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Do Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated School authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employees.
6. Do Not use the network in any way that would disrupt the use of the network by others.
7. Do Not use the EIS for commercial purposes.
8. Follow the School's code of conduct.
9. Not attempting to modify, add, or destroy software.
10. Not attempting to modify, add, or destroy hardware nor interfere with the security system.

Personal responsibility

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

Network Etiquette

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

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

Observe the following considerations:

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

Southgate Academy reserves the right to access all files on the local network and all software files located on the network. Southgate Academy views school computers and the Southgate network as school property. Therefore, all rules of abuse of school property apply. Violation of any of the preceding policies could result in the loss of school computer privileges. Any staff member witnessing destructive behavior from a student may recommend detention, suspension, and/or parent contact with the administration. The administration will decide on disciplinary consequences.

SPECIAL EDUCATION SERVICES

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

CHILD FIND:

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

McKinney-VENTO HOMELESS ACT

If your family is experiencing homelessness or is in transition to another home other than your own, you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Eligible children have the right to:

- Receive a free appropriate public education.
- Enroll in school immediately even if lacking documents normally required for enrollment while they gather needed documents

If you would like more eligibility information to qualify, please contact our school liaison Beckie Islas @ (520) 741-7900 ext. 404 or email: beckie.islas@southgateaz.org for further assistance.

Parents and Legal Guardian Right to Know

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

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

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

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

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

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