

STATEMENT OF VISION

A SAFE PLACE TO EXPLORE AND LEARN

In Spanish, presidio means fort, a place of safety. Presidio School is just that, a safe place to explore and learn. Presidio School offers an exciting and positive educational atmosphere in which students are taught the value of respect, responsibility and diversity. Our learning community encourages independence of thought and deed, while teaching the need for self-imposed limits so as not to infringe upon the rights and freedoms of other community members.

In order for Presidio School to be able to offer a safe and open learning environment, all members of the school community (students, faculty, administrators and guests) must abide by two basic principles - **respect and responsibility**. Each member must be able to respect the differences of others, listen to diverse opinions and discuss diversity without trying to force change. Respect for self is as important as respect for others. Self-respect is the first step towards the ability to accept others. Responsibility for establishing and maintaining a positive atmosphere at the school lies with each member of the school community. Presidio School believes that all members of the school's community should have a voice in determining how your school operates. Therefore, parents, students, and teachers are periodically asked to provide input into how the school operates and how to best meet the needs of the students.

CHARTER SCHOOLS

Presidio School is a Charter School and as such is a tuition-free, independent public school open to any student who wishes to attend. Like other public schools Charter schools are publicly funded by local, state and federal tax dollars based on enrollment and is held accountable to state and federal academic standards and financial accounting regulations.

Created by the Arizona State Legislature in 1994, Charter schools were established to give parents academic choices for their children and provide a learning environment where improvement of student achievement is the paramount goal. Charter schools contract with the state or district to provide tuition free educational services. Presidio's contract is with the Arizona State Board for Charter Schools.

Definition of Charter School (A.R.S. § 15-181)

A Charter School is a public school established by contract with a district Governing Board, the State Board of Education or the State Board for Charter Schools to provide learning that will improve pupil achievement.

Purpose of Charter Schools

- Charter Schools may be established to provide a learning environment that will improve pupil achievement.
- Charter Schools provide additional academic choices for parents and pupils.
- Charter Schools may consist of new schools or all or any portion of an existing school.
- Charter schools are public schools that serve as alternatives to traditional public schools.
- Charter Schools must comply with all provisions of applicable law to receive state funding as prescribed.
- Charter Schools must undergo an annual financial audit conducted by an outside auditor.

- Charter School contract renewals are granted only upon documented fiscal soundness and attainment of the primary goal of improved student academic achievement.

STUDENT RIGHTS

Presidio School does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, handicap, or familial status. Students at Presidio School deserve the right to an education in a community that is supportive of the learning process. The following is a list of rights that belong to you and cannot be taken away by anyone. Your classmates, teachers, administrators and other school staff have these same rights. Violations of student rights will be addressed under the discipline code.

1. You have a right to an environment conducive to the learning process.
2. You have the right to be respected and treated fairly at school.
3. You have the right to expect your teachers to assist you in the learning process in a supportive and respectful manner.
4. You have the right to be safe in your school.
5. You have a right to be an individual and express your individuality.
6. You have a right to be a member of the Presidio School student body and as such to be judged upon current behavior and deeds, not past actions.
7. You have the right to express your beliefs and ideas.
8. You have the right to tell your side of the story.
9. Based upon eligibility, you have the right to receive appropriate Every Child Succeeds Act services.
(The Every Child Succeeds Act was signed into law December 2015 and replaces the No Child Left Behind Act.)

STUDENT RESPONSIBILITIES

With every right comes a responsibility. Acceptance of these responsibilities will help ensure your success as a Presidio School student and will help create a safe atmosphere that promotes learning. The following is a list of your responsibilities. Violations of student responsibilities will be addressed under the discipline code.

1. You have the responsibility to allow others to pursue their education without disruptions.
2. You have a responsibility to respect others regardless of your personal differences.
3. You have the responsibility to be prepared for class, which includes working during class time and completing assignments to the best of your ability.
4. You have a responsibility to make the school a safe and positive place to be by obeying all school safety rules and school and classroom discipline policies and procedures.
5. You have a responsibility to accept the differences between people and to allow them the same freedoms afforded to you.
6. You have a responsibility to come to school, be on time to all of your classes and be a positive force in the school community.
7. You have a responsibility to refrain from using words or actions that may hurt or intimidate others.

8. You have a responsibility to present your side of the story honestly and in a calm, and reasonable manner.
9. You have a responsibility to take advantage of the Every Child Succeeds Act services offered to assist you achieve academic and personal success.

ACADEMIC REQUIREMENTS

ACADEMIC PLACEMENT, PROMOTION, AND GRADUATION POLICY

Although Presidio School is an ungraded school utilizing mastery learning, the Arizona Department of Education requires each student to be assigned a grade level. Presidio School assigns a grade level that most closely approximates the student's current composite academic ability based upon Presidio School's enrollment assessments, standardized state testing and previous school testing data and grades. Students work on course work at assessed level in each subject area and are placed in groupings with students of similar academic ability. Within the scope of mastery learning these groupings are not stagnant but fluid and change based upon each individual student's academic growth. Students will continue to be challenged and will be provided assignments commensurate with increasing ability levels. Academic progress is also greatly dependent upon each student. A key aspect of mastery learning relies upon the student's on-task behavior and time on task.

Benjamin Bloom and John B. Carroll, two of the foremost scholars and promoters of the concept of mastery learning, presented the concept that **aptitude is the amount of time needed to learn the content being presented**. These scholars demonstrated that if time is not held constant for all learners then a student's mastery of the prerequisite skills at a predetermined level becomes the constant - mastery learning where all students learn, just not at the same rate. **Students who are currently below grade level in one or more academic areas will need to spend more time on task in order to increase their rate of learning**. They will need to have high attendance rates, stay focused in class and take advantage of all academic intervention strategies and programs provided by the school. Additionally, parents will need to be active participants in intervention plans developed for their child and implement home study strategies provided by the student's teacher.

Presidio School does not offer social promotion; all students must evidence proficiency through standardized state testing or Presidio School's ongoing alternate assessments before being promoted to the next grade level. A year-end grade in core content subjects will be allocated. In content areas where state mandated testing is required, the results of these summative assessments will be averaged into the student's grade. AZ Merit will constitute 15% and AIMS will constitute 10% of the year-end grade.

GRADUATION REQUIREMENTS

GRADES 9-12

Presidio School is a college preparatory school. It is our mission to provide a challenging yet rewarding environment for students in order to prepare them for the rigors of a college curriculum. Presidio School students will acquire curricular knowledge/skills, personal discipline, and the integrity required for academic success at the university-level. If you transfer from another school you will be required to meet

the Presidio School graduation requirements before receiving a diploma. Official transcripts must be sent to Presidio School's registrar to receive credit for classes that were taken at another school.

To receive a Presidio School diploma and participate in the graduation ceremony, you must meet the following requirements:

1. Complete a minimum of 24 credits (a one-semester course is .5 credits) that include the required curriculum stated in the Presidio School Course Description Book and in this handbook.
2. Complete and pass all required courses.
3. Adhere to the student code of conduct.
4. Maintain at least a 90% attendance rate for the school year, even if the student is over the age of 16.
5. Pass state-mandated tests Arizona has determined to be required for graduation.

GRADE 8

In order to be promoted into high school, students in the 8th grade are required to have completed all of the required 8th grade coursework and pass the 8th grade standardized state testing.

CREDIT REQUIREMENTS

GRADES 9-12 -- Effective Cohort 2017

To graduate students must earn a minimum of 24 credits, including the following:

- 4 credits of English.
- 3 credits of laboratory science.
- 4 credits of mathematics.
- 4 credits of social studies.
- 2 consecutive credits of one foreign language.
- 1 credit of fine arts.
- .50 credits of community service
- 6.5 credits of elective courses.

Students must take at least five credits (academic or elective) during their senior year at Presidio School. A list of specific courses and course descriptions are printed separately in the Presidio School Course Description Book.

Although students may have completed most of their required credits by their senior year, Presidio School encourages students to take additional courses in their field of interest. Students may enroll in a maximum of two classes at the University of Arizona or Pima College and receive dual credit. In order to receive high school credit students must obtain a letter of approval from the Principal and an official transcript must be sent to Presidio from the institution. Colleges look favorably upon students who take a strong academic program in their senior year.

GRADING SYSTEM and REPORT CARDS

Students in grades Pre-Kindergarten through 8th grades will be graded on a trimester (6 week) basis with progress reports being available every three weeks. Report cards with teacher comments will be distributed at the end of each trimester. Report cards will be sent home in communication folders for students in grades Pre-K through 5th grades. Report cards for students in grades 6 through high school will be held at the front desk for pick up by parents for five school days. Any report card not picked up

during that timeframe will be given to the students to take home. The exception to this process will be the year-end report cards which will be mailed to each household along with the results from the AZ state mandated assessments. In order to provide the AZ state mandated assessments in this manner, the year-end report cards may not be available within the 5 day timeframe, but will be mailed within two working days of receipt of assessment results.

Pre-Kindergarten, Kindergarten and Specials

Pre-Kindergarten, Kindergarten and Specials classes will use benchmark grades to evaluate student performance.

E – Exemplary: Exceeds grade level standards in content area

S – Satisfactory: Meets grade level standards in content area

N – Needs Improvement: Making progress, but is not meeting grade level standards in content area

U – Unsatisfactory: Making minimal to no progress in meeting grade level standards in content area

Grades One through High School

Presidio uses a letter grade system in grades 1-12. The scale is slightly different between the grade levels.

1st-5th Grade

Presidio has established a high level of mastery requirement for the lower elementary grades to ensure that each student has a strong academic foundation which will help ensure continued academic success in the progressively more rigorous coursework to be undertaken in subsequent years.

A 90 - 100

B 83 - 89

C 75 – 82

2 60 - 74 (Below Mastery)

1 0 - 59 (Falls Far Below Mastery)

I Incomplete (Failure to complete the required coursework)

6-12th Grade

A 90 - 100

B 83 - 89

C 75 – 82

C- 70 - 74 (Approaches Mastery)

2 60 - 69 (Below Mastery)

1 0 - 59 (Falls far below Mastery)

I Incomplete (failure to complete the required coursework)

HIGH SCHOOL AP Courses

All high school students are required to take AP courses beginning freshman year. Grades for AP classes are weighted heavier and therefore are more challenging. Students are not required to take annual AP tests, but are encouraged to do so. Although students are required to submit a deposit of \$10 per test, Presidio School will make every effort to help students with the final cost. Presidio School will allocate Title I funds to pay AP test fees for Title I students and Arizona Extracurricular Tax Credit moneys designated for AP Test Fees for non-Title I students based upon availability. Parents may designate some or their entire AZ Extracurricular Tax Credit donation to pay for their child's AP Testing. Parents and

students should be prepared to fulfill some or the entire financial responsibility of taking the test should sufficient AZ Extracurricular Tax Credit funds not be available.

ACADEMIC REMEDIATION PLANS

GRADES K-12

When a student's work falls below Presidio School's minimum requirement of 75% mastery the student's teacher will place the student on an Academic Remediation Plan. The student will also be placed on an Academic Remediation Plan if a grade of "2" or "1" is received in any subject on a report card if it is deemed that the grade was received due to academic need and not failure to work.

If the student does not improve as a result of the Academic Remediation Plan by the end of the school year, the school may deem it in the student's best interest to retain the student in the current grade level. This act is in line with the premise of Mastery Learning whereby some students need more time on task to master the content. Repeating the grade level content will give the student an additional opportunity to master grade level standards.

High school students who do not pass one or more semesters of a course will be required to repeat the semester to earn credit. If a class is to be repeated, it may be taken for credit in summer school at a school approved by the Presidio School Principal or, with approval from the Principal, retaken the following school year. The student may also be given an opportunity to demonstrate mastery through a tutored credit recovery program coupled with passage of a proficiency test.

ACADEMIC PROBATION

GRADES 6-12

Failure to follow and complete the student's Academic Remediation Plan will result in the student being placed on Academic Probation by the Student Conduct and Support Coordinator. If a student finds her/himself in this position, an Academic Improvement Plan will be devised by the Student Conduct and Support Coordinator or Principal. If the student fails to show academic improvement or abide by the Academic Improvement Plan, a meeting will be scheduled with parents, student, and teachers to determine if revisions to the Academic Improvement Plan are needed or if the student should not remain at Presidio School.

If the student placed on Academic Probation is a high school senior and the student has a shortened school day, he/she will be required to attend the full school day for the remainder of the semester or year.

MASTERY LEARNING and "RE-DO" POLICY

Presidio School is a direct instruction, mastery learning school, with a minimum 75% proficiency requirement on class assignments. The Presidio philosophy is founded on the concept that re-teaching and allowing for additional opportunities to demonstrate a high level of mastery increases student confidence and provides for a strong foundation for future learning. If a student scores below a 75% on any given assignment, he/she will be provided with additional instruction and an opportunity to "re-do" the entire assignment. Students will be allowed two additional attempts on the assignments; each "re-do" must be completed three school days from the day the teacher hands the assignment back. Failure to complete the "re-dos" within the specified timeframe will result in the original score becoming part of the student's term grade point average.

SUMMATIVE ASSESSMENTS

Summative assessments will, at a minimum, be given at the end of each term and at the end of the academic year. The teacher may also provide interim summative assessments with prior notice to the students. Summative assessments will be “high-stakes tests” and/or major projects and the opportunity to “re-do” these assessments will not be an option. The original score will stand and become part of the student’s overall grade. Presidio School has determined that summative assessments are necessary to prepare students for state mandated testing as well for the type of assessments that they will encounter upon entrance to a college or university.

HOMEWORK and ACADEMIC ASSESSMENTS

With the increased rigors inherent in Arizona’s College and Career Readiness Standards and the need to make sure that each student is ready for entrance into a college or university and prepared for the extensive homework requirements at the postsecondary level, homework will be required of students in commencing in Kindergarten. The time required for homework will gradually increase as the student progresses through subsequent grade levels. Homework should be a positive addition to your child’s academic experience and Presidio provides the support needed to make this possible. Presidio teachers will coordinate the work load so as to not overwhelm students and allow for essential family time.

Academic Lab, for Grades 4-8, will be open until 5:00 PM on school days and for students in Grades 4 -12 from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, student classroom teachers will be available on a rotating basis after school to help with homework and to address additional instruction needs. High school teachers will provide academic assistance to their students on a rotating basis during an after-school study hall.

MAKEUP POLICY FOR TESTS AND ASSIGNMENTS GRADES 4-12

If a student should miss a test or class assignment due to an absence, it is the student’s responsibility to meet with the teacher on the same day the student returns to school to schedule a time when assignments should be turned in and/or the test can be made up. If the teacher is not available to monitor the student for testing, then the student must take the makeup test in Academic Lab. The classroom teacher will provide the Academic Lab teacher with materials and special instructions necessary for taking the exam. At the conclusion of the exam, or when time expires, the Academic Lab teacher will collect the student’s exam and answers and return them to the classroom teacher for grading.

SUMMER SCHOOL

In order to receive credit from another institution the Principal must have approved the course of study prior to the student enrolling in the course. If a student plans on enrolling in summer school he/she should first speak to the Principal so that the Principal may assist the student in finding a suitable, approved summer program. If a student receives a grade of “2” or “1” in any course at Presidio she/he will be required to retake that course or an acceptable alternative and earn a passing grade in order to graduate. Once the course has been completed the transcripts will need to be sent to Presidio before the student will receive credit for summer school.

TEXTBOOKS

Textbooks are to be assigned to individual students for that student's use only. Each textbook must be numbered on the outside and inside in a color corresponding with their grade and group. Teachers will assign books based on their roster on the first day of school. A record of the assigned books will be given to the office. If a student is withdrawn, it is expected that the student return the books at the time of withdrawal. Students are responsible for taking care of their textbooks and other loaned educational materials. If students do not take care of their books or lose them, their parents or the student if 18 years of age or older will be held financially liable to replace said textbooks and educational materials.

DREAMCATCHER/DREAMSCAPE LIBRARY

POLICIES

Library Goals

Presidio's Dreamcatcher and Dreamscape Libraries strive to provide the school community with a wide range of materials on appropriate levels to encourage growth in knowledge, establish a lifelong love of reading, and foster information literacy. The Dreamcatcher Library will be staffed by a Library Specialist at least one afternoon a week, 3:45-5:00 pm and one Saturday a month. The specific days and hours for the school year will be posted.

Library Expectations

1. Use a quiet voice in respect of other learners.
2. Handle materials responsibly.
3. Leave food and drink outside.

Library Visits

Pre K through first grades will be permitted to select one book at a time from the Dreamscape Library. The loan period is two weeks. Students in the second through twelfth grades may check out two books, from the Dreamcatcher Library, for a period of two weeks. Books must be returned to the library to renew check out. A book may be renewed once.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for **before additional books can be checked out**. Payment for a lost book is reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year may be turned in to the office. Any items checked out at the time a student withdrawals from school must be returned or paid for upon withdrawal.

CITIZENSHIP ACTIVITIES

GRADES 6-12

Beginning in grade 6, classes plan small group activities, including service projects, class fundraisers, parties, and sponsored events. Each class will have certain traditional events which it sponsors during the year. Grades 6-8 will host school wide service days corresponding to each of the 6 pillars of Character Counts. The freshmen serve as tutor aides for elementary classes; sophomores plan career day; juniors assist with graduation ceremonies; and seniors assist in planning and operating one of the activities during the school festivals.

TRANSITIONAL SERVICES

GRADES 8-12

The Transitional Services Coordinator works individually with each student on his or her Educational Career Action Plan (ECAP). The ECAP reflects a student's current coursework and career and educational aspirations. The ECAP also identifies additional learning opportunities to further develop the student's individual academic and career goals. The initial plan is developed in the 8th grade and updated throughout high school. To maximize the student's opportunities, the Transitional Services Coordinator assists the student to apply to one or more programs such as the Pima College Upward Bound Program, the Joint Technological Education District (JTED) career cluster program, and educational opportunities offered at the University of Arizona's college of medicine, agriculture, journalism, and writing. These are just some of the programs available to Presidio High School students. The Transitional Services Coordinator also works one-on-one with each student who is seeking college and university scholarships, apprenticeship opportunities, and direction on financial aid. Traditionally, through the Transitional Services program, most Presidio High School graduates receive one or more college scholarships.

ACTIVITIES AND SPECIAL EVENTS

THE NATIONAL HONOR SOCIETY - GRADES 10-12

THE NATIONAL JUNIOR HONOR SOCIETY - GRADES 7-9

The National Honor Society and the National Junior Honor Society are organizations formed to recognize students who demonstrate excellence in the areas of Scholarship, Leadership, Service, and Character (and Citizenship for NJHS). Students in the seventh, eighth, and ninth grades are eligible for membership in NJHS, while students in the tenth, eleventh, and twelfth grades are eligible for NHS membership.

CHARACTER COUNCIL

High school students who have demonstrated the ability to abide by the Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship) will be eligible to serve on the Character Council. Character Council is a Presidio School program that seeks to allow students to have more say and ownership in campus conduct. Students in elementary and middle school who receive four minor infractions on their Character Cards/Agendas will be scheduled to go in front of the Character Council to explain their actions, discuss the pillars of character that they broke, and then to brain storm ways in which they can correct their behavior in the future. The Character Council will then assist the student in coming up with logical consequences for their infractions such as picking up trash during recess for littering, or writing an apology letter to their teacher for being defiant.

ATHLETICS

Athletics are an important part of a student's experience at Presidio. In keeping with the philosophy of the school, good sportsmanship, competition, teamwork, and the development of individual skills are emphasized. All students are encouraged to participate in athletics.

School Colors - Green and White

School Mascot – Bulldog

RULES FOR PARTICIPATION IN EXTRACURRICULAR CURRICULUM

1. If students have an unexcused absence from more than two periods the same day, they are ineligible to participate in extracurricular activities that day. Whenever possible, we ask that parents avoid scheduling medical appointments during school hours. Extenuating circumstances will be reviewed by the appropriate faculty member.
2. Students are responsible for knowing their homework assignments on any day that they are excused from class for field trips, performances, sporting events or any other extracurricular activities.

3. Homework is due on time unless the student and the teacher have previously agreed upon an alternative deadline. After-school activities are not an excuse for late homework.
4. Tests must also be taken on time unless the student and the teacher have agreed upon an alternative time.
5. In all cases the Student Conduct and Support Coordinator, Principal, parents, teachers, and coaches reserve the right to restrict any after-school activity due to academic or disciplinary probation.

OPEN HOUSES / MEET & GREETINGS

Open Houses or Meet & Greets provide an opportunity for parents to tour the campus with their children, meet their children's teachers, visit classrooms and receive information about class schedule, goals, curriculum maps and other important information.

PARENT-TEACHER CONFERENCES

Parent-conferences will be scheduled on an as-needed basis for all grades. Teachers will be responsible for scheduling conferences with parents.

MULTICULTURAL FESTIVALS

Presidio hosts two multicultural festivals each year. The festivals highlight either one or more cultures that are present in our school community or historical events in our American heritage. The events highlight the cultural diversity of our community through music, dance, art, storytelling and more. The school-wide event provides a fun day for students, parents, and faculty to learn from each other and members of the Tucson community while enjoying great food from the various regions of America and around the world.

PROM

Prom is open to all high school students. Prom is typically held during the last term and is planned by student volunteers.

KINDERGARTEN / EIGHTH GRADE PROMOTION & HIGH SCHOOL GRADUATION

Promotion ceremonies and high school graduation are important events honoring our students and their accomplishments. Promotion ceremonies and the high school graduation ceremony celebrate important educational benchmarks. During the ceremonies students are recognized for their accomplishments, presented with a variety of academic and social awards. A major part of the ceremony are the student centered performances, presentations and speeches.

PRESIDIO SCHOOL ADVISORY BOARD

The Presidio School Advisory Board is a voluntary organization whose membership is open to faculty, students, parents, and interested citizenry such as business people, post-secondary educators, service providers, and Presidio School's neighbors. The Advisory Board meets on a monthly basis and is responsible for assisting the school with program planning, school improvement planning and the development and implementation of the Continuous Improvement Plan. If assisting with the Continuous Improvement Plan is not of interest, there are many other opportunities for you to contribute to the school.

Another primary duty of the Advisory Board is to support planning and implementing parent involvement programs and to develop an annual Parent Survey. The survey's content is different each year and the data collected is used to improve the school and assist in all aspects of school planning. Other committees

that you may choose to serve on include the Technology Committee and Strategic Planning Committee. We would also enjoy having participation in planning and implementing any of the cultural festivals the school offers on an annual basis.

Any interested parties in volunteering to serve on the Advisory Board, please leave your name, contact information and the name(s) and grade level(s) of children attending the school with the front office personnel. They will forward the information to the appropriate faculty member.

COMMUNICATION

The Presidio School website, www.presidioschool.com, contains information for both the public and the Presidio School community. In addition, school information is communicated via electronic newsletters, and Presidio School's Facebook and Twitter pages. Any information that you would like to have included on the website, calendar, published in the newsletter, or shared on Facebook or Twitter should be submitted to efoudy@presidioschool.com

Morning announcements are broadcast over the intercom system during first period and are the primary method of communicating with our student body about activities, meetings, changes in schedule and other important information.

FAMILY LINK

Presidio School has implemented a unique way for you to check on your student's academic progress. The service is called FAMILY LINK. Using FAMILY LINK, parents/guardians and family members can access a "Real Time View" of academic progress and other important information via the internet by visiting the Presidio School Website (<http://www.presidioschool.com>), and clicking on the FAMILY LINK from the side menu.

Once parents/guardians authenticate into the main FAMILY LINK page, they will be able to view the following: attendance, current marks, GPA history, mark history, student schedule and current daily assignment marks, test history, vaccination records, and the school calendar. Grades on Family Link are updated at a minimum by 5:00 PM each Wednesday.

SCHOOLMESSENGER

SchoolMessenger permits Presidio School to send notices such as attendance issues, emergency alerts, academic issues and successes, school events, etc. to parents and guardians in an accurate and secure manner. It allows parents to select the automatic communication medium(s) preferred from voice call, text message, or email. Parents may request messages to be sent via multiple mediums to ensure timely information receipts. Parents will be provided with a form to complete to ensure that communication preferences are met.

PARENT/SCHOOL COMMUNICATION FOLDER GRADES K-5

Presidio School provides each student with a folder for communication between the school and the students' parents/guardians. Communication Folders will go home on a daily basis and will be used for three primary purposes: parent/school communications, incomplete or unfinished work and homework, and the mastery/enrichment support work.

The Communication Folder will allow parents to have ongoing daily communication with the school about student progress both behaviorally and academically by providing a secure and organized place for

student work materials and school/parent communiques. The Initial Communication Folder will be provided by the school at no cost. However, if the school needs to replace a lost or destroyed folder, the student's account will be charged the replacement cost of \$2.00. The Communication Folders have been specially designed for their purpose and alternate folders may not be used as replacements.

The Communication Folders are to be reviewed by the student's parent/guardian each evening and returned to the teacher the following school day. The teacher, in turn, will review the folder to determine if there is any communication from the parent for the teacher. The Communication Folders are of such importance that the following consequences have been put into place should a student not bring the folder to school each morning:

- *Failure to bring Communication Folder day 1* - Warning issued to student
- *Failure to bring Communication Folder day 2* - Loss of 5 minutes of recess
- *Failure to bring Communication Folder day 3* - Parent/Guardian account will be charged for A replacement folder
- *Failure to bring Communication Folder day 4* - Parent conference

HANDLING CONCERNS

Any concerns regarding a teacher, a class, grading, or other classroom-related matter should first be addressed with the teacher. In the event that bringing your concerns to the teacher does not resolve the matter a meeting may be arranged with the Principal and the teacher by filling out a request form in the front office. If you do not believe that your concerns have been fully addressed through this meeting, you may request a meeting with one of the Presidio School Directors. The Principal will provide you with the form required to schedule a meeting with one of the Directors. A meeting with one of the Directors will be scheduled within four school days. If after meeting with a Presidio School Director, you do not believe that your concern(s) has been adequately addressed, you may present your concern to the Presidio School Board of Directors at the next regularly scheduled board meeting. In order to be placed on the agenda, you will need to submit your request in writing at least 48 hours before the meeting is to be held. Your request should provide as much detail as possible that the Board can be fully prepared to assist you in resolving the issue.

CAMPUS FACILITIES/RULES

SUPERVISION

At the end of the school day all K-3 students not being picked up will be sent to Aftercare unless they are enrolled in an after school activity. Students in grades 4-8 who do not demonstrate appropriate conduct after school with unsupervised courtyard privileges will be required to attend Academic Lab; failure to comply with Academic Lab expectations will result in the student no longer being permitted to stay during after school hours. Please be aware that if your student is not enrolled in an after school activity, or attending Academic Lab/Study hall and is present on our campus, they will be on our campus without direct supervision and are to remain in the main courtyard.

Students are not allowed to wait in front of the school, be in the multipurpose building, or be in other areas of the campus where they are not visible from the administrative offices. Any student in any of these areas past 3:40 PM will be redirected to the courtyard or Academic Lab. It is very important that parents/guardians understand that the school does not provide an adult to monitor students while they are in the courtyard. Your child's safety is of utmost concern to us! So if you do not believe your student is ready to handle this level of responsibility, please make alternate arrangements.

Students may wait for parent pick-up in the front of the 1695 building until 3:40 PM, after 3:40 PM any remaining students will be asked to return to the safety of the courtyard and/or Academic Lab. If you have made a pre-arranged pick up time, after 3:40 PM, the student must inform the front desk staff to get permission to wait outside for your arrival.

As a K-12 school, the courtyard is used for a variety of activities after the end of your student's school day. When picking your child up from school it is necessary for you to leave the campus and not use the courtyard as a family recreational area. If for some reason you must stay, you will need to come to the front desk and obtain a special badge. This badge will only be issued in instances of verified need. Having adults who don't have a fingerprint clearance card on file on campus beyond normal pick up times can pose a potential safety threat to the students.

Older students may not supervise younger siblings (K-3) while on the Presidio campus. If a parent signs a permission form for an older sibling to check-out a K-3 sibling, both students must leave campus at the K-3 student's sign out time.

STUDENT VEHICLES and PARKING LOT

All students are expected to operate their vehicles in a safe and responsible manner at all times. Reckless driving has a direct impact upon the school safety and may result in loss of parking privileges and other disciplinary measures deemed appropriate by the school. Students may not go to their cars unless leaving campus. Student vehicles may only be parked in the parking lot located on the western side of the 1695 campus.

VISITORS

All visitors must sign in at the office and obtain a visitor's pass before entering the campus. For parents wanting to speak to a teacher, the teacher should be contacted first to make sure the teacher is available and has the necessary materials ready. Parents/guardians are not allowed to go to a teacher's classroom without checking in at the front desk so that the teacher's availability is verified. It is also a safety concern for the teachers and any students in the room should an unannounced adult arrive at the classroom door.

FOOD/GUM/DRINK

Food, gum or drinks (not including water) are not allowed in school buildings except with prior administrative approval.

APPROPRIATE DRESS

High School

Dress should be appropriate for a school or work environment, and may not be openly provocative in nature. Shirts and shoes are required. Shorts and skirts must be an appropriate length; fingertips may not reach below the fabric edge. Shorts and pants must be fitted at the waist. "Sagging" of bottom wear is not permitted. Hats and/or sunglasses may not be worn inside school buildings. Students may dress comfortably, but may not wear clothing or hats that represent or depict: illegal substances, racial statements, profane language, vulgar or obscene pictures, satanic practices or motifs clearly offensive to a particular group. "Gang apparel" (bandanas, complete outfits from a professional athletic team, "In memory of..." shirts, dressed out in "colors," etc.) is forbidden, as it can be disruptive and viewed as threatening or dangerous. If Presidio staff believes that a student is dressed in a way that might be dangerous to themselves, intimidating to others or inappropriate, the student will be required to change

clothing, “tone down” the look, or leave Presidio School. If a student is asked to leave Presidio due to failure to comply with a change of attire, this will result in a dress code violation which will be dealt with as a disciplinary action.

Grades K-8

Proper personal hygiene standards must be adhered to at all times. All clothing must be clean and not frayed, tattered, or torn. Students are required to wear Presidio School uniform shirts provided by and purchased from Presidio School. When there is a need for a student to wear a jacket over the uniform shirt due to cold weather (below 75 degrees Fahrenheit) students may wear a jacket or zipped sweatshirt over the uniform while outside. A Presidio School uniform sweatshirt/hoodie may be worn over uniform t-shirts and uniform polo shirts. Pullover sweaters, sweatshirts, or any other article of clothing covering the Presidio School uniform are not permitted inside or outside of the classroom as it defeats the purpose of a uniform. Bottom wear may be blue jeans, slacks, skirts or shorts. Shorts and skirts must be an appropriate length; fingertips may not reach below the fabric edge. Shorts and pants must be fitted at the waist. “Sagging” of bottom wear is not permitted. Hats and/or sunglasses may not be worn inside buildings. If Presidio staff believes a student is dressed in a way that might be dangerous to themselves, intimidating to others or inappropriate, the student will be required to change clothing, “tone down” the look, or leave Presidio School. If a student is asked to leave Presidio due to failure to comply with a change of attire, this will result in a dress code violation and will be dealt with as a disciplinary action.

PERSONAL ELECTRONIC DEVICES

Electronic devices are not allowed at Presidio School. If a student must bring their electronic device for communication purposes after school, it should be turned off and out-of-sight during the school day. Any electronic device in view, whether it is on or off, being used or not, will be immediately confiscated and brought to the office. Upon a first offense, students may pick up his/her electronic device at the end of the school day, if the item has been confiscated. The need for repeated confiscations will require a parent/guardian to pick up the student’s electronic device. Continued violations may result in the student not being permitted to bring an electronic device to Presidio or to leave the device at the front desk. Students who need to contact their parent/guardian during the day will need to ask for permission to use the phone in the office to do so. Anyone needing to reach a student must call the main school number. Students who bring their own devices to school are subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or the law.

OFFICE PROCEDURES

ATTENDANCE

The Presidio School academic day begins promptly at 7:55 AM and students are encouraged to be on campus by 7:50 AM at the latest to ensure they are not late; students are expected to be in their seats ready to learn when the bell rings. This policy holds true at the beginning of the day and after each passing period, break or lunch. Good attendance gives students the best chance for academic success and sets good habits for future success in college and beyond. Absences, tardiness, and early departures disrupt the flow of learning for the entire class. Not only is the absent student missing material, the class is missing the student’s participation in the class that day. The school will assume that every student will be in attendance every minute of every school day. If, for any reason, this is not the case, parents must notify the school office as soon as possible. To notify the school parents/guardians may call the school or send an email to mmcdonaldtukey@presidioschool.com. Any absence, early departure, and/or tardy is

strongly encouraged to be made up during that week's Saturday Academic Lab in an effort for each student to maintain the required 90% attendance rate. Good attendance and maintenance of 90% attendance rate will be encouraged at Presidio by using the following procedures:

ABSENCES

Students with good attendance receive the full educational benefit of being a student at Presidio School. It is encouraged for students and their families to strive for good attendance by making sure that students miss school only for illness and family emergencies. Parents/guardians should do their best to make sure that school is not missed for non-school related reasons. Whenever possible, medical appointments should be made after or before school hours. Presidio School does not, except in very rare instances, distinguish between excused and unexcused absences. Absences will be excused only in the following circumstances: mandated court appearance verified by official court documents; chronic ailments applying to students who are unable to attend school for intermittent time periods due to long-term illness, disease or accident verified by a licensed medical professional for each absence or series of absences; death of a family member verified by a parent or guardian; and a student's need to spend time with a parent or guardian who is on leave from active military duty verified in writing by said parent or guardian.

Presidio School has determined that three absences is a reasonable number of absences in a term. A fourth absence in a term will result in the student being immediately placed on Attendance Probation even if no formal contract has been signed or notice received. It is the responsibility of each student and their parents/guardians to keep track of attendance. Parents/guardians may call the school for attendance reports or look on Family Link. Presidio School may not notify the parents/guardians of absences until such time as the student has been placed on Attendance Probation.

If a student is not able to attend regularly scheduled classes due to an illness, family emergency, or other scheduled event – attendance at Saturday Academic Lab on the same week as the absence is highly recommended for grades 4-12 in order to remain in compliance with attendance policies and to maintain academic progress. Arizona State Law mandates that attendance may only be made up on a non-school day the same week of the absences. Saturday Academic Lab hours are from 8:30 AM to 3:30 PM. Any student wishing to attend Saturday Academic Lab in order to make up absences may attend the full day to make up hours. However, at least one hour of attendance is required to make up late arrivals and early departures even if less than one hour of school was missed.

EARLY DEPARTURES

The K-3 Presidio school day ends at 2:30 PM, the 4th-5th grade Presidio school day ends at 3:00 PM, and the 6th -8th grade Presidio school day ends at 3:30 PM. Any incident of a student leaving before the end of that student's school day will be considered an early departure and recorded as such. Parents/guardians should notify the school as far in advance as possible of an early departure. On the sixth un-excused early departure in the same term a mandatory parent/guardian conference will be schedule for K-12th grade students; 4-12th grade students will be placed on Attendance Probation. In order to make up an approved excused tardy or early departure the student will need to attend Saturday Academic Lab for a minimum of one hour in the same week that the tardy/early departure occurred. Even if the student missed less than one hour of class time, a full hour of Academic Lab is required.

TARDIES

The Presidio school day begins promptly at 7:55 AM, any student arriving after the 7:55 AM bell, or to any class after the bell for that class has rung, will be considered tardy and be recorded as such. Parents/guardians should notify the school as far in advance as possible of a late arrival or early departure.

A student arriving late to class, at the beginning of the day as well as during the school day will need to obtain a late pass from the office. All students in grades 6-12 arriving late at the beginning of the school day will roll "The Dice of Consequences" and perform said consequence during their break or lunch recess. The office will record all late arrivals. Three late arrivals to class and/or early departures from school in the same term will be considered an indication of a potential bad habit.

On the third unexcused late arrival (and every subsequent third unexcused late arrival) recorded by the student's teacher, 4th -12th grade students will be required to stay after school for 30 minutes with the student's designated teacher and/or in Academic Lab.

On the sixth unexcused late arrival and/or early departure, fourth unexcused absence, and/or a combination in the same term a mandatory parent/guardian conference will be scheduled for K-3rd grade students; the student will be placed on a corrective action plan. In order to make up an approved excused tardy or early departure the student will need to attend Saturday Academic Lab for a minimum of one hour in the same week that the tardy/early departure occurred. Even if the student missed less than one hour of class time, a full hour of Academic Lab is required.

ATTENDANCE PROBATION

Grades K-3

Good attendance in early elementary is even more critical than the later years in a child's educational journey. This is the time when positive work habits are formed and the foundation for future learning is established. At this early age, the content is primarily presented by the teacher through rigorous and engaging hands-on learning; independent learning is very limited. Thus making every minute missed a serious detriment to academic success. It is for this reason that Presidio enforces a very strict attendance policy for K-3 students. We realize that attendance in these grades is dependent upon you, the parent. Therefore, we do not believe consequences for the child is the best solution to this issue. Therefore, the conditions for K-3 Attendance Probation are as follows: Once a student receives a 4th absence or 6th tardy/early departure, a parent conference will be scheduled with the Student Conduct and Support Coordinator and a corrective action plan will be put in place to ensure that the student's attendance improves. It is Presidio's goal to work with parents to try and help them overcome situations that may be contributing to their child's poor attendance. However, if a satisfactory plan cannot be developed and effectively implemented the school will be forced to withdraw the student from Presidio.

Grades 4-12

The conditions for Attendance Probation are as follows: Once a student receives a 4th unexcused absence or 6th early departure within a term, Saturday Academic Lab from 8:30 to 3:30 will be mandated for the next Saturday when Academic Lab is open. If a student finds his or herself on Attendance Probation a second term, the student will be required to attend Saturday Academic Lab from 8:30 to 3:30 the following two Saturdays. Attendance Probation a third time will result in a mandatory parent meeting to develop a corrective action plan.

A student who is on Attendance Probation and receives another absence, or fails to attend their required Saturday Academic Lab without a doctor's note or court document may be withdrawn from Presidio School for the remainder of the school year for violation of probation. Students with a doctor's note or court document will be required to attend an additional day of Saturday Academic Lab in order to make up for the absence.

Students who refuse Attendance Probation, do not meet the conditions of Attendance Probation or miss 10 consecutive days during the regular school year will be withdrawn from school. **Regardless of the reason for absences, when the student is absent for 10 consecutive days, Arizona Department of Education policies require the student to be withdrawn.**

COMMUNITY EDUCATION POLICY

If a student will miss four or more hours of school in any week due to a family vacation, community service opportunity, college visitation or other educational experience, the student may work with the school to develop a mini-course. Completion of the mini-course requirements with a minimum 75% proficiency may be substituted for class attendance if arrangements are made in advance.

MEDICAL INFORMATION

Completed medical forms are due before the beginning of the school year. The Arizona Department of Health Services has strict regulations regarding immunizations. All schools must have on file both the Arizona School Immunization Record and a copy of the immunization record completed by medical personnel in the physician's office. The health department requires that students with incomplete or inadequate immunization records "be referred to a physician or health department for immunizations before entry. Inadequately immunized children must have at least one current dose of each vaccine to continue attendance."

Please notify the school if students have food allergies or other medical conditions that could impact the student while attending school. Students are discouraged from sharing food, and may not carry any medications with them. All medications that need to be taken at school must be checked in at the front desk and a medical distribution form must be completed and signed. Medications must be in their original containers and be replaced upon reaching expiration dates. Medications with expired dates will not be distributed to students.

LOST and FOUND

Lost and found items are placed in bins which are located in the courtyard. Please check often for lost items. All unclaimed items will be donated to charity 3 to 4 times per year. Prior to donation, notices will be posted at the school on the Presidio School Facebook page and mentioned in morning announcements. Any valuable items, such as cameras, calculators, or jewelry, will be kept in the office.

BIRTHDAYS and SPECIAL EVENTS

Unless the entire class is invited, please send invitations to parties and other special events directly home instead of distributing them at school. Please be sensitive to the feelings of all students. If a parent wishes to have a small celebration on campus, only commercially prepared items may be provided. Advance notice should be given to the homeroom teacher via his/her email address.

SCHOOL CULTURE AND DISCIPLINARY POLICY

The Presidio School culture is based on six ethical values that everyone can agree on — values that are not political, religious, or culturally biased. These six ethical values are known as the six pillars of character. These pillars are Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. The Six Pillars act as a multi-level filter through which to process decisions. This is all part of a character education program known as CHARACTER COUNTS!. CHARACTER COUNTS! allows the Presidio School campus' to adopt a common language and values and weave them through the curriculum.

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

CHARACTER STUDENT AGENDAS

GRADES K-8

CHARACTER COUNTS! goes hand in hand with Presidio School's character education program. CHARACTER COUNTS! is described as the connecting piece between positive discipline and character education. This program establishes a consistent discipline program that encompasses kindergarten through eighth grade while at the same time goes beyond discipline by recognizing those who demonstrate good character.

Character Agendas/Cards serve as a communication tool between Presidio and parents/guardians in respect to their student's daily behavior while at school. Each K-1st grade student is given a Character Card that tracks positive and negative behavior. All Character Cards go home on a daily basis so that parents can always know how their student behaves while at school. Every two weeks each student is given a new Character Card and their old cards must be turned in with a parent or guardian signature. 2-8th grade students will have a student agenda, which will not only be utilized as a student planner but also as a personal log of the student's positives and infractions. During the school year there are several Reward Days where students are recognized for their positive behaviors and for showing good character.

ACADEMIC HONESTY

Presidio School takes plagiarism and other forms of cheating very seriously, as does every college and university to which students will apply to or be admitted. Academic integrity is expected in all endeavors of Presidio School's student body. It encompasses trust, respect, responsibility, fairness, caring and citizenship as they relate to all aspects of academic life. The resulting culture of integrity promotes academic excellence at all levels. Academic integrity is essential for student success as a lifelong learner and for student credibility.

SOCIAL AGGRESSION: BULLYING

Presidio School strives to create an environment where all members of the school community are treated with respect and dignity. Any form of bullying is unacceptable and will not be tolerated. Any incident of bullying should be reported to the nearest teacher or administrator.

Bullying is defined as: intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse—even when targets of bullying show or express their hurt or tell the aggressors to stop. Bullying includes but is not necessarily limited to: physical aggression, verbal aggression, relational aggression, and cyberbullying.

SOCIAL AGGRESSION

Intentionally aggressive and impulsive behavior, including but not limited to: attention seeking behaviors, lashing out, manipulation, horseplay, and unwanted attention. General social aggression is not repeated targeted behavior.

COMMUNITY CONDUCT

Presidio School's students are, both during and after school, expected to treat the business and residential communities surrounding the school with the utmost respect and consideration. Where a student is found to have conducted his or herself in an unacceptable manner, the conduct will result in the application of such disciplinary action as the school deems appropriate.

DISCIPLINARY NOTICE

Presidio School does not contact parents or guardians in the event of "day-to-day" disciplinary matters such as a student receiving a referral for a minor infraction. In most instances, the student and a teacher or an administrator will be able to deal with these issues without involving the parent. However, parents/guardians will be contacted where the student's behavior is more serious in nature.

Parents/guardians will also be contacted when disciplinary probation is pending or when suspension, withdrawal or permanent expulsion may be imposed.

Where a student is reasonably believed to have committed an act which could lead to his/her **permanent expulsion**, the student shall immediately be suspended from attending classes until such time as the Disciplinary Committee has investigated the act(s) in question and has assembled sufficient information to enable the Committee to determine the appropriate disciplinary action. When there is a question regarding the instigator in a situation involving more than one student, all parties will be suspended until a thorough investigation can be completed. A student suspended for behavior which could lead to expulsion, is required to provide the school with a **written statement** outlining the student's version of the incident in question. That statement must be received within two school days or less of the event in question. Failure to provide the written statement will result in Presidio School's Disciplinary Committee making a determination without the benefit of the student's input.

DISRUPTIVE BEHAVIOR

Students will not be allowed to disrupt the learning process. Students are expected to handle any disagreement with other students or with members of the Presidio School staff in a calm and respectful manner. If a student refuses to handle the situation in a manner deemed appropriate he/she may be

suspended until a conference with the responsible parties can be held. Should the student refuse to leave the classroom or school area peacefully upon request, the police may be called and the student expelled.

DITCHING

Students without an appropriate school pass are determined to be ditching if they are anywhere other than in their class. Students who leave campus during the school day without written permission will be disciplined for ditching. Students who are seen in the vicinity of school prior to the actual beginning of the school day, but do not show up for class, will be disciplined for ditching.

Closed Campus

Presidio School is a closed campus. That means that no student may leave campus during the school day without permission from the school. Leaving campus without said permission will be considered ditching. Restrictions and permission contained apply to all students even those who have reached 18 years of age. Closed Campus guidelines are as follows:

- **Permission for high school students to leave campus for lunch must in all circumstances be accompanied by the student being in good academic standing.**
- Students who sign themselves out without medical or emergency reasons will be considering ditching.
- Ninth – eleventh grade students may only earn periodic off campus lunch passes by being in good standing and having parental permission forms on file
 - Failure to remain in good academic standing will result in revocation of this privilege.
- Seniors with parent permission forms on file or who are 18 years of age and in good academic standing have continuous off campus lunch privileges.
 - Failure to remain in good academic standing will result in revocation of this privilege.
- Parents may **not** give blanket permission for high school students to leave campus, and students 18 years of age or older may not sign themselves out without meeting all other off campus requirements.

DRUGS/ALCOHOL

If Presidio School staff **suspects** that while on campus a student is under the influence of illicit drugs or alcohol or is making a connection for purchase, sale, or distribution of drugs or alcohol, he/she will be referred to administration for disciplinary action.

GRAFFITI/VANDALISM

If a student is **suspected** of destruction, damage, or defacing of property such as; books, school work, folders, walls, desks, equipment or property belonging to any other member of the school community, he/she will be referred to an administrator. If warranted, a disciplinary action will be taken and a report may be filed with the police. Marking pens are not allowed in school except under the direct supervision of school personnel.

SEXUAL HARASSMENT

1. Sexually harassing or offensive conduct in the school is prohibited. Such conduct includes but is not limited to:
 - (a) sexual flirtations, touching, advances or propositions;
 - (b) verbal abuse of a sexual manner or profanity;
 - (c) graphic or suggestive comments about one's lifestyle, clothing or body;
 - (d) sexual or degrading words used to describe an individual;

- (e) the display or sharing of sexually suggestive objects or pictures;
2. Any student who believes that another school community member's actions and/or words constitute harassment has a right and a responsibility to report the situation immediately.

FIELD-TRIPS

When activities are held outside the physical boundaries of the school itself, Presidio School Student Policies and Discipline Codes remain in effect. Students must be on time, in attendance and on task at all times. If the student is not in strict compliance with all Presidio School Policies and Discipline Codes, the student will be subject to consequences as outlined in this Student Handbook.

REFUSAL TO WORK

Students will not be allowed to use class time in a non-productive manner. Work appropriate to the course of instruction must be done during class time. Refusal to work will result in the student being sent to see an administrator and if deemed necessary disciplinary action will be taken.

THEFT

Presidio School will not be responsible for the loss, theft or destruction of personal items. Any student caught stealing or committing any crime that infringes upon the rights of others will be disciplined accordingly and may be reported to the police.

TOBACCO

Presidio School will enforce A.R.S. 35-798.03, which prohibits the use and possession of tobacco products on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles and at off-campus, school sponsored events. Persons who violate this law may be fined \$300.

PRESIDIO SCHOOL DISCIPLINE CODE

Within the Discipline Code are consequences students may receive for violations. Under the Discipline Code, Student Rights and Responsibilities, and Student Appeal Process students are afforded an opportunity to present their case. Any discussion of circumstances and consequences shall be resolved in a calm and non-disruptive manner. Any student refusing to abide by the imposed consequences may be withdrawn from Presidio School. The length of time a student is removed from school will be dependent upon the frequency and severity of the offenses. Depending on the severity of the disciplinary violations, the student's removal may be permanent.

CHARACTER CARD POLICY

Lost Character Cards/Agendas

Duplicate character cards will only be given by Student Conduct and Support Coordinator or an administrative staff member and the student's name entered into a log. Lost character agendas warrant an automatic infraction for responsibility for students grades 4-8.

Unsigned Character Cards

Character Cards need to be signed by a parent or guardian at the end of each two week period. If Character Cards are not signed the following procedure should be followed.

- Day 1: Warning with the student's name is written on the board as a reminder.
- Day 2: Student loses any rewards he/she may have been eligible for. Email is sent to the Student Conduct and Support Coordinator and student loses the first five minutes of break.

- Day 3: If student claims to still have the Character Card, but has not submitted a signed Character Card the student loses his/her break until the Character Card is turned in signed. If Student does not have his/her Character Card in possession any longer the Student Conduct and Support Coordinator will issue a Duplicate card (see “Lost Character Cards” section) which will need to be signed by the parent/guardian and turned in.
- Day 7: If after a week the Character Card has not been turned in signed by a parent or guardian a parent conference may be scheduled.

3 infractions per month

A reflection sheet will be given when a student receives a 3rd infraction. The reflection sheet asks the student to reflect upon the character traits he/she broke and to brainstorm ways in which behavior can improve in the future.

4 or more infractions per month

1st time receiving 4th infraction: Referral to the Character Council

2nd time receiving 4th infraction or any additional infraction after being seen by the Character Council: Monitored Study in the Administration Building for 1 school day

3rd time receiving 4th infraction: Parent conference

4th time receiving 4th infraction: Suspension and Disciplinary Probation

Serious Infractions

Serious infractions (assault, theft, bullying, etc.) warrant an immediate referral directly to Student Conduct and Support Coordinator.

CAMPUS CONDUCT VIOLATIONS

(K-12) TYPE 1 VIOLATIONS INCLUDE:

Defiance of Authority

Dishonesty

Disruptive Behavior

Driver Safety Violations

Inappropriate Dress

First Offense

Students in grades 1-8 may receive an infraction, or note on their Character Card/Agenda. If the offense is deemed serious enough the student may also be referred to the Student Conduct and Support Coordinator or an Administrative staff member. Students in high school will be referred directly to the Student Conduct and Support Coordinator or Administrative staff member if the violation is deemed serious enough.

Second Offense

Students in grades 1-8 may receive an infraction, or note on their Character Card/Agenda. If the offense is deemed serious enough the student may also be referred to the Student Conduct and Support Coordinator or an Administrative staff member. Students in grades 1-12 who are referred to the office for a second offense will have their parent/guardian contacted by the Student Conduct and Support Coordinator or Administrative staff member.

Third Offense

Students in grades 1-8 may receive a third infraction, or note on their Character Card/Agenda and complete a reflection sheet. If the offense is deemed serious enough the student may also be referred to

the Student Conduct and Support Coordinator or an Administrative staff member. Students in grades 1-12 grade who are referred to the office for a third offense will be placed on Disciplinary Probation for at least 15 school days. The Student Conduct and Support Coordinator or Administrative staff member will contact the parents/guardian of the student in order to give them an opportunity to participate in devising a plan for student redirection. With or without the involvement of the parents/guardian a plan will be devised. A copy of the Disciplinary Probation will be sent home to be signed by the parent/guardian.

Type 1 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. Special Education Students will be suspended until a group of people who are knowledgeable on the student can meet to determine an alternate education plan. Other students, at a minimum, will be suspended one full school day, and students in grades 4-12 will be required to attend Academic Lab for one Saturday Academic Lab. If a student cannot feasibly attend Saturday school, an alternative logical consequence will be provided.

Type 2 or 3 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. Special Education Students will be suspended until a group of people who are knowledgeable on the student can meet to determine an alternate education plan. Other students, at a minimum, will be suspended two full school days, and students in grades 4-12 will be required to attend Academic Lab for two Saturdays. If a student cannot feasibly attend Saturday Academic Lab, an alternative logical consequence will be provided. The student will return to Presidio on a Behavior Contract; a parent/guardian conference will be required before the student is allowed to return to school.

Type 4 Violation while on Probation

See **TYPE 5 VIOLATIONS**

(K-12) TYPE 2 VIOLATIONS INCLUDE:

- Ditching Class
- Plagiarism and/or Cheating
- Possession of Tobacco Products on Campus

First Offense

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. The Student Conduct and Support Coordinator or Administrative staff member will contact the parents/guardian of the student in order to give them an opportunity to participate in devising a plan for student redirection. The plan will include a logical consequence for the behavior such as attendance at Saturday Academic Lab or attendance at a smoking cessation course.

Second Offense

The student will be referred to the Student Conduct and Support Coordinator or an Administrative staff member and immediately be placed on Disciplinary Probation of at least 15 school days. The Student Conduct and Support Coordinator or Administrative staff member will contact the parents/guardian of the student in order to give them an opportunity to participate in devising a plan for student redirection. Redirection will include a logical consequence for the behavior such as attendance at Saturday Academic Lab or attendance at a smoking cessation course.

Type 1 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. Special Education Students will be suspended until a group of people who are knowledgeable on the student can meet to determine an alternate education plan. Other students, at a minimum, will be suspended one full school day and the student's Disciplinary Probation extended through the remainder of the semester. Any student in grades 4-12 will be required to attend Academic Lab for one Saturday. If a student cannot feasibly attend Saturday Academic Lab, an alternative logical consequence will be provided. A parent/guardian conference will be required before the student is allowed to return to school.

Type 2 or 3 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. Special Education Students will be suspended until a group of people who are knowledgeable on the student can meet to determine an alternate education plan. Other students, at a minimum, will be suspended three full school days and the student's Disciplinary Probation extended through the remainder of the semester. Any student in grades 4-12 will be required to attend Academic Lab for three Saturdays. If a student cannot feasibly attend Saturday Academic Lab, an alternative logical consequence will be provided. The student will return to Presidio on a Behavior Contract; a parent/guardian conference will be required before the student is allowed to return to school.

Type 4 Violations while on Probation

See **TYPE 5 VIOLATIONS**

(K-3) TYPE 3 VIOLATIONS INCLUDE:

- Graffiti/Vandalism of less than \$50 repair/replacement cost
- Social Aggression
- Suspected Substance Abuse
- Insolence and Defiance of Authority

First Offense

The student will be referred to the Student Conduct and Support Coordinator or an Administrative staff member and a parent/guardian conference will be required within two school days of the incident. During the conference the parents/guardian of the student will have an opportunity to participate in devising a plan for student redirection.

Second Offense

The student will be referred to the Student Conduct and Support Coordinator or an Administrative staff member and immediately be placed on Disciplinary Probation of at least 15 school days. The Student Conduct and Support Coordinator or Administrative staff member will contact the parents/guardian of the student in order to give them an opportunity to participate in devising a plan for student redirection.

Redirection will include a logical consequence for the behavior such as attendance at Saturday Academic Lab or attendance at a substance abuse program.

Type 1 or 2 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. For safety purposes, all parties involved will be removed from programs and/or activities pending investigation. Parties found in violation will be suspended and the student's future enrollment along with any additional consequences will be decided by the Disciplinary Committee. The student will return to Presidio on a Behavior Contract; a parent/guardian conference will be required before the student is allowed to return to school.

Type 3 Violations while on Probation

See **TYPE 4 VIOLATIONS**

(4-12) TYPE 3 VIOLATIONS INCLUDE:

- Graffiti/Vandalism of less than \$50 repair/replacement cost
- Social Aggression
- Suspected Substance Abuse
- Insolence and Defiance of Authority

First Offense

The student will be referred to the Student Conduct and Support Coordinator or an Administrative staff member and immediately be placed on Disciplinary Probation of at least 15 school days. The Student Conduct and Support Coordinator or Administrative staff member will contact the parents/guardian of the student in order to give them an opportunity to participate in devising a plan for student redirection. Redirection will include a logical consequence for the behavior such as attendance at Saturday Academic Lab or attendance at a substance abuse program.

Type 1 or 2 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. For safety purposes, all parties involved will be removed from programs and/or activities pending investigation. Parties found in violation will be suspended and the student's future enrollment along with any additional consequences will be decided by the Disciplinary Committee. The student will return to Presidio on a Behavior Contract; a parent/guardian conference will be required before the student is allowed to return to school.

Type 3 Violations while on Probation

See **TYPE 4 VIOLATIONS**

(K-3) TYPE 4 VIOLATIONS INCLUDE:

- Social Aggression: Bullying
- Sexual Harassment

First Offense

The student will be referred to the Student Conduct and Support Coordinator or an Administrative staff member and immediately be placed on Disciplinary Probation of at least 15 school days. The Student Conduct and Support Coordinator or Administrative staff member will contact the parents/guardian of the student in order to give them an opportunity to participate in devising a plan for student redirection. Redirection will include a logical consequence for the behavior such as attendance at Saturday Academic Lab or attendance at a substance abuse program.

Type 1 or 2 Violation while on Probation

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. For safety purposes, all parties involved will be removed from programs and/or activities pending investigation. Parties found in violation will be suspended and the student's future enrollment along with any additional consequences will be decided by the Disciplinary Committee. The student will return to Presidio on a Behavior Contract; a parent/guardian conference will be required before the student is allowed to return to school.

Type 3 Violations while on Probation

See **TYPE 4 VIOLATIONS**

(4-12) TYPE 4 VIOLATIONS INCLUDE:

- Social Aggression: Bullying
- Sexual Harassment

First Offense

The student will immediately be referred to the Student Conduct and Support Coordinator or an Administrative staff member. For safety purposes, all parties involved will be removed from programs and/or activities pending investigation. Parties found in violation will be suspended and the student's future enrollment along with any additional consequences will be decided by the Disciplinary Committee. The student will return to Presidio on a Behavior Contract; a parent/guardian conference will be required before the student is allowed to return to school.

(K-12) TYPE 5 VIOLATIONS INCLUDE:

- Gang Activity, Theft, Weapons
- Graffiti/Vandalism in excess of \$50
- Sale, Purchase, or Distribution of Drugs or Alcohol
- Violence
- Violations of Laws
- "Disruption of the Educational Process"

First Offense

Special Education Students will be suspended until a group of people who are knowledgeable on the student can meet to determine an alternate education plan. All other students will be excluded from further attendance at Presidio School.

DRUG/ALCOHOL CONSUMPTION

First Offense

The Student will be required to turn over possession of all illegal substances to Administration. The student's parents/guardians will be notified. All students will be suspended and where appropriate, be given twenty-four hours, beginning at the time of the incident, to provide the school with written evidence that the student was properly tested for substance usage and that the test indicated an absence of drugs or alcohol.

Should a student not be tested within the specified time frame or the test detects alcohol or drugs, the student's suspension will be continued with and a Behavior Management plan will be developed that will

include enrollment in an acceptable substance abuse program. The student will be allowed five (5) school days from the time of the incident to provide the school with written evidence of enrollment.

Failure to comply with the Behavior Management plan will result in immediate removal from school for the remainder of the school year, or where a special education student is involved, the suspension will continue until a group that is knowledgeable on the student can be convened to determine an alternate education plan. The Knowledgeable Group will convene in nine or fewer days from the original date.

Upon providing written documentation of a “clean test” or enrollment in a substance abuse program, the student will be immediately permitted to return to school under the following conditions: the student will be placed on probation until such time that the student provides written documentation of satisfactory completion of the substance abuse program or continuous attendance in the program for a minimum of one month.

Second Offense-Offense while on Probation

In most instances a report will be filed with the police. The student will be required to turn over possession of all illegal substances to Administration. The student’s parents will be notified. Except where the student provides, within twenty-four hours of the incident, written evidence that the drug test indicated an absence of drugs or alcohol, the student shall be withdrawn from school for the balance of the school year and may be prohibited from further attendance at Presidio School. Special education students will be suspended until the Knowledgeable Group can be convened to determine an alternate education plan.