



# Santa Fe South District Handbook

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## Introduction

### Welcome Letter from Superintendent of Schools, Mr. Chris Brewster

Santa Fe South Students,

Welcome to Santa Fe South Schools, Inc. (SFS). When we founded Santa Fe South in 2001, we met with a group of students, parents, and teachers to determine what was most important to them as we began our school. It was an exciting time of choosing our colors and mascot, as well as talking about classes and sports.

During this meeting, it was clear that all members of this group wanted a school that was strong academically, competitive athletically, but, above all, a safe environment for our students and teachers to work. We spoke about past experiences in school and about what their fears were as they entered high school. From that day forward, we have placed the academics, safety, and stability of our school as our top priorities.

Every single year since 2001, SFS has developed a strong academic program, increasing test scores, graduation rates, and students attending a variety of state and national institutions of higher education. Keeping students and staff safe drives our conversations every day. Due to the success we have experienced, student waiting lists continue to soar. SFS does not sit on its laurels. Consistent improvement drives our work.

Please take time to be familiar with this handbook. It will keep us strong as we “equip students to reach their individual potential in order to be academically and socially prepared to thrive in a global society.”

Thank you for partnering with us for the sake of your family’s future.

Sincerely,

Chris Brewster  
Superintendent, Santa Fe South Schools

## **Introduction to Santa Fe South Schools**

Santa Fe South Schools provides an education, free from tuition or fees, for all students regardless of race, national origin, religion, sexual orientation, or pregnancy. All students with disabilities are provided an education in compliance with all federal and state laws.

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## **Vision Statement**

Santa Fe South Schools will equip students to reach their individual potential in order to be academically and socially prepared to thrive in a global society.

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## **Mission Statement**

Santa Fe South strives to establish a strong foundation for lifelong learning and provides opportunities to prepare students to thrive in a complex and competitive, culturally pluralistic society. Our mission is to provide a challenging program of education through an expanded curriculum that emphasizes life skills, the development of social responsibility, and self-confidence.

## Personnel

### Board of Education

Michael Brooks-Jimenez	• Chairman
Dr. William C. Frick	• Vice Chairman
Vickie Primeaux	• Secretary
Jaime Ortiz	• Member
Cecilia Morris	• Member

### District Administration

Chris Brewster	• Superintendent
Brooks Levonitis	• Assistant Superintendent, Chief Financial Officer
Brooks Levonitis	• Chief Financial Officer
Larry McFarlin	• Chief Operations Officer, Federal Programs
Marianne Stephens	• Chief Academic Officer
Brian Crittenden	• Director of Technology
Monica McFarlin	• Director of Special Education
Lisa Souza	• Director of School Counseling/Enrollment
Heidi Avery	• District Testing Coordinator
Lj Littlejohn	• Director of English Language Learners
Maritza Santiago	• Director of Finance
Joshua Tracey	• Facilities Manager
Angela Serna	• Board Clerk and Assistant Business Manager
Angie Avella	• Community Liaison
William Fears	• Athletic and Transportation Director

### School Administration

Sherri Keith	•Principal	•SFS Childhood Center
Kim Figueroa	•Principal	•SFS Elementary School
Carma Barlow	•Principal	•SFS Hills Upper Elementary School
Stephanie Lowery	•Principal	•SFS Hills Lower Elementary School
Meg Wheeler	•Principal	•SFS Spero Upper Elementary School
Alisa Stieg	•Interim Principal	•SFS Spero Lower Elementary School
Daniel Buckmaster	•Principal	•SFS Middle School
Jennifer Lamb	•Assistant Principal	•SFS Middle School
Tonya Rodriguez	•Assistant Principal	•SFS Middle School
Jeff Eskew	•Dean of Students	•SFS Middle School
Yardley Salgado	•Dean of Students	•SFS Middle School
Jace Kirk	•Principal	•SFS High School
Wesley Furley	•Assistant Principal	•SFS High School
Kari Allison	•Assistant Principal	•SFS High School
Sara Marin	•Assistant Principal	•SFS High School
Jarod Mason	•Dean of Students	•SFS High School
Hartley Harper	•Director	•SFS Alpha Credit Recovery
Chris McAdoo	•Principal	•SFS Pathways Middle College High School

## General Regulations

This section covers a broad range of issues for which administrators are responsible.

### Academic Honor Code

In order to sustain a community of trust in which the students and teacher can work together to develop their educational potential and goals, ethical standards of honesty are expected so that all students may participate fairly in the classroom to earn their academic standing through their own efforts. Violations of the honor code include lying, cheating, or stealing. Findings of any of these violations will be dealt with in accordance with the Student Discipline Plan.

Acts of cheating are defined as follows:

1. Sharing classwork or test information through electronic means, including but not limited to social media, text messages, email, or photo sharing.
2. Willfully copying or allowing class assignments to be copied and falsely presenting them as his/her own work.
3. Using notes or any other prompts to assist in answering test questions, unless allowed by the teacher.
4. Acquiring answers to test questions or homework by looking at any other students' papers.
5. Being informed, or informing verbally or otherwise, of test questions or answers either during or prior to the testing situation, as well as answers to homework assignments for which you are given.
6. Plagiarizing someone else's words or ideas.

### School Attendance

#### Attendance

Under compulsory education law, it is the duty of the parent or guardian to notify the school regarding the reason for absence of a school-aged child. The law also states that it is the duty of the school to notify the parent or guardian of a child's absence (HB 1539, Section 4, Amendatory 70 O.S. 1981, Section 10-106).

If a student receives 10 or more unexcused absences in a semester, the student may be given No Credit (NC) in that class.

#### Non-Attendance



*The following attendance problems require administrative action:*

- The student is officially enrolled but fails to report to school, to attend every class, or to remain on campus until dismissed.
- A student is habitually tardy
- A student has been absent without a valid excuse for four (4) or more days or parts of days within a four (4) week period, and the school has **not** been notified by the parent/guardian.

*Procedure:*

- Administrators will attempt to support families and resolve any non-attendance issues.
- The school will attempt to notify the parent/guardian that they are in violation of state law.
- If necessary, the case could be filed with the District Attorney for prosecution. If found guilty, the parent/guardian will be responsible for fines and court costs.

### **Provisional Guidelines for Keeping a Sick Child Home from School**

It is often difficult to tell how sick your child is in the morning before school. School is important, but sick children need to be at home. The following considerations can help you decide whether your child should stay home from school.

- Temperature - Though sick children may not have a fever and be sick, a temperature of 100 degrees or over is a sure sign to keep your child home. Giving a fever reducer, such as Tylenol, and sending your child to school will almost guarantee a call from school when the medicine wears off, as well as exposing other students to whatever your child has.
- Vomiting or diarrhea during the previous evening or night, please keep your child home. Consult a doctor if symptoms continue more than 48 hours or worsen instead of improving.
- A blistering rash, especially if accompanied by fever and a history of exposure may be chicken pox. Keep your child home until you know for sure. If it is chickenpox, your child will need to stay home until all areas are scabbed, usually 6-7 days.
- Heavy nasal congestion and/or a frequent cough, keep your child at home. At school, with these symptoms, children probably feel miserable, will not learn much, and will be sharing a virus with others.
- Contagious disease diagnosis, such as strep, your child should take their prescription antibiotics for at least 24 hours before returning to school.

If your child stays home, improves, and does not run a temperature (without medication), your child can be taken to school. Be sure that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured.

#### **COVID GUIDANCE:**

For Covid guidance, Santa Fe South Schools follows CDC guidelines. Covid protocol is located on the front page of the Santa Fe South website.

#### **Tardies**

**Truancy-** Oklahoma school law holds the parent responsible for a child's attendance at school.

Parents can be fined if they allow their children to remain absent from school without a legal excuse. Children out of school can be detained by police officers. School officials must report truancy to the office of the District Attorney of Oklahoma County. PARENTS CAN BE FINED UP TO \$100 FOR EACH DAY THEIR CHILD IS TRUANT FROM SCHOOL.

If a student misses more than 15 minutes of a class period, the student will be counted absent. This includes tardies and leaving early from class. Excessive tardies will result in an intervention by teachers and/or administrators.

For Elementary students, if a student misses more than  $\frac{1}{3}$  of the morning or  $\frac{1}{3}$  of the afternoon class times, the student will be counted absent for either AM or PM.

**Three** tardies in a class will equal one absence in that class for determining compliance with the ten absence rule. This rule states that if a student has more than ten unexcused absences in a class in one semester, the student may be given No Credit (NC) in that class.

### **Attendance for Student Activities (10-Day Rule)**

*All students who are members of school activity groups are limited to ten (10) absences per school year per class period. Absences for the following reasons will not be charged against the ten-absence limit:*

- Participation in school-sponsored state/national level contests in which the student has earned the right to compete.
- Activities held on campus and sanctioned by the principal.
- On-campus visits by college or vocational representatives.
- College entrance examinations.
- Field trips in conjunction with an academic class.
- Appearance before local civic groups.
- Field trips in area vocational-technical schools.
- Service as a Senate Page in the legislature (service learning opportunities).
- Events the principal deems to be of an academic nature.

## Bus Behavior

All students are under the supervision of the bus driver/adult sponsor while on the bus. A student may be removed from riding the bus by the principal for the following behaviors:

- Talking to bus driver while bus is in motion
- Leaving his/her seat while bus is in motion
- Reserving seats for other students
- Drinking, eating, or using tobacco
- Excessive littering
- Offensive/vulgar language
- Disrespect to bus driver
- Throwing objects in or off the bus
- Fighting
- Spitting in the bus
- Loud talking or unnecessary confusion
- Destruction of school property. (**NOTE: Damage to the bus or other school property must be paid by the offender.**)
- Putting any part of the body out of the bus windows
- Unlocking emergency door except at the direction of bus driver
- Indecent behavior

## Care of School Property

Students are responsible for the proper use and care of school property such as textbooks, library books, electronic devices, desks, etc. The parent or legal guardian of a student is responsible for the replacement or repair of damaged school property when it is determined that the damage was committed by the student as a result of the student's negligence.

## Closed Campus

School Board Policy covers the closed campus at all Santa Fe South Schools.

### The policy is as follows:

- The campus will be closed to students leaving during the regularly scheduled school day. Students may leave only with permission from their respective school principals.

### The only exceptions shall be:

- Students who must leave to attend Vocational - Technical Schools or Concurrent Enrollment.
- Students leaving to participate in school-sponsored activities.

## College Visits

Students will be allowed one college visit per semester in their senior year. Additional visits may be approved by the school principal. Students have to be in good standing and fill out the proper paperwork to attend. Additionally, they...

- Must obtain parental consent prior to the visit.
- Must have made arrangements with the counselor for the visit.
- Must return with proper documentation from the university or college attended no more than two days of scheduled visit.
- All college visits are documented as an Unexcused Absence until all the above mentioned criteria have been met.

## Demonstrations or Meetings on Campus (Non-School Sponsored)

Any student who wishes to promote, organize, or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the principal at least three (3) school days prior to the requested activity. The 3-day period does not include the day of the request or the day of the activity.

## Dress Code

Santa Fe South has great pride in the appearance of its student body. It is in the best interest of

all concerned that such pride be maintained. It is hoped that parents and students will use mature judgment and good taste in complying with these minimal restrictions.

Grooming and dress at Santa Fe South Schools must not constitute a distraction or interfere with the educational opportunities of students. **The dress code is simple:**

1. School Uniform shirt.
2. Blue or black denim jeans (NOT Ben Davies, Solos, Dickies, South Pole, or any other brand identifying gang membership).
3. No pants which are torn or have holes may be worn.
4. Only plain belt buckles (NO inscription of any kind). The belt must be either black or brown and cannot hang below the shirt.
5. Shoes must have enclosed toes and heels (NO house shoes, flip flops, sandals, or other questionable shoes), and socks are preferable.
6. Any pullovers or hoodies must be official Santa Fe South products.

**Additionally:**

- All students will be fully clothed, clean, and well groomed.
- All students shall wear footwear at all times.
- Headgear, such as hats, caps, bandanas, sunglasses, and stocking caps are not to be worn at school.
- Apparel or accessories with offensive or suggestive slogans or logos that pertain to alcohol, drugs, or tobacco are prohibited. Items that carry connotations of immorality, vulgarity, obscenity, nudity, or promotions of violence and/or gang activity are prohibited.
- Bike or animal chains, collars, or spikes are prohibited.
- During “free dress days,” student clothing will be in compliance with standard expectations of modest dress (See Free Dress Days section below).

Any variation to the above dress code will be subject to the approval of the principal. Principals have the final say on all student dress code decisions.

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request.

## Free Dress Days

1. All students will be fully clothed, clean, and well groomed.
2. All students shall wear footwear at all times.
3. Headgear, such as hats, caps, bandanas, sunglasses, and stocking caps, are not to be worn at school.
4. No halter tops, bare midriffs, off-the-shoulder tops, tube tops, spaghetti straps, backless

or partial backless garments, tank tops, exposed underwear, outer garments that look like underwear, muscle shirts, and mesh shirts without a T-shirt underneath.

5. Apparel that is too tight, too loose, too sheer, too short, or too revealing, including tops, mini-skirts, short shorts, skirts with slits, and low-cut clothes, including attire that exposes the chest or breasts, is prohibited.
6. Apparel or accessories with offensive or suggestive slogans or logos that pertain to immorality, vulgarity, obscenity, nudity, or promotion of violence and/or gang or cult activity are prohibited.
7. Bike or animal chains, collars, or spikes are prohibited.
8. Students may not wear clothing or accessories that display symbols, pictures, lettering, or numbering that is profane, vulgar, repulsive, or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, illegal chemical substances, drug related items, drug paraphernalia, or other items or activities that are illegal for the general population or for minors.

Any variation to the above dress code will be subject to the approval of the principal.

*\*Pathways Middle College HS Dress Code varies somewhat. Details are provided for all Pathways students.*

## Dropping/Adding Classes

Schedule changes, including concurrent classes, will be granted only in unusual situations and with administrative approval. Schedule change requests may be made in the Counselor's Office. After the first five (5) days of school, teacher approval must be obtained from both the sending and receiving teacher.

### **Schedule changes after five (5) days are only for:**

1. Incorrect enrollment (credits, repeated courses, etc.)
2. Administrative decision
3. Concurrent and Career Tech classes can only be dropped with permission of administrator and counselor. Students must have administrative approval prior to dropping a College or Career Tech class to prevent financial responsibility. Once dropped, the student must communicate with the administrator and counselor immediately.

## Eligibility for Co-Curricular Activities

Eligibility will be run 3 weeks into each semester. Students on the F-list for one week will be on probation. An F in any subject the following week will deem them as ineligible for co-curricular events including field trips, fine arts competitions, and athletic events.

## Healthy Snack Guidelines

In order to follow healthy food choices and provide protection for students with special dietary needs and food allergies, the federal government recommends the following:

- Send food for your child only
- Food brought for celebrations needs to be purchased and individually wrapped with a label of contents.
- Do not send sugary drinks in student lunches.

## Inclement Weather Closings

When the threat of bad weather occurs, parents, students, and teachers should watch local TV channels and media for school closings. When there is a list of school closings, look for Santa Fe South Schools.

## Lockers and Storage

Students may be assigned a locker. It is the student's responsibility to secure the locker. The school is not responsible for any lost or stolen items stored in a locker. It is the student's obligation to replace any lost or stolen item. This policy applies to both traditional and athletic lockers. All lockers or storage are subject to searches at any time an administrator deems necessary.

## Medical Provisions and Confidentiality

Students with AIDS or other communicable disease will be protected by the privacy acts and medical provisions as established by the Oklahoma Department of Health. If requested by the Oklahoma Department of Health, a Multidisciplinary Team will be established for the student.

## Motor Vehicles on School Grounds

Driving a vehicle to school is a privilege that is granted to students who meet state requirements to operate a motor vehicle and are willing to abide by the rules of Santa Fe South

Schools. Students with an appropriate parking pass for that campus may park only in the approved locations determined by each site.

Students are not to be in any parking lot or car during the school day. Students may not go to their vehicle at any time during the school day without direct permission from the office.

Students who violate the rules of driving and parking may be warned on their first offense or lose their privilege to drive for any period of time up to the rest of the semester. For any subsequent offense, students may lose their privilege to drive for the rest of the semester or school year if the offense and time of the offense warrant such punishment.

## Organizations and Clubs

Students may form clubs or organizations for any legal purpose. These organizations must be open to all students on an equal basis and must operate within procedural guidelines established by the student government, acting in concert with the principal. Organizations must have a staff member as sponsor, and any initiations must have the approval of the principal.

## Plagiarism

Plagiarism is using someone else's words or ideas without giving them credit. When one uses someone else's words or ideas, an appropriate citation must accompany the work. This may be done in several formats including APA, MLA, or others as determined by the teacher. Whether it is intentional or unintentional, plagiarism is a serious offense that can be avoided by following the proper citation guidelines.

Information on how to properly cite material can be found at the [Purdue OWL](#), but there are dozens of resources that teach proper citation online. Findings of plagiarism will be dealt with in accordance with the Student Discipline Plan.

## Prescription Medication, Including Medical Marijuana

The Santa Fe South Board of Education recognizes that under certain circumstances medicine may be dispensed to students by an administrator or other designated district employees. The following procedures will be used when medicine is dispensed:

For both prescription and over-the-counter medication to be given to students at school, the school must have written directions from a physician and written permission from the parent or guardian. Consult the administrator for appropriate forms and procedures.



The medication must be sent in a pharmacy labeled bottle. Inhalers need to have the pharmacy label on the inhaler. Any changes in time, dosage, or medication will require new orders from the physician and a new form signed by the parent. All pills will be counted by two people when the medication arrives at school and any remaining medication counted at the end of the school week by two people.

Medication will be dispensed by the school administrator or their designee. Any over-the-counter medications brought to the school must be in an unopened, original container. All medications, prescription and over-the-counter, must be picked up by the parent at the end of the school year. No medications will be sent home with students.

1. Prescription medicine is defined as medication contained in a prescription vial with a label that correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, directions for the administration of the medication, and whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by the student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. The parent, custodial or legal guardian will be asked to fill out the "Permission Form for Prescribed and Over-the-Counter Medications." The following personnel shall be authorized to administer medicine at school: the school principal, other school employees who have been designated by the school principal, or designee of the superintendent.
  3. No medicine shall be administered unless the parent or guardian of the student has given the school written authorization to administer the medicine. Each school site shall keep on file the written authorization to administer medicine to a student.
  4. Prescription medication shall be administered pursuant to the directions for the administration of the medicine listed on the prescription vial with a label as defined in paragraph 1, above, or as otherwise authorized in writing by the physician prescribing the same. All medicine shall be properly stored in a locked cabinet, and not readily accessible to persons other than the persons who will administer the medication except the

medication retained by a student per physician's order.

5. Self-administration of inhaled asthma medication by a student for the treatment of asthma is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. In certain circumstances, self-administration of medication by a student with other life-threatening illnesses may be permitted.
  - A. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
  - B. Teachers and other appropriate school personnel will be given the names of students who have permission to self-administer medicine. Those names are to be kept confidential.
  
6. Nonprescription medication, including over-the-counter drugs such as aspirin, Midol, cough medicine, etc., may be administered by an administrator or designated school employee, pursuant to written authorization of a parent, guardian, or person having legal custody of the student when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician. All medicine shall be properly stored, and not readily accessible to persons other than those persons who will administer the medication. The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or medication.

### **MEDICAL MARIJUANA:**

In regard to medical marijuana, the district will not discriminate against a student or otherwise penalize a student solely on the basis of the student's status as a medical marijuana cardholder. Also, the district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana.

Students, parents, and guests are prohibited from use, possession, selling, distributing, purchasing, or being under the influence of medical marijuana or medical marijuana products while at school or school-sanctioned activities. Parents and guests will be asked to leave the premises or activities. Students will be subject to discipline pursuant to school policy regardless of license holder status.

### **Publications (Student)**

Student publications are regarded as an integral part of the school curriculum and are under the control of school personnel. A copy of each publication or other printed materials must be given

to the principal or designee for review three (3) school days prior to the requested distribution. The three - (3) day period does not include the day of the request or the day of distribution. The principal or designee will determine if the publication contains libelous or obscene language, art that advocates illegal action or disobedience, or material which encourages disruptive behavior. The principal or designee will notify the individuals or sponsors as to whether the publication can be distributed on the school premises.

The principal or designee also approves the place and time for distribution of printed materials. In the event the principal or designee prohibits the distribution, the student's parents/guardians are called, and they may have the decision reviewed by the Superintendent.

Distribution on school premises of literature or commercial advertising advocating the nomination or election of any person for public office is expressly prohibited (mock elections are excluded). Advertising materials which promote the use of alcohol, tobacco, nicotine, and/or marijuana are prohibited.

## **Public Displays of Affection**

Public displays of affection are not appropriate in the classroom, halls, on or at school-sponsored trips, or anywhere on the school grounds. Inappropriate PDA includes but is not limited to kissing, excessive hugging, and inappropriate touching. Violators will be referred to the office for disciplinary action.

## **Sales**

Advertising may be permitted if it is for approved school-related activities. Any advertising material which promotes the use of alcohol, tobacco, nicotine, or marijuana is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal or the Superintendent of Schools. Violators will be referred to the office for disciplinary action.

## **Searches**

### **Search of School Property**

All school property, such as lockers, desks, etc., assigned to students is the property of Santa Fe South Schools. The student is given a temporary right to use the property, and this right may

be revoked at any time.

School property will not be used to store materials, objects, etc., that are in violation of school rules. The school principal or designee may authorize the search of school property temporarily assigned to a specific student without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desks, data storage on school networks, or other storage areas. School personnel may remove from lockers or desks any articles, which are prohibited at school or could be used to interfere with or disrupt the educational process.

### **Search of Student's Person**

No person attending a school-sponsored event may conceal on his/her person, or in a purse, bag, etc., any weapon, dangerous drug, narcotic, alcohol, or any other substance or object that is in violation of federal, local, or state ordinances or school rules. The school principal or designee may authorize the search of a student's person or personal property and seize illegal or harmful items in his/her possession as follows:

- There must be reasonable suspicion for school authorities to believe the student is in possession of an item which constitutes a crime or a school rule violation.
- The student must be told, prior to the search, what item or substance is being sought.
- The search must be done in a manner that avoids undue humiliation to the student. A person of the same sex as the person being searched must conduct the search. Under no circumstances should a strip search be conducted.
- Illegal items or other substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
- Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession.
- Personal transportation parked on school property is subject to search

## **Sexual Harassment - Reporting and Investigation**

The Santa Fe South Schools Title IX Policy and reporting procedures for Sexual Harassment are located on the front page of the SFS website.

Any student who believes he/she has been sexually harassed should immediately report the offensive action to a teacher or administrator. As soon as possible, the teacher should inform an administrator of the student's concern and the administrator will immediately begin an investigation into the allegation. Findings of sexual harassment will be dealt with in accordance with the Student/Employee Handbook requirements.

## **Grading System**

Achieving excellence means having the structures and strategies in place for all students to flourish. It demands students and teachers work together to meet identified goals. Excellence involves character and social development so students will become confident, engaged, and compassionate members of a community. Furthermore, Santa Fe South Schools adheres to the [Reading Sufficiency Act](#) as a means of achieving excellence as a community.

At Santa Fe South Schools, academic excellence focuses on Oklahoma Academic Standards to guide instruction, proficiency, and growth. All secondary schools utilize the A-F grading system. Grading requirements for all IEP and 504 students strictly follow Federal and State Guidelines. Literacy is embedded into all areas of learning.

Santa Fe South uses the At or Above Proficiency Framework (AOA) to provide an accurate picture of what a student has learned and still needs to learn. Grading and reporting around specific standards, while using the accompanying strategy of common benchmark and formative assessment with feedback related to progress toward standards, has been shown to significantly boost achievement and motivation for students. The academic piece that is most meaningful for students in this policy is receiving grades that are both accurate and meaningful.

### **Santa Fe South AOA Framework and the Oklahoma Academic Standards**

The Oklahoma Academic Standards are statements of minimum expectations for students at each grade level. The Oklahoma State Department is required to develop content area standards that are nationally and internationally benchmarked to ensure that Oklahoma students are prepared to participate in a global society.

While state law requires all Oklahoma districts to adopt the Oklahoma Academic Standards, the decisions about how we implement this and the curriculum we use remains at our discretion locally. Further, the state is implicit in that state standards “do not prescribe all that can or should be taught.” Santa Fe South teachers and administrators have worked together to make sure our students reach the minimum criteria issued by the state but also extend the standards to be more rigorous and meaningful for our community. Santa Fe South AOA Framework has been carefully designed to provide curriculum alignment and academic success throughout all Santa Fe South Schools.

### **Aligned Assessments**

Good instruction and assessment cannot occur in isolation from one another. Each informs the other, and they become the checks and balances that drive measurable student growth and achievement. Santa Fe South complies with all mandated state testing. Santa Fe South is committed to aligning our assessments to clearly identify how each student measures up

against each standard to ensure that every Santa Fe South student is prepared for work beyond high school.

## Graduation Requirements

### Traditional High School Graduation Requirements (Santa Fe South)

The mission of Santa Fe South Schools is that upon graduation all students will have taken the courses necessary for college acceptance. In order to graduate from SFS and be prepared for college acceptance, students must meet certain credit and course requirements. SFS reserves the right to modify requirements when special circumstances warrant doing so. Every Student Succeeds Act (ESSA) and Title 1 of Federal Statutes require each school district to make available to the public, upon request, the school's adequate yearly progress (AYP) and each teacher's highly qualified credentials. If the school is identified as a school in need of improvement, students may have a right to supplemental educational services, transportation to those services, and the option to seek transfer to a different school.

<b>Course Requirements</b>	
<b>Course</b>	<b>Total Years</b>
Social Studies	4 years
Mathematics	3 years at the High School Level
Science	3 years
English	4 years
Foreign Language and Computer	2 years and 1 year
<b>OR</b>	
Computer and Foreign Language	2 years and 1 year
Fine Arts	1 year
Electives	4 years (including {Senior Seminar)
Students will complete a Capstone Project with a presentation prior to graduation, which will meet Oklahoma State Department of Education ICAP Service Learning Requirements.	
Students will have either 25 hours (High School) or 36 hours (Pathways) of a service learning component each year enrolled at SFS, which is required for graduation	
Students will have a CPR Certification	
Students will complete all required Personal Financial Literacy Components	

## SFS Alpha Program Graduation Requirements

The learning path for each Alpha graduate will be tailored to the student's specific needs but will meet or exceed all Oklahoma State Department of Education and Santa Fe South requirements for graduation.

## SFS Pathways Middle College High School Graduation Requirements

Entering Grade 9

- 9 credits /year X 3 years + 6 credits/yr X 1 yr = 33 credits possible; 31 credits required

Entering Grade 10

- 6 previous credits + 9 credits/yr X 2 yrs + 6 credits/yr X 1 yr = 30 credits possible; 29 credits required

Entering Grade 11

- 12 previous credits + 9 credits/yr X 1 yrs + 6 credits/yr X 1 yr = 27 credits possible; 27 credits required

Entering Grade 12

- 18 previous credits + 6 credits/yr X 1 yr = 24 credits possible; 24 credits required

Pathways students must fulfill the minimum SFS graduation requirements listed in this handbook. They must also successfully complete all required community service hours and the Senior Capstone course requirements.

## Concurrent Enrollment Policies

### SFS Traditional High School Concurrent Enrollment Policy

**SB 290 - Concurrent Enrollment, signed by the Governor, May 6, 2009**

*When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.*

Santa Fe South High School and Santa Fe South Pathways Middle College High School each have Concurrent Enrollment Contracts that are designed specifically for their school, which must be signed by students and parents/guardians. The following guidelines are inclusive of all Santa Fe South Charter Schools Concurrent Students:



<b>SANTA FE SOUTH APPROVED COURSES</b>	
<b>COLLEGE COURSE or DESCRIPTION</b>	<b>SANTA FE SOUTH ACADEMIC COURSE</b>
Qualifying Mathematics Course	1 unit HS Math
English Composition I	1 unit of HS English III or English IV
English Composition II	1 unit of HS English IV
Qualifying History Course	1 unit of related HS History
American Federal Government	1 unit of HS Government
Qualifying Science Course	1 unit of related HS Science
Qualifying Art Course	1 unit of related HS Art
Qualifying Foreign Language Course	1 unit of HS Foreign Language
Qualifying Computer Course	1 unit of HS Computer Science
All other approved CE Courses	1 Elective Unit

ALL Concurrent Courses will be on the transcript and will count in the GPA/class rank on the 5.0 GPA scale.

Santa Fe South Schools will pay for all books, fees, and tuition needed to complete enrolled courses.

Eligibility for concurrent enrollment can be terminated if students fail/refuse to abide by the rules, requirements, and the standards of Santa Fe South Schools and/or OCCC.

Students who fail a class or drop after the OCCC reimbursement window will be required to pay a fee according to the Site Concurrent Contract.

## **Concurrent Enrollment**

A student may enroll in a combined number of high school and college courses per semester, not to exceed a full-time college workload of 19 semester credit hours. For purposes of

calculating workload, a high school course shall be equivalent to 3 credit hours per semester. (OK State Regents Parent form Feb, 2020 can be obtained from the school counselor).

<b>Example of Traditional Enrollment (16-week course)</b>		<b>Example Non-Traditional Enrollment (8-week course)</b>	
Course	College Hours	Course	College Hours
Elective	3	Elective	3
Math	3	Math	3
16-Week Course (CE)	3	2 8-Week Courses (CE)	6
16-Week Course (CE)	3	16-Week Course (CE)	3
16-Week Course (CE)	3	16-Week Course (CE)	3
<b>Total</b>	<b>15 hours</b>	<b>Total</b>	<b>18 hours</b>

## Other Important Policies

### Discipline Plan

#### Preface

Santa Fe South Schools accepts the challenge of providing a high quality educational program that prepares its students to compete in modern society. The program provides opportunities for the development of skills, acquisition of knowledge, and formation of desirable attitudes. It also creates an environment that is safe, secure, and conducive to learning. Most students choose to participate in this program. Santa Fe South Schools accept the obligation to assist all students with a fair and consistent discipline program that provides opportunities for students to change undesirable behavior while protecting the rights of the majority.

The purpose of these regulations and guidelines is to secure uniform expectations from students at Santa Fe South Schools. The written code provides the foundation and framework for a fair and sound discipline policy for our school buildings. It also allows sufficient flexibility to meet those special situations encountered.

A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, the administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these regulations. Administration may use professional judgment based on additional contextual information to make decisions that are outside of the recommendations found within this handbook.

#### Introduction

Based on the official policy of the Santa Fe South Schools, certain types of conduct are prohibited. The rules, regulations, and procedures, as indicated in this booklet, will, for the safety and convenience of everyone, be enforced immediately before, during, and after school hours, as well as while traveling to or from school. These rules are applicable in all places where school functions and activities occur, including, but not limited to, the school building, school athletic fields, buses, areas adjacent to the school, and moving from one site to another. The rules are also applicable throughout the course of any school field trip or other officially sponsored school activity. Appropriate disciplinary actions will be imposed on students violating these rules. In the instance of out-of-school suspension, appropriate educational services will be provided. Violations are divided into discipline violations and law violations. (Law violations may also result in court action.) Should an incident occur that involves the violation of local, state, and/or federal

law (i.e., substance abuse or possession and alcohol use or possession) these statutes supersede school policy.

## **Student Conduct and Discipline**

Student behavior should be based on respect and consideration for others. Students who violate the rights of others or violate school or classroom rules shall be subject to disciplinary actions, whether on or off campus; including activities in conjunction with or independent of classes and school sponsored activities. The discipline of a student with a disability shall be in accordance with the specific laws, policies, and regulations covering such students.

Corporal punishment is not an effective educational tool and its use is not permitted at Santa Fe South Schools

## **Discipline Procedures and Consequences**

The following plan has been developed with input from the faculty, staff, and students of Santa Fe South Schools. Via student and faculty surveys, it has been clearly communicated that the boundaries established by a well-defined discipline plan are both needed and desired by the SFS school community. This plan establishes the actions and consequences students can expect in response to certain behaviors perceived to be harmful to the individual, other students, faculty, and the overall educational process.

Recognizing that all negative behaviors do not carry the same impact for the individual and the school community nor require the same level of consequence, SFS has adopted the following tiered system.

## **Student Code of Conduct**

Students who break the rules are subject to disciplinary action that may be taken by teachers, counselors, administrators or other school personnel. The action is set by federal, state/city laws, and administrative and School Board policies. There are eight levels of disciplinary actions.

The discipline of students with disabilities shall be in accordance with specifics outlined in the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004. The student's IEP team must convene prior to any disciplinary action which may impose a suspension that will result in more than 10 cumulative suspension days during the school year.

The school cannot suspend or remove a student with disabilities from school as a disciplinary measure for more than 10 cumulative days during the school year until all procedures in the IEP are implemented.

## **Disciplinary Actions by Level of Offense**

### **Action Levels Explained**

## ACTION LEVELS

Level 1	<b><i>Conference</i></b>
Level 2	<b><i>Intervention (does not include suspension)</i></b>
Level 3	<b><i>Suspension (1-5 days)</i></b>
Level 4	<b><i>Suspension (6-10 days)</i></b>
Level 5	<b><i>Suspension of 10 days with required assessment</i></b>
Level 6	<b><i>Long-term suspension (10 days or longer, not to exceed the current semester &amp; the succeeding semester.)</i></b>
Level 7	<b><i><u>Mandatory suspension</u> for the current semester plus the succeeding semester.</i></b>
Level 8	<b><i><u>Mandatory 12-month suspension</u> from the date of the offense.</i></b>

### ACTION LEVEL 1 - (CONFERENCE)

<b>CONFERENCE</b>	Staff members may conduct a conference among any combination of the following as a result of a discipline referral as long as the parent/legal guardians are notified via phone call or email: Teacher, Student, Counselor, Administrator, and parent/legal guardian.
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### ACTION LEVEL 2 - (INTERVENTIONS)

Interventions in Level 2 may include, but are not limited to, the following options. The options listed below are not in order of use or priority.

<b>REFERRAL</b>	A written direction by a teacher or other appropriate staff member requiring a student conference with a counselor, guidance dean, administrative personnel, counseling services, or law enforcement personnel.
<b>STAFFING</b>	A meeting of school personnel and others may be required to consider the behavior of a student and to make recommendations for improvement.

<b>RESPITE ROOM</b>	A separate place for the assignment of a student from the usual classroom environment resulting in the temporary denial of that student's right to attend the regular class.
<b>PRE-DISCIPLINE REFERRAL CONFERENCE</b>	A conference with a school counselor to address issues that, if not changed, may lead to more severe consequences.
<b>DETENTION</b>	Detaining a student for disciplinary reasons before or after school hours or during lunch.
<b>IN-SCHOOL SUSPENSION</b>	A temporary revocation of a student's right to attend his/her usual schedule of classes by assignment to special and/or unique sites/programs on the school campus.
<b>PROBATION</b>	The denial of a student's participation in school activities and extracurricular events or the use of common areas or other parts of the school.
<b>CONTRACT WITH STUDENT</b>	A written statement, signed by all parties, specifying required steps and timelines necessary to improve a student's behavior, describing the support to be provided by school staff, and identifying the parent/legal guardian's participation. <ul style="list-style-type: none"> <li>• NO RELEASE LIST</li> <li>• LOSS OF CELL PHONE PRIVILEGES</li> <li>• TURN IN CAR KEYS DAILY</li> </ul>
<b>PARENT/LEGAL GUARDIAN SHADOWING</b>	For non-violent infractions, a parent/legal guardian may shadow a student in the classroom for one day or for a specified period of time. Parent/legal guardian shadowing may be done in lieu of in-school or out of school suspension with administrator's approval.

### **ACTION LEVEL 3 - (SUSPENSION 1-5 DAYS\*)**

<b>SUSPENSION (1-5)</b>	The revocation by the school administration of a student's right to attend school and school-sponsored activities for 1-5 days. (Action levels 1 & 2 in addition to this suspension.)
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### **ACTION LEVEL 4 - (SUSPENSION 6-10 DAYS\*)**

<b>SUSPENSION (6-10)</b>	The revocation by the school administration of a student's right to attend school and school-sponsored activities for 6-10 days. May include a request for disciplinary reassignment. (Action levels 1 & 2 in addition to this suspension.)
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**ACTION LEVEL 5 - (SUSPENSION 10 DAYS\*)**

<b>SUSPENSION 10 DAYS</b>	The student can be suspended for a period no less than 10 days, but not to exceed the current semester and the succeeding semester. May include a request for disciplinary reassignment. (Action levels 1 & 2 in addition to this suspension.)
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**ACTION LEVEL 6 - (LONG-TERM SUSPENSION\*)**

<b><u>SUSPENSION (LONG TERM)</u></b>	The student can be suspended for a period not less than 11 days, but not to exceed the current semester and the succeeding semester. May include a request for disciplinary reassignment. (Action levels 1 & 2 in addition to this suspension.)
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**ACTION LEVEL 7 - (MANDATORY SEMESTER PLUS NEXT SEMESTER\*)**

<b><u>SUSPENSION (SEMESTER + NEXT SEMESTER)</u></b>	Mandatory suspension of a student for a period of the current semester plus the succeeding semester.
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**ACTION LEVEL 8 - (MANDATORY ONE-YEAR SUSPENSION\*)**

\* Note: Assessments may be used at the discretion of school personnel at any level of suspension.

<b>SUSPENSION (MANDATORY 1 YEAR)</b>	Mandatory suspension of a student for a period of 12 calendar months from the date of the offense which can only be amended by the Superintendent/Designee or the Board of Education.
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## Behaviors and Consequences

### ACTION LEVEL 1 & 2 – (CONFERENCE AND INTERVENTIONS)

Minimum Level 1 or 2

#### PARENTS/LEGAL GUARDIANS NOTIFIED

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Forgery/Cheating/ Plagiarism	Creating, using, or allowing the falsification of documents	1	8	
Health/Grooming Issues	Unacceptable hygiene that distracts from the educational environment	1	2	
Inappropriate Dress including Dress Code Violations	Dressing or grooming in a manner that disrupts the teaching and learning of others.	1	2	
Inappropriate Personal Property	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others, including, but not limited to, sexually explicit material, food, beverages, electronic equipment, laser pointers, etc.	1	2	
Public Display of Affection	Behaviors of affection which are not appropriate for public places.	1	2	
Tardiness	Failure to be in the place of instruction at the assigned time without a valid excuse.	1	2	
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent/legal guardian.	1	2	
Bus Misconduct (Activity Bus)	Failure to comply with rules of bus safety or disturbing others (see specific offense)	1	3	
Defiance of Authority	Responding in a rude and/or impertinent manner toward school personnel.	1	4	
Disruptive Behavior	Behaving in a manner that disrupts or interferes with educational activities.	1	4	



Abusive Language or Profanity	Abusive or demeaning language or behavior (including profanity)	2	6	<b>Habitually</b> abusive language /profanity addressed in Level 5.
Aiding/Abetting	Agreeing to cover up the commission of any unlawful act.	2	5	
Bullying	<p>Bullying is defined as intentional, hurtful acts, words or other behavior, whether verbal or via electronic media, such as name calling, threatening and/or shunning, committed by one or more children against another.</p> <p>Bullying may be physical, verbal, emotional, or sexual. Physical bullying includes punching, poking, strangling, hair pulling, beating, biting &amp; excessive tickling. Verbal bullying includes hurtful name calling, teasing &amp; gossiping. Emotional bullying includes rejecting, terrorizing, extorting, defaming, isolating, ostracizing &amp; peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact &amp; sexual assault.</p>	2	6	
Endangerment	Failure to report knowledge of illegal or dangerous activities which could harm others.	2	6	
Excessive Referrals	<p>Three or more discipline referrals during a nine-week time span (not per grading period).</p> <p>Suspension is recommended. However, the principal may impose alternative consequences if there are extenuating circumstances. Assessment may be requested.</p>	2	5	
Failure to Identify	Refusal to stop, provide name and/or other information when asked to do so by a staff member.	1	4	
Fireworks-Possession or Use	Using or possessing any explosive amusement device, smoke bomb, lighter, etc.	2	4	

Gambling	Playing or betting on a game of skill or chance for money or anything of value.	1	3	
Gang Symbols	Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified or associated with gangs.	1	3	
Harassment	Pestering, intimidating, or threatening another student, <b>even in jest</b> , on school property, on social media or school-sponsored events. Harassment includes, but is not limited to: name calling, slurs, or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature. <i>Harassment that is directed against a student because of that person's race, color, religion, ethnicity, national origin, sex, sexual orientation, gender identity, marital status or disability is a specific offense of harassment for which heightened disciplinary action is appropriate (up to level 6)</i>	2	6	
Leaving Assigned Area without Permission	Leaving an assigned area without prior consent and authorization from school administration.	1	3	
Leaving Campus without Permission	Leaving campus without prior consent and authorization from school administration.	2	4	
Other Similar Offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning.	1	4	
Petty Larceny Theft	Taking of personal property accomplished by fraud or stealth with the intent to deprive another thereof (larceny where value of property is under \$500).	2	6	
Possession of Stolen Property	Having in one's possession property obtained without permission of the owner.	2	6	
Provoking / Instigating Behavior	Encouraging or urging other students to violate school rules.	1	4	
Refusal to Work or Follow Directions	Failing to comply with proper and authorized direction or instruction of a staff member	1	4	
Trespassing	Entering any school property or into any school facility without proper authority (includes any entry during a period of suspension).	1	4	

Use of Profanity	Writing, saying, or making gestures that convey an offensive or obscene message.	1	4	
Vandalism or Destruction of Property	Intentional or willful destruction/defacement of property (includes vandalism or graffiti and damage/alteration to computers or computer systems/programs/ records).	1	6	Police Called.
Wireless Telecommunication Devices	Use of wireless telecommunication devices during school hours for non-emergencies.	2	4	

**Note: Continued behavior in any of the above categories could result in an out-of-school suspension.**

### LEVEL 3 - (SUSPENSION 1 - 5 DAYS)

#### Minimum level 3

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MAY BE CALLED – May result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Fighting	Involves the exchange of mutual, physical contact, including but not limited to hitting, with or without injury.	3	4	
Hazing/Initiation	Activities that endanger an individual's mental or physical health, which are required for initiation/entrance into any group or for promised acceptance.	3	6	
Possession/Ownership and Use of Other Substances or Materials	Possessing, using, or having under one's control any substances, materials, or related paraphernalia which are dangerous to health or safety, or which disrupt the educational process, including, but not limited to, non-alcoholic beer, look-a-likes, etc.	3	5	Assessment may be required
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health, safety, or as disruption to the educational process.	3	6	Police Called.
Refusal to Serve Suspension Options	Failure to serve level 2 discipline options, including but not limited to: time-out, detention, in-school intervention, etc.	3	5	

Possession of Tobacco, Nicotine, or Drug Paraphernalia	Possession of tobacco, nicotine, or drug paraphernalia.	3	4	
Verbal or Written Threat	Any willful or unlawful offer to do corporal hurt to another student.	3	6	
Weapon Possession Other than a Firearm (including look-alikes)	Students possessing a dangerous weapon on their way to/from school or on school property. A weapon other than a firearm is defined as a knife, razor, karate stick, metal knuckle, live ammo, or any other object, <i>which by the way it is used or intended to be used is capable of inflicting bodily harm.</i>	3	6	Police Called

**NOTE: For all the above offenses, a combination of In-School Intervention and Out-of-School Suspension is allowable to fulfill the length of suspension, excluding issues of health and/or safety.**

### ACTION LEVEL 4 – (SUSPENSION 6 - 10 DAYS)

#### Minimum level 4

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MAY BE CALLED – May result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Arson	Intentionally starting a fire or combustion on school property. NOTE: Report any fire, regardless of size, ASAP to an Administrator.	4	6	911 called for active fire – Do not clean up – Report ASAP.
Battery	Any willful or unlawful use of force or violence upon the person of another student.	4	6	Police called only if charges are to be filed by victim.
Bomb/Explosive Threats	Reporting to school, police, or fire officials, by any means, information known to be false	4	6	POLICE MUST BE CALLED.

	concerning the presence of a bomb or explosive.			
Burglary	Unauthorized entry into a school district building for the purpose of committing a crime when the building is closed to students and the public.	4	6	
Conspiracy	Any two (2) or more persons mutually agreeing to do any unlawful act.	4	6	
Extortion	Obtaining property from another without his/her consent, induced by a wrongful use of force or fear.	4	6	
False Alarms	Reporting a fire to school or fire officials, setting off a fire alarm or fire extinguisher without reasonable belief that a fire exists, or making false 911 or police calls.	4	6	
Gang Behavior	Disruption and/or intimidation including gesturing of any signs, use of language, or confrontations identified or associated with gangs which could lead to violence.	4	6	
Grand Larceny	A larceny in which property taken is of value exceeding \$500 or when such property, although not of value exceeding \$500, is taken from the person of another.	4	6	<b>Police must be called.</b>
Off-Campus Conduct (Bullying, Gang, Threats)	Any situation where the student's continued attendance would have an adverse impact on order, discipline, or the educational process, and could pose a threat of violence or disruption.	4	6	<b>Police not called</b> unless the situation could result in violence in the community.
Riotous Behavior	Any use of force or violence, or threat to use force or violence if accompanied by the immediate power of execution, by three or more persons acting together and without the authority of law.	4	6	
Robbery	Wrongful taking of personal property, from his/her person or immediate presence, and against his/her will, accomplished by means of force or aggression.	4	6	
Similar Violent Offenses	Engaging in conduct similar to offenses above, which are violent acts or acts showing deliberate disregard for health or safety.	4	6	
Tobacco/Nicotine	Possession/use of tobacco, nicotine, or tobacco/nicotine products is prohibited.	4	5	

## ACTION LEVEL 5 – (SUSPENSION 10 DAYS)

### Minimum level - 5

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MAY BE CALLED – Will result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Abusive Language or Behavior toward School Personnel	Habitual and/or aggressive use of abusive or demeaning language or behavior (including profanity) directed toward any school personnel.	5	6	May apply for readmission after 20 school days.
Disorderly Conduct	Behaving in a violent or seriously inappropriate manner that disrupts the educational process (NOTE: This category is usually used when the police are called to cite a student for extreme disruption. It is not to be used when documenting classroom disorders that only result in student referrals to the office.)	5	6	<b>Police must be called.</b> Assessment mandatory. <b>*Student may be cited by police.</b>
Fighting/Battery or riotous behavior at an extracurricular event.	Involves physical contact (with or without injury), battery, or inciting to riot, etc.	5	6	Individuals involved may not be able to participate or attend any Santa Fe South extracurricular activity for the remainder of the school year.
Sexual Offenses	Lewd sexual behaviors inclusive of intentional sexual contact ( <b>including mutual sexual contact</b> ), offensive touching, indecent exposure, or other sexual acts. Minors who create, distribute, or possess sexually explicit	5	6	<b>Police must be called.</b>

	images of a minor (including of themselves) can be prosecuted under the State's child pornography laws.			
Possession / Ownership or use of illegal drugs/alcohol or unauthorized prescriptions	Possessing, using, or under the influence of any controlled substances, unauthorized prescriptions, or alcoholic beverages (this includes the use of inhalants)	5	7 (2nd Offense)	<b>Police must be called.</b> Students may choose to participate in an approved substance abuse program, the cost of which is borne by the parent/legal guardian. Students who complete the program and are able to provide proof of clean drug tests during/after treatment may have 10 days removed from the first suspension. This is at the discretion of the administration. No reduction for 2nd offense.
Refusal to Submit to a Search	Refusing to submit to a search for contraband, when reasonable suspicion exists.	5	7 (2nd Offense)	<b>Police called</b> if student is suspected to be in possession of a dangerous weapon or a controlled dangerous substance.

### ACTION LEVEL 6 (10+ Days LONG-TERM SUSPENSION)

#### Minimum level - 6

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MUST BE CALLED – Will result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	

Battery or Attempted Battery against School Personnel	Any attempt or use of force or violence upon a staff member regardless of whether the staff member was the intended victim.	6	7	Actual physical contact must be a level 7.
Threat with a Dangerous Weapon	Using a sharp or dangerous weapon to threaten another person with bodily injury.	6	7	
Threat with Intent to Kill	Any willful or unlawful offer with force or violence to kill another	6	7	<b>Police must be called.</b>
Verbal or Written Threat against School Personnel	Threatening to harm a staff member. NOTE: If there is no actual threat to do harm, use the category of "Abusive Language or Behavior toward school Personnel"	6	7	May apply for readmission after 20 school days.
Violation of Student Conduct Agreement	Students with a conduct agreement will be suspended long-term if any defined legal offense recurs.	6	6	

## ACTION LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER

### Minimum level - 7

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MUST BE CALLED – Will result in an out-of-school suspension.

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Aggravated Assault and Battery	When bodily injury is inflicted on a person such that the person requires medical treatment, including but not limited to treatment for bone fractures, cuts requiring stitches, disfigurement, dislocations, or any similar or greater injury OR when a weapon is used or any instrument is used as a weapon.	7	7	<b>Police must be called.</b>



Possession with Intent to Distribute Illegal Drugs / Alcohol	Selling, giving away, or otherwise transferring to another person any controlled substance or alcohol; includes any transfer of a prescription drug or any substance alleged to be a drug regardless of its actual content.	7	7	Police must be called.
Rape and Attempted Rape	Rape and attempted rape.	7	7	Police must be called.

## ACTION LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION

### Minimum level - 8

PARENT/LEGAL GUARDIANS NOTIFIED – POLICE MUST BE CALLED – Will result in an out-of-school suspension

Category	Definition	Action Level*		Notes
		Minimum Level	Maximum Level	
Possession or Use of a Firearm	Possession or Use of a Firearm	8	8	It will not be a defense to any disciplinary action that the student possessing the firearm did not know of or intend to possess the firearm. However, a claim of a lack of knowledge or intent may be considered in mitigation of any disciplinary penalty modified by the Principal or the School Board.

### Out-of-School Suspension Procedures

Out-of-school suspended students may not attend school or school-sponsored events, nor may they come onto school grounds for the duration of their suspension. **Upon returning from an out-of-school suspension, students must meet with a school administrator before being allowed re-admittance to class.**

Any student placed on in-school or out-of-school suspension will continue to be provided educational services by Santa Fe South Schools. It is the responsibility of the student and the student's parent/legal guardian to see that all assignments are completed and returned in a timely manner and make the necessary arrangements to submit work and take tests as needed.

## Suspension Appeal Process

An out-of-school suspension may be appealed to the Santa Fe South Schools Appeals Board. If a parent/legal guardian wishes to appeal a suspension, a parent/legal guardian or the student must bring written notice of the intent to appeal to the school office on the beginning day of the assigned suspension as noted in the Suspension Form or Letter. The principal will then contact the Santa Fe South Schools Appeals Board to set a date for the hearing, which should be scheduled no sooner than three (3) days and no later than five (5) days from the date the school was given written notice of the parent/legal guardian's intent to appeal.

The parent/legal guardian will be notified by telephone or email of the date, time, and location of the hearing. The student has the right to due process as noted below.

Due process includes:

1. A statement identifying the rule allegedly violated and stating the length of the proposed suspension;
2. An explanation of the evidence, summarizing the facts of the incident, which form the basis of the decision;
3. The names of all witnesses who will be called to testify against the student and a brief summary of the expected testimony of each witness. Further identification of witnesses who are not students or employees of the school district shall be provided upon request. (The name of a witness who has been actually threatened by or on behalf of the accused need not be disclosed);
4. The identity of any affidavit, statement, or other document the school plans to introduce as an exhibit, and their right to inspect the same within a reasonable time before the hearing;
5. The time, date, and location of the hearing;
6. The procedure to be followed at the hearing;
7. The right to be represented by a person of their choosing (this may be an attorney);
8. The right to confront and cross-examine adverse witnesses who give oral testimony at the hearing;
9. The right to present witnesses, affidavits, statements, and other documentary evidence on behalf of the student;
10. The right of the student to remain silent.

After hearing from the parties involved, the Santa Fe South Schools Appeals Board will determine if a violation of school policy has occurred and if the term of the out-of-school suspension was reasonable and/or should be modified. The Committee's decision shall be final.

## Bullying Prevention Policy

### Overview

The purpose of this policy is to create an environment free of unnecessary disruption and create a climate conducive to the learning process.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Harassment, intimidation, and bullying have a negative effect on the social environment of schools, creating a climate of fear among students, inhibiting the ability to learn, and, potentially, leading to other antisocial behavior.

Threatening behavior, harassment, intimidation, and bullying are prohibited on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events. Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school or with school equipment, when the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

### Definitions

Harassment, intimidation, and bullying means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will:

- A. Harm another student
- B. Damage another student's property
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property
- D. Insult or demean any student or group of students

### What Does This Look Like?

- A. Electronic Communication** - the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or computer.

- B. Threatening Behavior** - any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

## How to Report Bullying

Incidents of harassment, intimidation, bullying, or threatening behavior are to be reported to the campus administrator, or designee. Reports may be made anonymously but no formal disciplinary action will take place solely on the basis of an anonymous report. All school employees are to make an immediate report; if he/she has reliable information that would lead a reasonable person to suspect an act of bullying to the principal or designee. The administrator will take a statement from the one reporting the incident, which details which part of the policy is being violated, who the person(s) are that are violating the policy, witnesses to the violation(s), and times and dates of the violation(s).

After taking the statement, the administrator will begin questioning witnesses and the person being harassed, intimidated, bullied, or threatened (if different from the one reporting the violation(s)). Next, the administrator will question the person or persons accused of violating this policy to determine the extent of the violation. If it is determined that a violation of policy has occurred, and before appropriate disciplinary measures have been taken, the parents of both the victim and perpetrator will be notified of the occurrence and the action to be taken. Action will be taken in keeping with written procedures concerning violations of The Code of Student Behavior. The Principal or site administrator will be responsible for determining the severity of the incident, the potential for future violence, and the administration of the policy. Such violations and the extent of punishment are listed on the following pages.

In addition to any punitive measures taken by the administration, the bully, the victim, and any other students affected by the prohibited behavior may be referred to any available community mental health care. Professional Development will be provided for all teachers to explore various methods for prevention of and education about threatening behavior, harassment, intimidation, and bullying as designed and developed by the State Department of Education and the Office of Juvenile Affairs. This Professional Development will be made available to all parents and students who wish to be informed as to prevention and reporting of bullying.

After consultation between the administrator, counselor, and other school officials that may have the necessary expertise, the student committing the act of bullying may be referred to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

Additionally, the specific incident may be reported to a law enforcement agency if it constituted criminal activity or could have the potential to endanger school safety. When a student is required to attend one of the counseling options available within the community, the administration may request the disclosure of any information concerning an explicit threat to the

safety of students or school personnel. A generic State form is available for making this request.

If it is determined that no violation took place and that the student reporting the incident made a false report as a means of retaliation, reprisal, or as a means of bullying, that student will be suspended from school for up to 5 days, parents or guardians will be called, and the student referred to community agencies providing mental health care or to a program administered by the Office of Juvenile Affairs.

This policy will be posted on each campus in the cafeteria, school bulletin boards, and administrative offices. Further, it will be in the student handbook, employee handbook, on the district's website and the site website. Parents and guardians will be informed that a policy exists, through forms given to them in enrollment packets, and that a copy will be given to them upon request.

An accounting of the number of bullying incidents shall be kept by the appropriate administrator/designee at each school site and make that report available to the superintendent or his/her designee at the completion of each school year.

## Computer and Communications Use Policy

### Purpose

- A. To better serve our students through the use of technology and provide them with the best tools for learning, Santa Fe South provides access to one or more forms of electronic media and services, including computers, e-mail, telephones, some online services, intranet, internet, and the World Wide Web.
- B. Santa Fe South encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information to support education. However, all students connected with the organization should remember that electronic media and services provided by the school system are school property and their purpose is to facilitate and support school business and learning. All computer users have the responsibility to use these resources in an ethical and lawful manner.
- C. To ensure that all students are aware of these responsibilities, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the Santa Fe South philosophy and set forth general principles when using electronic media and services.

### Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit, or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to Santa Fe South policy or school interests.

### Personal Use

The computers, electronic media, and services provided by Santa Fe South are primarily for

educational use to assist students with their learning. Limited, occasional, or incidental use of electronic media (sending or receiving) other than for school-related activities is prohibited. **It is the responsibility of each teacher/instructor to educate minors about appropriate online behavior (including social networking sites and cyber bullying).**

## Access to Student Communications

1. Santa Fe South does routinely gather logs for most electronic activities and monitor student communications directly, e.g., telephone numbers dialed and sites accessed for the following purposes:
  - a. Cost analysis;
  - b. Resource allocation;
  - c. Optimum technical management of information resources; and
  - d. Detecting patterns of use that indicate users are violating school policies or engaging in illegal activity.
2. Santa Fe South reserves the right, at its discretion, to review any student electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other school directives. Santa Fe South also has content filtering and similar measures in place that are designed to restrict minors' access to harmful materials.
3. Users should not assume electronic communications are completely private.
4. Users are prohibited from sharing personal information about themselves or other students/staff members via the Internet.

## Software

To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Santa Fe South, or coordinated with the IT staff, may be downloaded.

Students should coordinate related questions through their TEAMS teacher.

## Security/Appropriate Use

Users must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school management, users are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other users or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other people's log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.
- No e-mail or other electronic communications may be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other organizations' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

## Participation in Online Forums

1. Students should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Santa Fe South.
2. Santa Fe South recognizes that participation in some forums might be important for school-related assignments.

## Violations

Any student who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible suspension through due process, legal action, and criminal liability.

## Electronic Devices

### Cell Phone Surrender Policy (Middle School)

Santa Fe South Middle School has a no cell phone policy. Students are not allowed to have a cell phone on their person during the school hours. Students that choose to bring their cell phone to school are required to turn in their cell phone into the front office as soon as they arrive at school



in the morning.

If a student is asked to turn over their cell phone, they must comply with the request. Once the phone has been surrendered, a one-day suspension and a \$15 fee will be applied.

#### **Cell Phone Surrender Policy (High School)**

If a student is asked to turn over their cell phone, they must comply with the request. The following discipline will apply once they turned over the cell phone:

- 1st Offense - Phone is confiscated and returned that afternoon
- 2nd Offense - Phone is confiscated until the parent picks up the device. A \$20 fine will be added.
- 3rd Offense - Phone is confiscated for the remainder of the semester. A \$25 fine is added.

#### **Cell Phone Surrender Policy (Pathways)**

If a student is asked to turn over their cell phone, they must comply with the request. The following discipline will apply once they turned over the cell phone:

- 1st Offense - Phone is confiscated and returned that afternoon with a \$15 fine.
- 2nd Offense - Phone is confiscated until parent meeting. A \$20 fine will be added.
- 3rd Offense - Phone is confiscated for the remainder of the semester. A \$25 fine is added.

Santa Fe South Schools has a 1-to-1 device policy. All students will be assigned a device and must adhere to District policy.

**The school district does not carry theft insurance and is not responsible for lost or damaged personal property. Losses should be filed with the parent's homeowner's insurance.**