Santa Fe South Alpha High School

2024-2025 Policy Manual

Approved May 2024

PHONE NUMBERS, LOCATION, PARKING

PHONE NUMBERS:

Alpha Director, Mrs. Muralt: 405-635-0405

Attendance, Melissa Nunez: 405-635-0405 Office 405-702-2194 Cell

LOCATION:

4825 S. Shields Blvd., OKC, OK, 73129

PARKING:

Students may park in the lot located south of the Alpha Building. Parking Registration Sheet required to be completed by student/guardian.

CALENDAR:

Alpha follows the Santa Fe South Schools' district calendar.

A link to the school year calendar may be found at https://www.santafesouth.org/families/calendar

STAFF:

Krystina Muralt	Director
Sheila Patton	Assistant Director
Melissa Nunez	Administrative Assistant
Justin Smith	Teacher
Kelly Odom	Teacher
Sandra Violeta	Teacher
Madison Garett	School Counselor

All teachers are certified and highly qualified in the state of Oklahoma.

SCHEDULE:

AM Session: 7:45 a.m. – 12:00 p.m.

PM Session: 12:00 p.m. – 4:15 p.m.

PURPOSE OF SANTA FE SOUTH - ALPHA
(CREDIT RECOVERY PROGRAM)

The purpose of SFS - Alpha is to help students who are struggling in the traditional classroom setting continue as a part of the SFS Familia. The goal of the SFS - Alpha staff is to see every student become credit recovered and graduate with a high school diploma.

Alpha offers all the credits required for graduation from Santa Fe South High School. Students graduating from SFS - Alpha will receive a Santa Fe South High School diploma. SFS - Alpha students will be allowed to attend all functions sponsored by Santa Fe South High School

Acceptance into SFS - Alpha is based on an interview process. A student must show a willingness to attend school and the motivation to complete the required number of credits necessary to graduate.

SANTA FE SOUTH - ALPHA RULES

1. Students leaving without permission will be removed from Alpha.
2. All students under 18, may only be checked out by a parent. The parent/guardian must come to Alpha to checkout the student. Phone calls will not be accepted.
3. Students in teacher taught classes will be removed from the class after 5 absences. Students in teacher taught classes may be removed at any time for being disruptive or inattentive.
4. Bullying is not tolerated. Students will be given one warning. The second offense will result in removal from Alpha.
5. Students who disrespect or refuse to follow directions from a teacher will be at risk of being removed from Alpha.
6. All students are expected to complete 6 classes per 18-weeks semester.

SFS ALPHA 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.

PROGRESS

Students will be expected to complete and pass 6 courses per semester. Progress will be monitored daily. Students who do not make progress for two consecutive semesters will be at-risk of losing a seat at Alpha.

Continued enrollment

Students will be expected to complete and pass 6 courses per semester.
Continued enrollment in Alpha will be based on the student having:

- 80% or higher in attendance
- Successful completion of 6 classes

- No discipline issues
- Approval of all SFS - Alpha teachers

Students who do not meet all of these guidelines may be referred back to their home school.

ATTENDANCE

Alpha has two sessions: AM starts at 7:45 am and ends at 12:00 pm. PM starts at 12:00 pm and ends at 4:15 pm.

Maintaining Attendance Above 80%:

- All students are expected to maintain an attendance rate above 80% throughout the student's participation at SFS-Alpha High School.
- This pertains to unexcused absences and the lack of documentation provided.
- If a student's attendance drops to 80%, the student and parent/guardian will be required to attend a mandatory meeting with the program director or designated staff member to discuss the reasons for their decreased attendance.

Consequences for Attendance Below 75%:

- If a student's attendance falls below 75%, they will be at-risk of losing their seat at SFS-Alpha.
- If it is determined that a student will lose their seat due to falling below 75% attendance, they may reapply to SFS-Alpha for the following semester and be placed on the waiting list.

STUDENT CONDUCT

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.

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:**

- Tops: **SFS-Alpha** t-shirt or SFS high school polo (no team or athletic shirts allowed).
- Bottoms: Blue, black, gray, or khakis pants or sweats/shorts – **no holes that show skin and no pajama pants.**
- Jackets/Hoodies: SFS-Alpha or SFS only (no team sweatshirts).
- Coats should be unzipped while in the building so everyone can see the SFS-Alpha shirt.
- No head coverings of any kind: hats, bandanas, etc.

- Shoes: Any shoe is allowed except for house shoes. They have a soft sole and are a safety issue.
- Nothing gang related. Staff decides what is gang related.
- 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 Directors. Directors have the final say on all student dress code decisions.

FREE DRESS DAYS

1. Headgear, such as hats, caps, bandanas, sunglasses, and stocking caps, are not to be worn at school.
2. 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.
3. 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.
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. Bike or animal chains, collars, or spikes are prohibited.

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

USE OF TOBACCO, ALCOHOL, DRUGS

It is unlawful for students to use or possess tobacco products, drugs, or alcohol while attending school or on the school premises. This applies to the Alpha building and parking lots. Any student who violates this policy will face disciplinary action, including, but not limited to suspension or dismissal from the program.

VIOLENCE POLICY

Physical or verbal violence will not be tolerated in the classroom or on the Alpha school site. Any physical offense will result in an immediate dismissal from Alpha. Students will be required to obtain alternative educational services.

MOTOR VEHICLE 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 will be required to pay a fee of $10.00 for a parking pass. Students will fill out a Parking Pass Registration form.

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 permission from an Alpha staff member.

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 offenses, 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.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are ot 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 Director 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 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 Director of Alpha 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.
- 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 the student possession.
- Personal transportation parked on school property is subject to search.

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.

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 login credentials or passwords; and
- Breaching, testing, or monitoring computer or network security measures
- No email or other electronic communication 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 individual materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

ELECTRONIC DEVICES

CELL PHONES

All students will be required to turn in their cell phone before school starts. Cell phones will be returned at the end of each session. Failure to follow any personal technology policy will result in the student being warned. The second occurrence will result in the student being removed from Alpha. Students can choose to leave these items at home or in their vehicle.

SMART WATCHES

All students will be required to turn in their smart watch before school starts. Smart watches will be returned at the end of each session. Failure to follow any personal technology policy will result in the student being warned. The second occurrence will result in the student being removed from Alpha. Students can choose to leave these items at home or in their vehicle.

AIRPODS/EARBUDS

All students will be required to turn in their airpods/earbuds before school starts. Airpods/Earbuds will be returned at the end of each session. Failure to follow any personal technology policy will result in the student

being warned. The second occurrence will result in the student being removed from Alpha. Students can choose to leave these items at home or in their vehicle.

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.

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.

DISCIPLINARY ACTIONS BY LEVEL OF OFFENSE

Action Levels Explained

Level 1	***Conference***

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

<u>ACTION LEVEL 1 – (CONFERENCE)</u>

CONFERENCE	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.

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.

REFERRAL	A written direction by a teacher or other appropriate staff member requiring a student conference with a counselor, administrative personnel, counseling services, or law enforcement personnel.
STAFFING	A meeting of school personnel and others may be required to consider the behavior of a student and to make recommendations for improvement.
RESPITE ROOM	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.
PRE-DISCIPLINE REFERRAL CONFERENCE	A conference with a school counselor to address issues that, if not changed, may lead to more severe consequences.
DETENTION	Detaining a student for disciplinary reasons before or after school hours or during lunch.
IN-SCHOOL SUSPENSION	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.
PROBATION	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.
CONTRACT WITH STUDENT	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. ● NO RELEASE LIST ● LOSS OF CELL PHONE PRIVILEGES ● TURN IN CAR KEYS DAILY
PARENT/ LEGAL GUARDIAN SHADOWING	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*)

SUSPENSION (1-5)	The revocation by the school administration of student's right to attend school and school-sponsored activities for 1-5 days. (Action levels 1 & 2 in addition to this suspension)

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

SUSPENSION (6-10)	The revocation by the school administration of 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)

ACTION LEVEL 5 – (SUSPENSION 10 DAYS*)

SUSPENSION 10 DAYS	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).

ACTION LEVEL 6 – (LONG-TERM SUSPENSION*)

SUSPENSION (LONG TERM)	The student can be suspended for a period no 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).

ACTION LEVEL 7 – (MANDATORY SEMESTER PLUS NEXT SEMESTER*)

SUSPENSION SEMESTER & NEXT SEMESTER	Mandatory suspension of a student for a period of the current semester plus the succeeding semester.

ACTION LEVEL 8 – (MANDATORY ONE-YEAR SUSPENSION*)

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

SUSPENSION MANDATORY 1 YEAR	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.

BEHAVIORS AND CONSEQUENCES

ACTION LEVEL 1 & 2 – (CONFERENCE AND INTERVENTIONS)

Minimum Level 1 or 2

PARENTS/LEGAL GUARDIANS NOTIFIED

CATEGORY	DEFINITION	ACTION LEVEL	NOTES
Forgery/Cheating/Plagiarism	Creating, using, or allowing the falsification of documents.	Min.: 1 Max.: 8	
Health/Grooming Issues	Unacceptable hygiene in a manner that distracts from the educational environment.	Min.: 1 Max.: 2	
Inappropriate Dress including Dress Code Violations	Dressing or grooming in a manner that disrupts the teaching and learning of others.	Min.: 1 Max.: 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.	Min.: 1 Max.: 2	
Public Display of Affection	Behaviors of affection which are not appropriate for public places.	Min.: 1 Max.: 2	
Tardiness	Failure to be in the place of instruction at the assigned time without a valid excuse.	Min.: 1 Max.: 2	
Truancy	Failure to report to school or class without prior permission, knowledge, or excuse by the school or the parent/legal guardian.	Min.: 1 Max.: 2	
Bus Misconduct (Activity Bus)	Failure to comply with rules of bus safety or disturbing others (see specific offense)	Min.: 1 Max.: 3	
Defiance of Authority	Responding in a rude and/or impertinent manner toward school personnel.	Min.: 1 Max.: 4	
Disruptive Behavior	Behaving in a manner that disrupts or interferes with educational activities.	Min.: 1 Max.: 4	

Abusive Language or Profanity	Abusive or demeaning language or behavior (including profanity)	Min.: 2 Max.: 6	Habitually abusive language/profanity addressed in Level 5.
Aiding/Abetting	Agreeing to cover up the commission of any unlawful act	Min.: 2 Max.: 5	
Bullying	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. Bullying may be physical, verbal, emotional, or sexual. Physical bullying includes punching, poking, strangling, hair pulling, beating, biting & excessive tickling. Verbal bullying includes hurtful name calling, teasing & gossiping. Emotional bullying includes rejecting, terrorizing, extorting, defaming, isolating, ostracizing & peer pressure. Sexual bullying includes exhibitionism, voyeurism, sexual propositioning, sexual harassment, physical contact & sexual assault.	Min.: 2 Max.: 6	
Endangerment	Failure to report knowledge of illegal or dangerous activities which could harm others.	Min.: 2 Max.: 6	
Excessive Referrals	Three or more discipline referrals during a nine-week time span (not per grading period). Suspension is recommended. However, the principal may impose alternative consequences if there are extenuating circumstances. Assessment may be requested	Min.: 2 Max.: 5	
Failure to Identify	Refusal to stop, provide name and/or other information when asked to do so by a staff member.	Min.: 1 Max.: 4	
Fireworks Possession or Use	Using or possessing any explosive amusement device, smoke bomb, lighter, etc.	Min.: 2 Max.: 4	
Gambling	Playing or betting on a game of skill or chance for money or anything of value.	Min.: 1 Max.: 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.	Min.: 1 Max.: 3	

Harassment	Pestering, intimidating, or threatening another student, **even in jest**, 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. *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).*	Min.: 2 Max.: 6	
Leaving Assigned Area without Permission Leaving Campus without Permission	Leaving an assigned area without prior consent and authorization from school administration. Leaving campus without prior consent and authorization from school administration.	Min.: 1 Max.: 3 Min.: 2 Max.: 4	
Other Similar Offenses	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning.	Min.: 1 Max.: 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).	Min.: 2 Max.: 6	
Possession of Stolen Property	Having in one's possession property obtained without permission of the owner.	Min.: 2 Max.: 6	
Provoking/Instigating Behavior	Encouraging or urging other students to violate school rules.	Min.: 1 Max.: 4	
Refusal to Work or Follow Directions	Failing to comply with proper and authorized direction or instruction of a staff member.	Min.: 1 Max.: 4	
Trespassing	Entering any school property or into any school facility without proper authority (includes any entry during a period of suspension).	Min.: 1 Max.: 4	
Use of Profanity	Writing, saying, or making gestures that convey an offensive or obscene message.	Min.: 1 Max.: 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).	Min.: 1 Max.: 6	**POLICE CALLED.**

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

PARENTS/LEGAL GUARDIANS NOTIFIED - POLICE MAY BE CALLED - MAY RESULT IN AN OUT-OF-SCHOOL SUSPENSION

CATEGORY	DEFINITION	ACTION LEVEL	NOTES
Fighting	Involves the exchange of mutual, physical contact, including but not limited to hitting, with or without injury		**REMOVAL AND SENT TO HOME SCHOOL**
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.	Min.: 3 Max.: 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.	Min.: 3 Max.: 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 a disruption to the educational process.	Min.: 3 Max.: 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.	Min.: 3 Max.: 5	
Possession of Tobacco, Nicotine, or Drug Paraphernalia	Possession of tobacco, nicotine, or drug paraphernalia.	Min.: 3 Max.: 4	
Verbal or Written Threat	Any willful or unlawful offer to do corporal hurt to another student.	Min.: 3 Max.: 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, *which by the way it is used or intended to be used is capable of inflicting bodily harm.*	Min.: 3 Max.: 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 OF HEALTH AND/OR SAFETY.

LEVEL 4 – (SUSPENSION 6-10 DAYS)

Minimum Level 4

PARENTS/LEGAL GUARDIANS NOTIFIED-POLICE MAY BE CALLED-MAY RESULT IN AN OUT-OF-SCHOOL SUSPENSION

CATEGORY	DEFINITION	ACTION LEVEL	NOTES

Arson	Intentionally starting a fire or combustion on school property. NOTE: Report any fire, regardless of size, ASAP to an administrator.	Min.: 4 Max.: 6	**911 CALLED FOR ACTIVE FIRE - <u>DO NOT CLEAN UP</u> - REPORT ASAP.**
Battery	Any willful or unlawful use of force or violence upon the person of another student.		**POLICE CALLED ONLY IF CHARGES ARE TO BE FILED. STUDENT REMOVED AND SENT TO HOME SCHOOL**
Bomb/Explosive Threats	Reporting to school, police, or fire officials, by any means, information known to be false concerning the presence of a bomb or explosive.	Min.: 4 Max.: 6	**POLICE MUST BE CALLED.**
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.	Min.: 4 Max.: 6	
Conspiracy	Any two (2) or more persons mutually agreeing to do any unlawful act.	Min.: 4 Max.: 6	
Extortion	Obtaining from another without his/her consent, induced by wrongful use of force or fear.	Min.: 4 Max.: 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.	Min.: 4 Max.: 6	**POLICE MUST BE CALLED.**
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.	Min.: 4 Max.: 6	**POLICE <u>NOT</u> CALLED** unless the situation could result in violence within the community.
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.	Min.: 4 Max.: 6	
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.	Min.: 4 Max.: 6	
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.	Min.: 4 Max.: 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.	Min.: 4 Max.: 6	
Similar Violent Offenses	Engaging in conduct similar to offenses above, which are violent acts or acts showing deliberate disregard for health or safety.	Min.: 4 Max.: 6	
Tobacco/Nicotine	Possession/use of tobacco, nicotine, or tobacco/nicotine products is prohibited.	Min.: 4 Max.: 5	

LEVEL 5 – (SUSPENSION 10 DAYS)

Minimum Level 5

PARENTS/LEGAL GUARDIANS NOTIFIED-POLICE MAY BE CALLED-WILL RESULT IN AN OUT-OF-SCHOOL SUSPENSION

CATEGORY	DEFINITION	ACTION LEVEL	NOTES
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.	Min.: 5 Max.: 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).	Min.: 5 Max.: 6	**POLICE MUST BE CALLED.** Assessment mandatory. **Student may be cited by police.**
Fighting/Battery or riotous behavior at an extracurricular event.	Involves physical contact (with or without injury), battery, or inciting to riot, etc.	Min.: 5 Max.: 6	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 (**including mutual sexual contact)**, offensive touching, indecent exposure, or other sexual acts. Minors who create, distribute, or possess sexually explicit images of a minor (including of themselves) can be prosecuted under the State's child pornography laws.	Min.: 5 Max.: 6	**POLICE MUST BE CALLED.**
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).	Min.: 5 Max.: 7	**POLICE MUST BE CALLED.** Students can choose to participate in a substance abuse program but cost is responsible by parents. Upon completion/clean drug test during and after treatment. May have 10 days removed. No reduction for 2nd offense.
Refusal to Submit to a Search	Refusing to submit to a search for contraband, when reasonable suspicion exists.	Min.: 5 Max.: 7	**POLICE CALLED** if a student is suspected to be in possession of a dangerous weapon or a controlled dangerous substance.

LEVEL 6 – (10+ DAYS LONG-TERM SUSPENSION)

Minimum Level 6

PARENTS/LEGAL GUARDIANS NOTIFIED-POLICE MUST BE CALLED-WILL RESULT IN AN OUT-OF-SCHOOL SUSPENSION

CATEGORY	DEFINITION	ACTION LEVEL	NOTES
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.	Min.: 6 Max.: 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.	Min.: 6 Max.: 7	
Threat with Intent to Kill	Any willful or unlawful offer with force or violence to kill another.	Min.: 6 Max.: 7	**POLICE MUST BE CALLED.**
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".	Min.: 6 Max.: 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.	Min.: 6 Max.: 6	

LEVEL 7 – MANDATORY SEMESTER PLUS NEXT SEMESTER

Minimum Level 7

PARENTS/LEGAL GUARDIANS NOTIFIED-POLICE MUST BE CALLED-WILL RESULT IN AN OUT-OF-SCHOOL SUSPENSION

CATEGORY	DEFINITION	ACTION LEVEL	NOTES
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.	Min.: 7 Max.: 7	**POLICE ME BE CALLED.**
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.	Min.: 7 Max.: 7	**POLICE ME BE CALLED.**
Rape and Attempted Rape	Rape and attempted rape.	Min.: 7 Max.: 7	**POLICE ME BE CALLED.**

LEVEL 8 – MANDATORY ONE-YEAR SUSPENSION

Minimum Level 8

PARENTS/LEGAL GUARDIANS NOTIFIED-POLICE MUST BE CALLED-WILL RESULT IN AN OUT-OF-SCHOOL SUSPENSION

CATEGORY	DEFINITION	ACTION LEVEL	NOTES
Possession or Use of a Firearm	Possession or Use of a Firearm.	Min.: 8 Max.: 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 to 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.