



SKY ISLANDS HIGH SCHOOL

2021–2022 Student Handbook

(revised 3-4-22)

Please review this information so that your family is aware of what is and is not appropriate in school, during school-sponsored activities, and in the areas adjacent to the school.

MISSION STATEMENT

Sky Islands High School, established in 2008, is a vibrant teaching and learning community that provides a safe and welcoming space of mutual support, respect, and responsibility.

The mission of Sky Islands is to provide a free and educationally challenging program of study that is aligned with Arizona State Standards and prepares students to go beyond the standards in multiple ways—to be creative, thoughtful, and engaged members of their communities; to know and implement the principles of environmental sustainability; and to be critical, inquiry-based thinkers.

CODE OF CONDUCT

Students are responsible for following the school rules and policies described in this code. To protect the teacher’s ability to instruct and the ability of other students to learn, student discipline will be progressive, up to and including suspension, withdrawal, or expulsion.

For IDEA-eligible ESS students who have an IEP and for students who have a 504 Plan under the Rehabilitation Act of 1973, suspension and expulsions will follow all applicable laws, Governing Board policies, and provisions of the Individual Education Plan (IEP) or 504 Plan.

Parents* are held responsible for the actions of their student and have the right to advocate for their student. Therefore, we require parents to acknowledge that they have had a chance to read this **Code of Conduct** by signing and returning the last page.

*The term “*parent*” refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising legal supervisory authority over a student in place of a parent.

Administrators are responsible for supporting, maintaining, and facilitating the educational program. The Head of School is authorized by law to hold students accountable for violation of state and federal public-school regulations and for following the Code of Conduct.

Teachers are required by law to maintain an optimum environment for learning. The teacher has the legal authority, per ARS 15-841, to remove a student from the classroom when the student interferes with other students’ ability to learn. At the time of removal, the teacher may request that the student not be returned to that classroom until a conference is held between the teacher, parents/guardians, and an administrator.

Ubuntu: I am who I am because of those around me.

Ubuntu establishes and supports the over-all code of the school culture. **Ubuntu** is a South African principle that puts people's relations with each other alongside individual wants. It teaches responsibility, respect, and commitment. The word comes from the Zulu and Xhosa languages.

"A person with Ubuntu is open and available to others, affirming of others, does not feel threatened that others are able and good, for he or she has a proper self-assurance that comes from knowing that he or she belongs in a greater whole and is diminished when others are humiliated or diminished, when others are tortured or oppressed."

Archbishop Desmond Tutu

The following rules and norms of conduct, and policies and procedures, have been established at Sky Islands in order for everyone to enjoy the sanctuary that an educational climate requires. We are all responsible for not violating the spirit and the letter of the norms and rules and for following the policies and procedures. Maintaining this cooperation allows the greatest expression of freedom and intellectual inquiry that is essential to a school environment that supports a meaningful education.

Rules are regulations that we accept to maintain a certain level of order and are often based on laws. The rules have been established to maintain reasonable standards of conduct and behavior in compliance with laws.

1. Rules are *NOT negotiable*—they are put in place to protect each individual member and the larger ecosystem that is the school community.
2. Rules are *enforced* by all members of the school staff and with the support of each of the members.
3. Rules are based on:
 - **Safety and security**—each member of the school must feel and be safe and secure at all times.
 - **Compliance**—state and federal laws require public schools to meet established criteria.
 - **Individual Rights**—each member of the school has rights that the institution is mandated to protect.
 - **Individual Responsibilities**—each member of the school must be held accountable for their actions and the sustainability of the institution itself.

Norms are principles of right action and acceptable behavior that hold the members of a group together. The norms are specifically designed to encourage respect, responsibility, and **OPTING IN**.

1. Norms are *negotiable*—they can be put up for discussion and voted on by the whole school.
2. Norms are *enforced* by the whole school—a person who breaks a norm tears at the fabric of the school and, depending on the severity of the violation, may be required to pay a form of restitution to the school's community.

3. Norms are based on:
 - **Trust**—each member of the school regards the other with integrity and patience.
 - **Honesty**—each member of the school practices truth-telling and is not false or deceitful.
 - **Fairness**—each member of the school treats the other without prejudices or biases.
 - **Freedom**—each member of the school allows the other individuality and independence of thought.

**For the safety and well-being of each member of the Sky Islands school culture,
the following rules are enforced:**

1. Sky Islands is a closed campus. Students are responsible for staying within the assigned school area during school hours (8:00am to 4:00pm) and for not loitering around school when school is closed.
2. Students may not leave campus until 3:00pm unless they are signed out by a parent or guardian. Students who are 18 years of age may legally sign themselves in and out.
3. Students who drive to and park on campus must provide the school with a copy of their driver's license and proof of insurance.
4. Conducting, recruiting, or participating in gang activities on campus, using gang-related or cult-related gestures and/or signs, or creating graffiti anywhere in or on the school building/property or on any adjacent building/property is prohibited.
5. Unauthorized presence on school property by persons who are not **current** students or staff members is illegal.

A. Rules and Norms

Sky Islands rules are approved by the Governing Board and/or required by state or federal law.

➤ **ILLEGAL SUBSTANCES**—Sky Islands is a Smoke-Free/Drug-Free Zone

ARS 13-3411, 15-105, 15-108, and 36-798.03 prohibit the use of tobacco in any form on school grounds or during school events, whether on or off school grounds. Any person who violates this section is guilty of a petty offense.

1. Smoking is not permitted on school grounds or near either side of the entrances to the school grounds.
2. Smoking is not legal for students who are minors (under 18 years of age)
3. Smoking paraphernalia including but not limited to matches, lighter fluids, or any drug or alcohol paraphernalia is strictly prohibited on or near the campus or at any school-sponsored activity.
4. If found, they will be confiscated and held for further disciplinary action.
5. For purposes of this subsection, "school" means any public, charter, or private school where children attend classes in kindergarten programs or grades one through twelve.
6. "Tobacco products" includes e-cigarettes and any material associated with e-cigarettes.
7. Students are prohibited from possessing or using drugs, drug paraphernalia, alcohol, and unauthorized over-the-counter medications on or around campus at all times or during school hours and during any school-sponsored activity. Law enforcement agents may be contacted upon verification of illegal drug or drug paraphernalia possession.
8. Any and all prescribed medications must be turned in to administration in the school office and will be dispensed as required.

➤ DRESS CONDUCT

Sky Islands is open to and encourages visitors on campus. Students at all times should be aware that they are ambassadors of Sky Islands and responsible for maintaining the school's good standing and image in the larger community. Language, behavior, and clothing should be in keeping with the standards and norms of an educational community.

The Sky Islands curriculum is active and engaged. Learning is not contained within the confines of the classroom and includes regular and active engagement in both indoor and outdoor activities.

- These activities may at times require clothing specific to the activity or season, but all students should be prepared for some outside activities during each school day.
- These activities include but are not limited to: nature walks, active gardening or planting, site restoration, and water harvesting. Students are required to have hats, sunglasses, and appropriate footwear available daily for outside activities.
- Special activities that require specific clothes will be announced in advance to give Students an opportunity to prepare and dress appropriately.
- Any student who fails to come fully prepared for a field trip will not be allowed to go on the trip, will be considered to have OPTED OUT, and will be sent home for the day.

The following criteria for dress conduct are ***recommended but not required***.

Sky Islands leaves the decision regarding following the ***norms*** of appropriate school attire up to students and their families.

1. See-through garments, mini-skirts/dresses, halter tops/dresses, backless dresses, strapless tops/dresses should not be worn.
2. Spaghetti straps, off the shoulder shirts, muscle shirts, and halter-tops should not be worn.
3. Shirts or tops should at all times cover the waistband of pants, shorts, or skirts with no midriff visible.
4. Shorts should have at least a 9" or 10" seam.
5. Hoods should not be worn over the head indoors during school hours unless the class is working out-of-doors.
6. Pajamas, boxer shorts, beach wear, and clothes traditionally designed as undergarments should not be worn as outer garments.
7. Undergarments should not be visible at any time.

The following are ***rules*** for ***required*** dress conduct.

Students who are not in compliance will be subject to disciplinary action. Students who disregard the dress code will not be permitted in class until inappropriate clothing is replaced with appropriate clothing.

1. No clothing or accessories that advertise any association to gangs or cults.
2. No clothing or accessories that encourage the use of drugs/alcohol/tobacco or have drugs/alcohol/tobacco connotations.
3. No clothing or accessories that discriminate on the basis of age, color, disability, ethnicity, gender, linguistic differences, marital status, national origin, socioeconomic background, sexual orientation, or physical appearance.

4. No clothing, body jewelry, or accessories that may cause injury. This includes, but is not limited to, belts, bracelets, wallet chains, spikes, and studs.
5. No clothing or body wear that includes messages which are obscene, lewd, vulgar, threatening, intimidating, or violent.
6. Sunglasses may not be worn indoors during school hours.
7. Hair products, make-up, and/or grooming aids are allowed only in restrooms.

➤ **HARASSMENT/HAZING/BULLYING—ARS 15-2301, 15-341**

Definition of Harassment—Harassment is a form of discrimination and:

- means verbal or physical abuse based on a student’s race, creed, color national origin, marital status, sex, sexual orientation, or disability
- has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive environment
- includes sexual harassment

Definition of Hazing—Hazing is any act, committed by one or many persons, on or off school grounds, against a student:

- in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with an educational institution
- is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student
- is intended to have the effect, or should reasonably be expected to have the effect, of humiliating, intimidating, or demeaning any student

Definition of Bullying—Bullying is any unwanted, aggressive behavior among school-aged students that involves a real or perceived power imbalance. Bullying includes, but is not limited to:

- occurrences during the school day on school property, or at a school-sponsored activity or event
- electronic contact through e-mail or social media
- behavior intended to ridicule, humiliate, or intimidate a student
- actions repeated over time

REPORT BULLYING

Bullying will not be tolerated in any form at Sky Islands. If a student feels they are being bullied, and it is safe to do so, **TELL THAT PERSON TO STOP**. In addition, victims and witnesses are asked to report bullying to a staff member and/or administrator in full confidence.

Consequences

- Students found guilty of bullying will be disciplined. The disciplinary consequences include, but are not limited to, after-school detention, loss of privileges, loss of ability to participate in any after-school and extracurricular activities, parent conference, and suspension.
- Consequences may also include recommendation to the Governing Board for a long-term suspension or expulsion. Additionally, the school will also provide clear notification to the parents of the student who commits a verified act of bullying of the school’s response and consequences of any further bullying by their child.
- Law enforcement may be contacted upon verification of acts of bullying.

**Please note that these acts can occur on and off school grounds. Sky Islands will take appropriate steps to respond to bullying that takes place off school grounds, including over the internet, if it has originated at, or carries over into, the school environment.*

➤ **WEAPONS –ARS 13-3102**

Possession or use of weapon on any part of school grounds is strictly prohibited. Any student found with a weapon on school premises before, during, or after school, or at any school-sponsored event, will be disciplined, up to and including suspension, withdrawal, and legal action. NOTE: Some violations may be chargeable offenses.

- Law enforcement may be contacted upon verification of weapons possession.

➤ **ELECTRONICS**

Students are not permitted to have cell phones or personal electronic devices with them during school at any time. Students are required to turn in their cell phones to the administrative office prior to entering their first class of the day regardless of arrival time.

NOTE: During remote instruction due to COVID-19, students should follow the school policy and keep their cell phones turned off during classtime. Teachers will exercise the right to turn off a student's audio and/or video or remove a student from class who is seen using their cellphone.

Cell phones, electronic tablets, smart watches, or any other electronic device: *For in-person, on-site instruction*

1. **For new students**, the **first** time a cell phone or other electronic device is visible or audible it will be taken away, returned at end of day, and the student will be given a one-time warning.
2. If the student disregards or is seen or heard a **second** time with the cell phone or electronic device, the cell phone/device will be confiscated and held in the office. The student's parent/guardian may pick up the cell phone/device at the administrative office at the end of the day.
3. If a cell phone/device is confiscated a **third** time, the parent/guardian will be notified that the phone/device has been confiscated again and the length of time will be at the discretion of the Head of School, up to and including the end of the semester.
4. **For returning students**, if a cell phone or other electronic device is visible or audible, it will be taken away and a parent called to pick it up. It will not be returned to the student. If a returning student loses their phone/device a second time, the parent/ guardian will be notified that the phone/device has been confiscated again and the length of time will be at the discretion of the Head of School, up to and including the end of the semester.

Electronic Entertainment Devices

(Including all electronic music/game devices, earphones, and smart watches)

If a student is found in possession of a personal electronic device, it will be confiscated and held at the office. A parent/guardian will be required to pick it up the first time. For any occurrences after that first time, the length of time will be at the discretion of the Head of School.

Sky Islands is not liable for any electronic devices should they become lost, stolen, or damaged at school.

- **IN-CLASS RULES** - according to Governing Board policy. *NOTE: These rules are in place for remote and in-person instruction*

Students **do not leave during class** for any of the following reasons:

- sharpen pencils or get paper or a pencil
- get water or food or non-prescription medications
- use the bathroom (unless there is a documented medical condition or recognizable emergency)
- use the office phone (or use their cell phone during remote instruction)

In class (this includes outdoors), students **are not allowed to:**

- eat anything—drinks must be in closed containers
- talk out of turn or to each other during instruction
- put their feet on the chairs or a table
- sit with their back to the teacher during instruction
- play with or otherwise distract each other
- sit in the teacher’s chair or on any shelf, table, or desk
- wear ear buds, headphones, or headsets (an exception can be made for students during remote instruction)
- put their head down on the desk or sleep
- wear sunglasses (unless there is a documented medical condition or the class is held outdoors)
- be insubordinate or curse
- opt-out or do nothing

B. Policies and Procedures

Sky Islands policies are approved by the Governing Board and/or required by state or federal law.

ENROLLMENT

Enrollment is open to students entering grade 9 or higher (through age twenty-one). Unless the number of applications exceeds the capacity of a program, class, grade level, or building, enrollment will be offered to a student upon submission of the Enrollment Application, which includes the following:

- a) Student Enrollment form
- b) Arizona Residency form with copy of one supporting document
- c) Reliable proof of student’s identity and age, such as
 - birth certificate
 - certified copy of birth certificate
 - baptismal certificate*
 - application for social security number*
 - original school registration records*

*(along with an affidavit explaining the inability to provide a birth certificate)
Blank affidavit forms are available in the school office

The Enrollment Application is available to download and print from the Sky Islands website:
<https://skyislands.org/contact-enroll/>

Sky Islands complies with ARS 15-184. No student will be denied enrollment based on ethnicity, national origin, gender or sexual orientation, income level, disabling condition, or proficiency in the English language. Sky Islands may exercise its right to refuse enrollment to any student who has been, or is in the process of being, expelled from another educational institution.

Missing, misleading, or inaccurate information provided by parents/guardians or students on the enrollment application will falsify the student’s admission and can result in dismissal from Sky Islands.

Enrollment priorities when enrollment *exceeds* capacity at any grade level

In accordance with ARS 15-184, enrollment priority will be given to students

- a) who timely re-enroll at Sky Islands from the previous year
- b) of employees or current Governing Board members
- c) who have siblings attending and/or re-enrolling at Sky Islands

All other completed Enrollment Applications will be included in a lottery pool.

Homeless Children and Youth

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.) is included in the Every Student Succeeds Act of 2015. The reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.

ARS 15-825(C) states:

The current residence of a homeless pupil, who does not reside with the person having legal custody of the pupil, is considered to be the residence of the homeless pupil if the person having legal custody of the pupil is a resident of the United States. For the purposes of this subsection, “homeless pupil” means a pupil who has a primary residence that is:

- a supervised publicly or privately operated shelter designed to provide temporary living accommodations
- an institution that provides a temporary residence for individuals intended to be institutionalized
- a public or private place not designed as regular sleeping accommodation for human beings

Under this policy, Sky Islands will admit students who meet the definition of “homeless” by:

- not requiring birth certificate; and
- not requiring proof of immunization until the fifth calendar day of enrollment as defined in ARS 15-872(H).

➤ ACADEMIC PROGRAM/COURSE ENROLLMENT

Full-time students shall be enrolled, according to State law, for 720 hours of instruction (over the length of 180 school days). Unless prevented by lack of transcripts, courses required to meet Arizona’s State Standards shall be started immediately upon enrollment.

Class Designation by Cohort

Class designations for purposes of mandatory standardized testing are determined by **cohort year**.

- **Cohort year** is determined by the first year the student entered high school plus (+) four (4) years.
- **Grade** is determined by cohort regardless of credit(s) completed.

Progress Reports and Transcripts

The school administrator will ensure that a progress report citing current grades is provided for each student at mid-semester during the school year (please refer to the school calendar for dates).

- Up-to-date transcripts will be provided at the end of each semester or upon student withdrawal.

Transfer Credits—Transcripts from students transferring to Sky Islands from another school will be evaluated, and equivalent academic credit will be given in increments of one-quarter (0.25) credits.

1. Three semester hours of credit, with a grade of C or higher, from Arizona colleges and universities will generally be accepted as equivalent to one-half (0.50) credit, with approval of the Head of School.

2. Home school or correspondence credits must also be approved by the Head of School. Credit given under these circumstances may be limited to four (4) total credits, with a maximum of one (1) credit awarded in each of the following subject areas: English, Mathematics, Science, and Social Studies.
3. If a student who was previously enrolled at Sky Islands enrolls in a public school in Arizona, the public school shall accept credits earned by the student in courses or instructional programs at Sky Islands in a uniform and consistent manner and according to the same criteria that are used to accept academic credits from other public schools.
4. Credits earned through correspondence courses, from an accredited institution as defined in AAC R7-2-601, to meet minimum graduation requirements shall be limited to four (4), and only one (1) credit may be earned in each of the following areas: English, Social Studies, Mathematics, and Science.

REQUIRED FOR GRADUATION—22 TOTAL CREDITS

◆ English	4 Credits
◆ Math	4 Credits
◆ Science	3 Credits
◆ Social Studies	3 Credits
◆ Fine Arts or CTE	1 Credit
◆ Electives	7 Credits

ACADEMIC INTEGRITY/ETHICS—Academic honesty is essential to students’ growth and development through high school. Any violation will be dealt with immediately and seriously.

A. **Cheating** – Examples of cheating include (but are not limited to) the following:

1. copying an examination, assignment, or other work to be evaluated
2. unapproved collaboration on work
3. unapproved use of “cheat sheets” or electronic text messaging device (mobile phones, calculators, etc.)
4. buying/selling examinations, term papers, etc.
5. having another student take an exam or having another student complete an assignment for which the student will receive credit
6. submitting work for which credit has already been received in another course without the express consent of the instructor
7. possessing any unauthorized materials during an exam
8. copying the work of another student or permitting copying by another student during a quiz or test
9. changing the answer after work has been graded and presenting it as improperly graded
10. forging or falsifying information, report cards, or any school records or document

B. **Plagiarism** – Representing another’s words, thoughts, or ideas as one’s own without proper reference is not legal. While it is expected that students who are engaged in writing will draw information from sources other than personal experience, appropriate acknowledgment of such sources is required.

Examples of plagiarism include:

1. utilizing direct quotation without citing the source
2. paraphrasing the ideas, interpretation, and expressions of another without giving credit. Sources of information should be credited or footnoted by following an approved language style guide
3. failure to acknowledge or document sources, including submitting papers or class work from the internet

4. copying and submitting the homework, notebook, assignment, or project of another student or person
5. permitting someone to copy your homework, notebook, assignment, or project

➤ **ACADEMIC POLICY FOR OFF-CAMPUS ACTIVITIES**

It is a strong part of the Sky Islands educational program to encourage participation in select off-campus activities. These extra-curricular activities provide students the opportunity to extend in-class material out to the community in which they live through hands-on, real-life experiences. Participation in off-campus activities is a privilege, and minimum requirements of academics and trustworthiness, as well as behavior, **must** be met for eligibility.

Eligibility for participation in extra-curricular activities, including field trips, will be determined by the following:

1. Students must have a passing grade (65 or higher) in **ALL** courses.
2. Students must have an overall average of 70% in **ALL** courses combined.
3. Students must not be failing 2 or more classes.
4. Students must not be on a behavioral contract and have demonstrated that they can be trusted ambassadors of the school.

GRADE APPEAL PROCESS

A student may appeal any grade during the semester if he/she believes a grade is unjust or inaccurate.

1. First, the student should talk with the teacher to determine the reason for the grade.
2. Secondly, the student and/or parent may ask to meet with the Head of School if Step 1/talking with the teacher is unsuccessful.
3. Students have **two weeks** to bring any final grade concerns or discrepancies to the attention of the administration. After two weeks, grades will be considered final, and no changes will be made.

➤ **ATTENDANCE and CLASS PARTICIPATION**

Attendance and participation at school during school hours is mandated by Arizona state statute and is required for each student's success and for the success of the school. Students who consistently and chronically disrupt and/or fail to attend classes damage the educational climate of the school and will be severely disciplined, up to and including long-term suspension or expulsion

ARS 13-3613 **Arizona state law** requires that parents not commit any acts contributing to a child's dependency or delinquency. This includes **failing to send a child to school**.

ARS 15-802 **Arizona state law** requires that a person having custody of a child between six and sixteen years of age must ensure that the child is in school full time when school is in session.

ABSENCE-- The student is **legally excused** for any of the following reasons.

1. The Arizona Department of Education defines an **excused absence** as: "Absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions not to exceed 10% of the instructional days scheduled [180 days] for the school year." ARS15-901(A)(2)
2. The student is accompanied by a parent or a person authorized by a parent. (The Department of Education **delegates the decision** of family vacations as an excused absence to individual school districts and charter holders.)

3. The child is provided with instruction in a home school or independent-study program in the case of an extended illness.

TRUANCY— The student is **legally unexcused** if he/she is truant.

1. **“Truant”** means an unexcused absence for at least **one class period** during the day.
2. **“Habitually truant”** means a truant child who is truant for at least **five school days** within a school year.
3. **“Truant child”** means a student who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

DAILY ATTENDANCE—High school graduation is dependent on passing classes and earning (22) course credits.

1. Absence is absence. Non-attendance, for whatever reason, can lower the student’s course grade.
2. Students whose absences are excessive will be contacted and warned that they are at risk of losing course credits.
3. Excused absences will not affect homework grades **IF** your assignments meet the requirements for late work as outlined in the Uniform Class Syllabus (see class handout).
4. Students are responsible for **OPTING-IN** to all classes, all class and school activities, and/or scheduled trips.

EXCESSIVE ABSENCE – In accordance with ARS 15-901(A)(1), Sky Islands is required to withdraw a student upon ten (10) consecutive *unexcused* absences.

1. Absences are considered excessive by the Arizona Department of Education when the number of absent days exceeds ten percent (18 days) of the 180 total days.
2. Students with five (5) **unexcused absences** from a class in any given marking period will risk failing for that marking period (this includes classes missed for excessive tardiness).

MANDATORY ABSENCE REPORTING—A parent or guardian **must** notify the attendance office by telephone (520-382-9210), email (admin@skyislands.org), or written note **prior to or on the day of** the absence. Parents are encouraged to contact the school at anytime concerning their student’s regular attendance.

TARDY POLICY—Tardiness is defined as a student not being in the classroom when class is scheduled to begin. Students who are tardy should report directly to the administration office prior to reporting to class.

1. Tardy is considered late to class by 5 minutes or more.
2. Chronic tardiness (3 or more unexcused tardies in one quarter) will be considered truancy and will result in one or more of the following:
 - If the student accumulates 3 or more unexcused tardies, the student will be allowed entry to the class but will receive no credit in that class for the day, and the student will call and inform the parent/guardian.
 - If chronic tardiness continues, the teacher can refuse the student entry. The student will be sent home for the remainder of the day and a parent conference will be set up by the teacher.

- It is illegal to continually disrupt or interfere with the teacher’s ability to teach or the ability of other students to learn. Students with excessive tardies may face legal action, including suspension or expulsion, for chronically disrupting the learning environment in the classroom through truancy.
3. Tardies will be excused or unexcused in accordance with state law.
 4. Excessive tardiness and early sign-outs will be addressed on a case-by-case basis to identify a pattern of nonattendance.
 5. Excessive tardiness may result in suspension, loss of extracurricular privileges, loss of field trip privileges and/or loss of parking privileges.
 6. Undocumented tardies to any class or early sign-out from any class will be considered unexcused and may result in loss of points

EARLY DEPARTURE

1. **Students 18 years of age or older** may sign themselves in and out but are also responsible for following all attendance policies and subject to consequences, up to and including loss of course credit.
2. Absences due to illness of three or more consecutive days, and excessive and/or chronic absences due to illness will require a written medical excuse.

DAILY ACADEMIC REQUIREMENTS—SEE ALSO THE UNIFORM CLASS SYLLABUS

Students are required to come to class prepared with all materials and assigned class work ready to participate and contribute to the class.

1. All homework assignments must be turned in on time at the beginning of each class and students are advised that failure to do so could result in a loss of points for that day.
2. In the case of an **excused absence**, it is the responsibility of the student to contact each teacher and find out what they missed and to turn in any homework the next day (**even if that class does not meet that day**) to be considered for full credit.
3. If a project or assignment was due on the day of an excused absence, it must be turned in the **first day** the student returns whether or not the class meets that day. No extra time will be given.

PARENT/STUDENT ACKNOWLEDGMENT FORM

CODE OF CONDUCT

When applicable, the rules in the code apply to remote instruction.

OVERVIEW OF SAFETY RULES

Students have the **right** to a safe and orderly school and the **responsibility** to treat school property and the property of others with respect. Students are expected to act in a way that does not interfere with the rights, health, and safety of others. Students are held individually responsible for good behavior on campus and at all school-sponsored activities and events, regardless of location, and for following **ALL** school and school safety rules:

1. Students are responsible for staying within the assigned school area during school hours (8:00am to 4:00pm) and for not loitering around school when school is closed.
2. Students are responsible for being in school and maintaining good attendance throughout the year.
3. Sky Islands is a **Smoke Free/Drug Free Zone**—smoking, including e-cigarettes, is illegal for students who are minors and is not permitted by anyone anywhere on school grounds or within the perimeter of the street entrance. Smoking paraphernalia, including, but not limited to, matches, lighter fluids, or any drug or alcohol paraphernalia, is strictly prohibited on or within 1000 feet of the campus or at any school sponsored activity— illegal property will be confiscated, and the student will face further disciplinary action.
4. Students are prohibited from possessing or using over-the-counter medications on or around campus, or during any school-sponsored activity, unless properly dispensed by an administrator from a prescription bottle for the student.
5. Cell phones and all other electronic devices are not permitted in the classrooms at any time. Students are required to turn in their cell phones/electronic devices to the administrative office prior to entering their first class of the day regardless of arrival time. Non-compliance results in confiscation of phone/device and disciplinary action.
6. Students are prohibited from conducting or participating in gang activities on campus, using gang-related or cult-related signs, or creating graffiti anywhere in or on the school building/property or on any adjacent building/property.
7. Unauthorized presence on school property by persons who are not **current** students or staff members is illegal. Visitors, including parents, must check in at the office before entering any instructional area.

Parents need to be involved in the education of their student and have the responsibility to:

1. provide the school with the names and phone numbers of current emergency contacts and of any changes that may occur during the school year.
2. notify the school of anything that may affect their student’s ability to learn, to attend school regularly, or to take part in school activities.
3. be aware that parents have rights regarding the privacy and confidentiality of student records maintained by schools.
4. recognize that they are responsible for their student’s behavior on the way to and from school property, at SunTran bus stops, and in the neighborhood areas adjacent to the school. This includes but is not limited to behavior related to bicycles, skateboards, and motor vehicles.
5. be aware that employees of the school will not be held liable for prohibited items that are lost or stolen, or for wireless communication devices (e.g., cell phones, laptops, smart watches) or other personal technologies that are lost or stolen.
6. be aware that confiscated items that are not claimed by the end of the school year will be donated to local charities.
7. ensure that their student demonstrates legal and responsible use of technology.
8. see that their student is appropriately dressed according to the school dress code.

Your signature below does not indicate that you agree or disagree with the rules, but rather that you have received a copy of these rules, read, and agree to follow them. Return this Code of Conduct acknowledgment form to school within **3 days of receipt**.

Student Name (PRINT) _____ Signature _____

Parent Signature _____ Date _____