



SKY ISLANDS HIGH SCHOOL

2022-2023 Student and Parent Handbook

**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.**

## School Philosophy

Sky Islands, established in 2008, is a vibrant teaching and learning community that provides a safe and welcoming space of mutual support, respect, and responsibility. Through smaller classes, high expectations, and engaged academics and project-based activities, students gain confidence and give direction to their lives post-high school.

At Sky Islands we believe that every person, if given an intellectually rich and safe place in which to thrive, is creative and capable of charting their own destiny in positive ways. We believe young people want to learn and to become part of something larger, and that adults play an essential part in that endeavor. Sky Islands is a place in which the practices of inquiry and trust are continually renewed and the educational community is a living and responsive creation.

At the center of the public mission of the Sky Islands is the expectation that staff and students alike take responsibility for the teaching/ learning environment that is the school. The curriculum at Sky Islands is weighted to provide students with strong habits of mutual respect, trust, and collaboration, as well as promote intellectual inquiry and critical thinking. Success at Sky Islands is a responsibility shared by students, parents, teachers, and administrators. Our norms and policies are aligned with the laws of the State of Arizona to promote an orderly, safe, and positive learning environment.

## Code of Student Conduct

**Students** are responsible for following the school rules and policies described in this Code. In order 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 children and also have the right to advocate for their children. Therefore, we require parents to acknowledge that they have had a chance to read this

**Code of Student 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 A.R.S. 15-841, to remove a student from the classroom when the student interferes with the ability of other students to learn. At the time of removal, the teacher may request that the pupil 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 overall code of the school culture.

**Ubuntu** is a South African principle that puts people's relations with each other alongside individual wants and desires. 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 the school environment that supports a meaningful education.

**Rules:** are regulations that we accept to maintain a certain level of order and 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 pm 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 to keep on file.
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 or on any adjacent building is prohibited.
5. Unauthorized presence on school property by persons who are not **current** students or a member of the staff is illegal.

### **A. Rules and Norms**

Note: Sky Islands’ rules are all Governing Board approved and /or required by State or Federal law. (See **Addendum A** for disciplinary policies.)

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 any school-sponsored activity. Law enforcement agents may be contacted upon verification of illegal drug or drug paraphernalia possession.

Any and all prescribed medications must be turned into the Head of School, Director of Curriculum & Instruction (DCI), or Administrative Assistant and will be dispensed as required.

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

Arizona State Criminal Code 13-3411, General Provision Codes 15-105, 15-108, and Arizona law (ARS 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 under 21 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.

## ➤ DRESS CONDUCT

Sky Islands is open to and encourages visitors onto the 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.

Sky Islands' curriculum is active and engaged. Learning is not contained within the confines of the classroom and includes regular and active engagement of 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 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 violent or discriminatory groups  
No clothing or accessories that encourage the use of drugs/alcohol/tobacco or have drugs/alcohol/tobacco connotations
2. 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
3. No clothing or body wear that includes messages which are obscene, lewd, vulgar, threatening, intimidating, or violent
4. Sunglasses may not be worn indoors during school hours
5. Hair, make-up, and/or grooming aids are allowed only in restrooms

➤ **HARASSMENT / HAZING / BULLYING**—AZ State Statutes 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 children 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 conferences, 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 authorities 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** –AZ State Code 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 authorities 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.

**Cell phones, electronic tablets, smart watches or any other electronic device** *(including all electronic music/game devices, and bluetooth earphones):*

1. The **first** time a cell phone or other electronic device is found in a student's possession, it will be taken away, returned at end of day, and the student will be given a one-time warning.
2. If the student is in possession of a cell phone or electronic device for the **second** time, the cell phone will be confiscated and held in the office. The student's parent/guardian may pick up the cell phone or other device at the administrative office at the end of the day.
3. If a cell phone is confiscated a **third** time, the parent/ guardian will be notified that the electronic 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.

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

➤ **CLASS RULES**

▪ **Leaving class:**

- Students will be provided with **ONLY** three (3) tokens each quarter. If a student needs to leave class for any reason (such as getting water, aspirin, using the bathroom), they must turn over one of their tokens to the teacher and write their name and time of exit on a roster. Students will not receive more tokens until the next quarter. When a student runs out of tokens, they are no longer eligible to leave the classroom during class. Students who have leftover tokens at the end of a quarter are eligible for extra credit. (Students with a diagnosed medical condition should talk to the DCI)

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

1. Eat anything—drinks must be in enclosed containers
2. Talk out of turn or to each other during instruction
3. Put their feet on the chairs or a table
4. Sit with their back to the teacher during instruction
5. Play with or otherwise distract each other
6. Sit in the teacher's chair or on any shelf, table, or desk
7. Wear earbuds, headphones, or headsets
8. Put their head down on the desk or sleep
9. Wear sunglasses unless the class is held outdoors
10. Be insubordinate or curse excessively
11. Opt-out or do nothing

## **B. POLICIES AND PROCEDURES**

Note: Sky Islands' policies are all Governing Board approved and /or required by state or federal law.

➤ **ADMISSIONS**

**Enrollment** –The following are requirements for admission to Sky Islands:

1. Enrollment is open to students entering grade 9 or higher (through age twenty-one) with an eighth (8th) grade completion certificate or equivalent. Students unable to provide the eighth grade completion documentation or equivalent cannot be admitted.
2. Missing, misleading, or inaccurate information provided by parents/guardians or students on the enrollment packet will falsify the student's admission and can result in dismissal from Sky Islands.
3. All new students enter Sky Islands on a **two-week probationary period** that begins upon completion of the orientation and academic assessment for course placement. Any student who fails to follow the guidelines provided in the Sky Islands Student Handbook during the orientation or two-week probationary period can be asked to withdraw.
4. Additionally, a student WILL NOT be considered **fully enrolled** until the complete enrollment packet has been received, reviewed, and approved as complete by the Administration, and if applicable, reviewed by the Special Education Coordinator.
5. Sky Islands is under no legal obligation to admit any student who has been EXPELLED or is in the process of being expelled from another school.

**The enrollment packet MUST contain the following:**

1. PROOF OF AGE FROM ONE OF THE FOLLOWING:
  - (a) certified copy of birth certificate
  - (b) other certifiable proof of the student's identity and age, for example, the student's baptismal certificate, an application for social security number, or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
2. PROOF OF IMMUNIZATIONS (shot records).
3. A CERTIFIED (OFFICIAL) COPY OF THE STUDENT'S TRANSCRIPTS FROM PREVIOUS SCHOOL ATTENDED.
4. WITHDRAWAL FORM FROM PREVIOUS SCHOOL
5. A CURRENT COPY OF AN IEP or 504 PLAN, the most recent MET, a medical diagnosis from a physician, and other relevant evaluations (if applicable)
6. SUPPORTING DOCUMENTATION for the required residency form.

**Homeless Children and Youth**

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 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.

Arizona Revised Statutes, A.R.S. §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 A.R.S. §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 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.

### **Rate of Progress**

Students are expected to earn at least three (3.0) credits towards graduation per semester. Students not meeting this academic requirement become academically ineligible and at risk of successful mastery leading to graduation. Students who fail to make the expected rate of progress due to lack of work or applying themselves toward success may face disciplinary measures.

### **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 pupil 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. Students may transfer in **up to** 1.0 credits from courses taken during the summer.
5. Credits earned through correspondence courses, from an accredited institution as defined in A.A.C. 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.

**Honors Program** —Sky Islands offers an honors section to those juniors and seniors who are interested and eligible. The principle behind this decision is to offer a deeper, more focused course of study to interested 11<sup>th</sup> and 12<sup>th</sup> graders in a subject for which they have a special affinity or talent. Eligible students can enroll in ONE honors class of their choosing.

A student should not approach the honors section as simply a means to a stronger transcript. Consistent with the culture of Sky Islands, we expect students to make choices with purpose. The decision to enroll in an honors section should be driven by a personal connection to the subject, such as a personal or professional



interest in the field. Honors classes are recorded on a 5-point GPA scale instead of a 4-point scale for traditional classes. Students who wish to be part of the honors section of a class must:

- Submit a Statement of Interest
- Have and Maintain Good Standing as a Student

#### **REQUIRED FOR GRADUATION—22 MINIMUM TOTAL CREDITS**

◆ English	4 Credits
◆ Math	4 Credits
◆ Science	3 Credits
◆ Social Studies	3 Credits
◆ Fine Arts/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 in **ALL** courses
2. Students must not be on a behavioral contract and have demonstrated that they can be trusted ambassadors of the school
3. Exceptions may be made in certain circumstances with the approval from teachers and administration

### **ACADEMIC PROBATION POLICY**

Academic Probation serves as a serious warning that the school is concerned with the student's academic progress. Students failing 2 or more classes will be placed on Academic Probation and will be required to work closely with their teachers to develop a study plan to help them earn the grades required for credits at Sky Islands.

Students will remain on Academic Probation until their grades are a C or better in each of their assigned classes.

1. Teachers will evaluate each of their students on Academic Probation bi-weekly and report their progress to the Head of School.
2. The Head of School may revoke a student's privilege to participate in field trips or group projects on or off campus if the student demonstrates little to no effort to improve his/her academic progress.
3. Students whose grades meet expectations at the end of the grading period will have earned back all their privileges in regard to extracurricular activities, field trips, and projects on and off campus.
4. Failure to comply with these requirements may result in disciplinary consequences up to suspension and withdrawal. has the right to ask a student on Academic Probation to withdraw if that student fails, in spite of all efforts of staff, to show good effort over time or progress toward graduation at Sky Islands.

### **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 his/ her teacher to determine the reason for the grade.
2. Secondly, the student and/or parents 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 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

**A.R.S. 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**.

**A.R.S. 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.

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

1. The 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) for the school year." A.R.S.15-901(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.

**UNEXCUSED ABSENCE**— The student who is absent without an excused absence as defined above is **legally unexcused**.

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

1. Absence is absence. Non-attendance, for whatever reason—excused or unexcused—can lower the student's attendance and participation grades.
2. Excused absences will not affect classwork or homework grades **IF** your assignments meet the requirements for late work as outlined in the 'Late Work Policy' below. Unexcused absences **WILL** affect homework and classwork grades.
3. Students whose absences are excessive will be contacted and warned that they are at risk of receiving **NO** course credits.
4. Students are responsible for **OPTING-IN** to all classes, all class and school activities, and/or scheduled trips.

**EXCESSIVE ABSENCE** – Sky Islands is required by law to drop students who do not report for school for ten (10) consecutive school days. Arizona State Statute 15-803

1. Absences are considered excessive by State Law when the number of absent days exceeds ten per cent (10) of the 180 days of attendance as required by the Arizona Department of Education.
2. Students with 5 **unexcused absences** from a class in any given marking period will risk automatically failing that marking period (this includes classes missed for excessive tardiness).
3. A student who has been withdrawn due to **lack of attendance for medical reasons** may request to be re-enrolled at the start of a new semester, providing space is available.

**MANDATORY ABSENCE REPORTING**— A parent or guardian **must** notify the attendance office by telephone (382.9210) **prior to or on the day of** the absence **by 9:00am** to guarantee the absence is excused.

1. Parents may also e-mail by 9:00 am to report an absence— [admin@skyislands.org](mailto:admin@skyislands.org)
2. Parents are encouraged to contact the school at any time concerning the regular attendance of their student.

**TARDY POLICY**—Tardiness is defined as a student not being in the classroom when classes are scheduled to begin. A student who has an excused tardy (note or telephone call) should report directly to the administration **office prior to** reporting to class.

1. Any tardiness (excused or unexcused) will result in a deduction of points.
2. Excused and unexcused tardies and are treated differently.
  - When a student arrives late to school 5 times, there will be a meeting with parents.
  - When a student is *already* at school, being late to class is more serious. Being on campus and late to class more than three (3) times in a semester will result in one or more of the following:
    - The student will be asked to stay on campus for 30 minutes the following Wednesday to assist in school service projects.
    - If the student accumulates 6 total tardies or if the student does not show up on the Wednesday assigned, a parent conference will be set up by the Head of School.
    - If the student accumulates 9 total tardies or does not show up to an assigned Wednesday, the parents will be notified and the student will be suspended for a day.
3. Excessive tardiness and early sign-outs will be addressed on a case-by-case basis to identify a pattern of nonattendance.
4. Excessive tardiness can/will result in suspension, loss of extracurricular privileges, loss of field trip privileges and/or loss of parking privileges.
5. Tardiness to any class or early sign-out from any class without documentation will be considered unexcused.

#### **EARLY RELEASE**

1. Students who leave during the school day for an appointment without a written request from the parent/guardian will be **considered unexcused** until a medical excuse is provided.
2. Students who leave school at the request of a parent/guardian for a non-emergency situation will also be considered **an unexcused absence**.
3. **Students 18 years of age or older** may sign themselves in and out but are also responsible for following all attendance policies and consequences, up to and including loss of course credit.
4. 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 prior to reentry.

**LATE WORK POLICY:** Completing and turning work in when its due is important to keeping up with progress of the class and new material:

- Assignments, projects, and homework are due on the dates specified by the teacher (barring any excused absences, prior arrangements, *or unless otherwise specified by the teacher*)
- Any work that is not handed in *at the beginning of class on the due date* will receive a reduction of credit:
  - Unless the teacher says otherwise an assignment turned in:
    - Any time after the beginning of class and by the start of the next class will have the grade for the assignment reduced by 20%;
    - Any time after the start of the next class and by the start of the following class (2 classes late) will have the grade for the assignment reduced by 50%;
    - More than two classes late will not receive credit for the assignment.
  - Some assignments need to be turned in on time in order to receive credit—for instance, when the answers will be discussed in class, or when the completion of the work is necessary for the discussion on the due date; whenever a teacher identifies that a given assignment

must be completed on time, work that is not handed in at the beginning of class on the due date will not receive any credit for the assignment.

- o In rare occasions, some kinds of assignments may be excepted from these rules by a teacher.
- Students who miss a due date and have an **excused** absence:
  - o will be required to turn in any late work on the next class period. If work is not turned in on the next class, the graded for the work follows the late work policy above
  - o are responsible for getting any missed in-class handouts and notes from other students in the class
  - o are responsible for getting any missed homework questions or assignment guidelines from the teacher
- Students who miss a due date and have an **unexcused** absence have their work treated as though they were present and fail to turn it in.



## PARENT/STUDENT ACKNOWLEDGEMENT FORM

By initialing below, I acknowledge I have read and agree to the following sections of the Sky Islands Student/Parent Handbook:

***Parent Initials    Student Initials***

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Illegal Substances                        |
| _____ | _____ | Dress Code                                |
| _____ | _____ | Harassment/Hazing/Bullying                |
| _____ | _____ | Weapons                                   |
| _____ | _____ | Electronics                               |
| _____ | _____ | Class Rules                               |
| _____ | _____ | Admissions                                |
| _____ | _____ | Academic Program/Course Enrollment        |
| _____ | _____ | Academic Policy for Off Campus Activities |
| _____ | _____ | Attendance and Class Participation        |
| _____ | _____ | Excused Absences                          |
| _____ | _____ | Unexcused Absences                        |
| _____ | _____ | Daily Attendance                          |
| _____ | _____ | Tardy Policy                              |
| _____ | _____ | Late Work Policy                          |

PARENT/STUDENT ACKNOWLEDGEMENT FORM

**Code of Student 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 (8:30am 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 yards 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 that 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 to the administrative office prior to entering their first class of the day regardless of arrival time. Failure to comply results in confiscation of electronic devices and disciplinary action for the student.
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 or on any adjacent building.
7. Unauthorized presence on school property by persons who are not **current** students or members of the staff 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 children 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 children’s ability to learn, to attend school regularly, or to take part in school activities.
3. Be aware that parents have rights with regard to the privacy and confidentiality of student records that are 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 items that are prohibited and are lost, 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 children demonstrate legal and responsible use of technology.
8. See that their students are appropriately dressed according to the school dress code.

Your signature below acknowledges that you have received a copy of these rules, initialed all of the items on the previous page, and agree to follow them. Return this form to school within **3 days of receipt of the Student Code of Conduct**.

Student Name (PRINT) \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_