

to provide educational rights to other students.

A STUDENT HAS A RIGHT TO SUGGEST WAYS TO IMPROVE EDUCATION

A student has the right to responsibly contribute information that will be considered when decisions are made that affect the quality and content of their education. The school encourages all students to take responsibility for his/her education, including preparing for and participating in class and school activities, taking full advantage of learning services provided, helping design their educational goals, and conducting themselves respectfully and appropriately.

A MARRIED OR PREGNANT STUDENT HAS THE RIGHT TO ATTENDANCE

Students have the right to attend classes and to participate in school activities without regard to marital or parental status or pregnancy, except where legitimate and reasonable safety or health concerns exist to limit participation.

A STUDENT HAS THE RIGHT TO PRIVACY

All students' rights to privacy, as defined by state and federal law, shall be respected except where such privacy claims conflict with school policies, such as with a locker not being private.

A STUDENT HAS THE RIGHT OF NOTIFICATION OF LAW ENFORCEMENT INTERVIEW

In addition to the rights provided by state and federal law, if a student is questioned as a suspect by law enforcement officers on school premises, the student will be advised that she or he has the right to request the school building principal or his/her designee to notify the student's parent(s) or legal guardian(s), before being interviewed. If such request is made no interview shall take place until the parent(s) or legal guardians are present.

A STUDENT HAS THE RIGHT OF ACCESS TO PUBLIC SERVICE AGENCIES

Southgate Academy shall work cooperatively with all public agencies (e.g., Child Protective Services), within the guidelines of state and federal law, to meet the needs of our students.

THE RIGHT TO INSPECT AND REVIEW STUDENT EDUCATION RECORDS

Parents of students and eligible students may inspect and review the student education records upon request by submitting to the school principal a written request which identifies as precisely as possible, the record or records he or she wishes to inspect. The principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

THE RIGHT TO SEEK TO CORRECT THE STUDENT EDUCATION RECORD

Parents of students and eligible students have a right to seek to change any part of the student record they believe is inaccurate, misleading, or in violation of student rights.

PROCEDURES FOR CORRECTION OF A STUDENT'S EDUCATIONAL RECORD ARE AVAILABLE IN THE REGISTRAR'S OFFICE

The right to exercise control over disclosures of information contained in an educational record:

The school does not release information not authorized under the Family Education Rights Privacy Act without the consent of the parent, legal guardian, or eligible student. However, the school does release directory information, which is not generally considered an invasion of privacy. This information could include, but is not limited to, name, address, parent's name, phone number, age, the field of study, height and weight of the athlete, participation in officially recognized activities and sports, honor roll, dates of attendance, degrees, and awards. If a parent, legal guardian, or eligible student does not want this directory information released, they must notify the Superintendent/Facilitator in writing within two weeks of the student's enrollment of each school year. Additionally, student records will be forwarded upon request to officials of another school or district in which the student seeks or intends to enroll.

THE RIGHT TO KNOW THE LOCATION OF STUDENT EDUCATION RECORD

Generally, an enrolled student's education record is located in the school's District Administration Office. Upon request by a parent, legal guardian, or eligible student, education records will be gathered for purposes of review.

fair. It describes the type of behavior we expect of all our students as well as consequences if any student elects to go beyond the limits of acceptable behavior.

The overall purpose of the *Student Code* is to help young people live and work together productively in our school and to help them understand that schools are a type of community for young people. To have effective learning, our students must display appropriate behavior.

Please make yourself aware of the contents of this *Student Code*. We are confident that if students follow these guidelines, our school will continue to provide an excellent education in an atmosphere of self-discipline and respect for others.

A. OPERATION AND POLICIES

ARRIVAL AND DEPARTURE

School Hours

HOURS OF SCHOOL OPERATION ARE:

7:30 am - 2:30 pm - Regular School Days (Monday, Tuesday, Wednesday, and Thursday)

7:30 am - 12:30 pm - Early Release Day (Friday)

7:30 am – 12:30 pm - Intersession Days

School starts at 7:30 am (Students must be seated in their seats and be ready to begin the class). School dismisses at 2:30 pm on regular days, at 12:30 pm on early release days (Fridays), and at 12:30 pm during Intersession days. After-School Programs run from 2:30 pm to 5:30 pm on regular days and 12:30 to 5:00 pm on early release days.

GATE OPENS/CLOSES:

7:00 am – 7:20 am Morning- Daily

2:10 pm – 5:30 pm (Regular Release Day)

12:10 pm – 5:30 pm (Early Release Day)

12:10 pm -1:00 pm (Intersession Days)

MORNING ARRIVAL

Classes begin promptly at 7:30 am. **Students should not be dropped off or arrive before 7:00 AM** (there is no supervision before 7:00 am) or remain on campus after 2:45 PM on Monday, Tuesday, Wednesday, Thursday, and 12:45 PM on Friday, except in supervised, school-sponsored afterschool activities.

All students should be dropped off in the pick-up/drop-off area. Please do not drop-off your child using the left side of your car, the right side (closest to the drop off area) is the safest. Enter the parking lot from the northeast entrance and exit at the southeast exit. The left lane is for through traffic only (**NO Parking**), the right lane is for drop off/pick-up.

After 7:25 am all students are expected to be in their classrooms or the school building ready for the start of the day.

You must park in the school parking lot to drop off students if you are going into the building, do not park along the curb or gravel area for safety purposes.

Parking in handicapped spaces without the proper license plate or decals may also result in a parking violation. Southgate Academy will not be responsible for tickets incurred by parents or staff while on school property.

School personnel will be visible in the front of the school to assist parents, monitor students, and help children in crosswalks the parking lot in the designated area beginning at 7:00 AM.

No bike riding, skateboarding, or skating is allowed on campus. Bike racks are provided in the front of the school.

AFTERNOON DISMISSAL

At the end of the school day, all students are taken to the designated pick-up area or dismissed to other assigned areas at which school-sponsored after-school activities are conducted. Students in after-school activities must have their

Unexcused Absence:

An unexcused absence shall mean any of the following:

- An absence from school without the prior knowledge and approval of the parent/guardian.
- An absence from any portion of the school day without the permission of the nurse or the attendance office.
- An absence for which parent/guardian has not notified the attendance office.
- If there is no written document on file from a parent or other authority.

In compliance with state law, students will be deemed to have withdrawn from Southgate Academy after 10 consecutive unexcused absences.

Truant Absence:

A truant absence is:

- Any absence without prior permission of the parent/guardian.
- Any absence without verification from a parent/guardian, stating the date of the absence and the reason.
- Leaving school during school hours without properly signing out.

Habitually Truant: A student is **habitually truant** if he/she has five (5) or more unexcused absences from school.

Excessively Truant: A student is **excessively truant** if he/she has missed more than ten percent (10%) of total class time.

INVALID REASONS FOR MISSING A CLASS OR SCHOOL

The following are not valid reasons for missing a class or school:

- Oversleeping
- Playing "hooky"
- Babysitting
- Shopping or having to run errands
- Not being prepared for class
- Skipping or cutting class
- Employment which takes the student away from regular class attendance
- Car trouble (first period during inclement weather may be excused)
- "Personal Reasons" and "No Transportation" are not valid excuses.

THIS IS NOT AN ALL-INCLUSIVE LIST

90 % OF SUCCESS IN SCHOOL IS SHOWING UP!!

EARLY RELEASE AND STUDENT SIGN IN AND OUT POLICY

Early release from the school without prior permission from the school administration is only allowed in the event of a child's illness, a family emergency, or a medical appointment for the child.

No student will be allowed to leave campus before the end of the school day unless a parent, guardian, or other authorized adult signs the student out in the office and provides satisfactory identification.

The school reserves the right not to allow any student under the age of eighteen (18) to leave without obtaining permission from the parent/guardian.

TARDIES

Any student who is not in the room when the class is scheduled to begin is tardy, unless they have a legitimate excuse (e.g., from an administrator).

For first period tardies, the parent/guardian must provide the reason for the late arrival to the school, and the school reserves the right to make a final determination as to whether a tardy is assessed or not. All assessed tardies (late arrivals and in-between class tardies) are subject to disciplinary action. Assessed tardies are behaviors that compromise the precious resource of instructional time.

BACKPACKS/SCHOOL SUPPLIES

Students may only use clear or mesh backpacks K-12 to transport items to and from home. Due to space and safety concerns, backpacks must fit in student's desk or on hooks outside classrooms. Backpacks scattered on the floor of a classroom are an emergency evacuation hazard. Students need to come to school prepared with school supplies (i.e., Paper, pencils, notebooks).

COMMUNICATION (Parent – School – Student)

Southgate Academy encourages regular, productive communication between the school, its parents, and its students. Southgate Academy may utilize a variety of communications tools to communicate about school matters.

PARENT COMMUNICATION

Most school communication with parents is by phone or e-mail. It is, therefore, vital that we have your current phone number and email address on file. Please remember to update any changes to your address, phone, or email. The school also utilizes Facebook to share important information. Copies of letters, notices, etc., are typically sent home with students. Be sure to check your child's backpack. Letters and notices can also be obtained in the Front Office.

All Southgate teachers are connected to the main switchboard by a Voice Mail message system. You can leave messages for your teachers using this system. You may check with the main office (520) 741-7900 to be transferred or for the extension of the teacher.

If you wish to speak to your child's teacher for any reason, please schedule an appointment. Appointments may be made by email or phone. Teachers will provide you with a preferred contact method at the beginning of the year. Walk-in discussions disrupt classroom learning. Your child's teacher is happy to speak with you about any concerns you may have, but a scheduled appointment ensures that you have uninterrupted time with the teacher. Please do not call the classroom during the day to discuss concerns unless you are returning a teacher's phone call, as this again disrupts the class learning time. School-day phone calls should be limited to emergencies through the office (520) 741-7900.

If students express that they are having a problem at school, it is important for parents to understand the best way to address these problems. If the problem involves a classroom situation or a situation with a teacher, the best way is as follows:

1. Parents should encourage their child/ren to talk with the teacher.
2. Parents should encourage their child/ren to talk with an Administrator.
3. If the child is reluctant to talk with a teacher or administrator, a parent may offer to accompany his/her child and talk with the teacher or facilitator.

It is very important to demonstrate to children how to actively and constructively solve a problem. If the problem is important enough for the child to talk about, it is important for the child to learn how to be a part of the solution.

If parents feel there is a problem with a teacher, classroom situation, or academics, it is very important that the parents:

1. Communicate with the teacher via email, or by appointment. Teachers can explain classroom situations from an adult perspective and a professional perspective. Often, that will resolve misunderstandings.
2. If the problem persists after a reasonable time, talk with the teacher again.
3. If the problem is still not resolved, make an appointment with the teacher and Administrator.
4. If the problem is not resolved after meeting with the teacher and Administrator, make an appointment with the Chief Academic Administrator.

Disrespectful or threatening conduct towards teachers, students, administrators, or other parents will not be tolerated pursuant to A.R.S. 15-507.

ILLNESS, INJURY, AND MEDICATION POLICIES

VISITORS, VOLUNTEERS, AND CLASS VISITORS

All visitors must check into the main office and obtain a visitor's badge. Parents and guardians are welcome to visit by scheduled appointment only. The following steps are required if you visit your child's classroom more than three times a year.

- Southgate Academy requires that individuals submitting fingerprint cards for the state criminal background check may not have been convicted of or admitted in open court or pursuant to a plea agreement committing and now awaiting trial for committing any criminal or felony offenses against children or adults in the state of Arizona or in any other jurisdiction.
- You will be required to submit a fingerprint card to the school for a federal and state criminal background check **valid for one calendar year only**
- Or
- You will be required to obtain a fingerprint clearance card through the Department of Public Safety **valid for 6 years**. Applications for this process are available upon request at the school or you may contact the Department of Public Safety Directly at (602) 223-2279 for further assistance.
- We do not allow student's friends or relatives including younger brothers and sisters that are not enrolled in Southgate Academy to interrupt the daily academic schedule. At no time will teachers be allowed to set up an appointment with parents during school hours.

Parent Campus Visitation Policy and Procedure

- Parents visiting classrooms during school hours must sign in with the front office.
- Parents must wear their visitor badges at all times.
- Parents may not interrupt the teacher during instruction.
- Parents who want to meet with teachers should e-mail or telephone teachers to schedule an appointment. School-wide Parent-Teacher Conferences are scheduled throughout the school year.
- Parents may not record staff.
- Parents may not address or discipline another student for his/her actions.
- Parents must follow all rules designated by teachers while in the classroom.
- Parents may not extend preferential treatment to their child/ren at any time. (Students must continue to follow school rules and procedures.)
- Parents must sign out after completing their visit.
- Parents may occasionally visit their child during lunch provided they have signed in the front office and have administration approval.
- We encourage parent volunteers in the school. Parents must prearrange times to volunteer with teachers or school staff.

At no time is a visitor or volunteer to be in an area of the school, except that to which the individual has been assigned or approved to visit.

At no time will a visitor or volunteer interact with any student(s) without the direct supervision and presence of a Southgate employee, unless the individual has a valid, Arizona-issued Fingerprint Clearance Card on file with the school and is approved by the school to interact directly with students.

Southgate Academy maintains a "Zero Tolerance" policy towards drugs and alcohol possession and use. This policy applies to all students, employees, visitors, and volunteers.

B. ACADEMICS

CURRICULUM

Southgate Academy ensures top quality, child-centered curriculum. All curriculums are aligned with Arizona State Standards. Southgate Academy believes in the use of a comprehensive curriculum, utilizing renowned publishing companies and supplementing the curriculum with hands-on activities and projects.

MOVE ON WHEN READING (MOWR)

The goal is to have all third-grade students in Arizona reading proficiently at grade level. Based on the law, students who cannot pass the reading portion of state standardized tests in 3rd grade may have to repeat the grade.

STATE STANDARDIZED TESTS

Students in Grades 3rd through 8th will take the Arizona's Academic Standards Assessment in English Language Arts and Mathematics at their grade level:

- Students in Grades 4, 5, 8, and 11 will take the AzSCI Science test.
- Students in Grades 9 and 11 will take the ACT Aspire (Grade 9) and the ACT (Grade 11).

All students need to be in attendance on state testing days.

GRADING SCALE GRADES K-2

(4) Exceeds the Standard denotes superior academic performance on challenging subject matter reflected in the state content standards.

(3) Meets the Standard denotes solid academic performance and understanding of the state content standards.

(2) Approaches the Standard denotes a partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.

(1) Falls Below the Standard denotes a partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.

GRADING SCALE DEFINITIONS GRADES 3-12

- A. **Exceeds the Standard** denotes superior academic performance on challenging subject-affected in the state content standards.
- B. **Meets the Standard** denotes solid academic performance and understanding of the state content standards.
- C. **Approaches the Standard** denotes a partial understanding of the state content standards and the skills and knowledge necessary for proficient work at grade level.
- D. **Falls Far Below the Standard** denotes an insufficient understanding of state content standards and prerequisite grade-level skills. Students who achieve at this level have serious gaps in knowledge and skills and may require remediation.

F. Falls Far Below the Standard with No Progress: denotes significant lack of understanding of state content standards and pre-requisite grade-level skills. Students who achieve at this level have very serious gaps in knowledge and skills.

REPORT CARDS

Report Cards are sent out 4 times a year. KG-6th students receive an official grade for each quarter. 7th -12th students receive quarter grades, but official grades are given at the end of each semester. In addition, to report cards, progress reports are posted halfway through each quarter so that parents and students are kept informed.

GRADING SCALE GRADES 3-12

This is the standard grading scale:

Letter Grade	Percent
A	90 – 100
B	80 – 89
C	70-79
D	60-69
F	<60

GRADUATION REQUIREMENTS

Any students at Southgate Academy High School after 2013 are required to obtain 22 credits for graduation by the completion of the senior year. Credits must be obtained in the following area

Subject	Credit Required
English or English as a Second Language	4 Credits
Mathematics	4 Credits
Science	3 Credits
History & Social Science	3 Credits
Fine Arts or Career and Technical Education	1 Credit
Elective Courses	7 Credits

SCHEDULE CHANGES/CLASS DROP/WITHDRAWALS

Student schedules are made for the full year. Students need administrator approval to change schedules or to withdraw from a class. **CHANGE REQUESTS MUST BE MADE WITHIN THE FIRST FIVE DAYS THE CLASS MEETS.** All requests for changes will need a parent/guardian signature for K- 12 Classes. Non-attendance in a class is not a reason to request a change. Until a schedule change is approved, the student must continue to attend all classes on his/her schedule.

Southgate Academy reserves the right to change student schedules to meet Arizona Department of Education graduation requirements

C. CONDUCT AND DISCIPLINE

The school strives to help every student fulfill his or her intellectual, social, physical, and emotional potential. The school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. The school has a highly disciplined, tightly structured, calm, and orderly atmosphere. Respect, courtesy, friendliness, and cheerfulness are dominant. To ensure this, teachers establish, and teach both school and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced. Every effort is made to keep parents informed during each step of the disciplinary process.

Students are expected to treat all school employees with respect. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated. Students do not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

CHEATING POLICY

Cheating and plagiarism are both taken very seriously. All students must understand that neither will be tolerated. Please refer to the Discipline section of this handbook to view the consequences of this unacceptable behavior.

DECLARATION OF RESPONSIBILITIES AND CONDUCT GOVERNING BOARD STATEMENT OF INTENT

Declaration of Responsibility and Conduct has been developed so that students, parents, teachers, and administrators will understand that firm, fair and consistent discipline policies are maintained. This section of the Student Code of Rights and Responsibilities delineates the responsibilities and conduct expected of all Southgate Academy students, kindergarten through high school, and a scope of discipline which may be imposed as appropriate, based upon the age/ educational level of the student and mitigating circumstances of the incident. Individual schools may impose and shall advise students and parents of additional expectations for student conduct and the scope of disciplinary action which are appropriate to their age level and/or particular school. The Governing Board has approved them with the intent to ensure a stable learning environment that encourages academic excellence.

- ensure that rules are equitable and just while complying with state and federal law.
- ensure that as students' progress in school and advance in age and maturity; they will assume greater responsibility and accountability for their decisions.
- delineate different types of disciplinary action for differences in age and maturity.
- encourage students, parents, teachers, administrators, and community members to work together in an atmosphere of respect, cooperation, and courtesy to ensure an effective educational program.

DISCIPLINE

At Southgate Academy, discipline involves teaching children how to get along with others and make good decisions. We rely on redirection, positive reinforcement, logical and natural consequences, and other positive methods that help children learn how to manage their own behavior. We encourage self-control and cooperation. We also help children practice making healthy and positive choices. We will **NOT** use any form of physical or emotional abuse. Any concerns about your child's behavior will be shared with you. **See Student Code for specific behavioral expectations.**

STUDENTS MUST RECOGNIZE RESPONSIBILITIES AND ABIDE BY THE RULES AND POLICIES OF SOUTHGATE ACADEMY AND FEDERAL AND STATE LAW.

Consideration of Mitigating Circumstances

School personnel shall consider all aggravating or mitigating circumstances before dispensing disciplinary action. The aggravating and mitigating circumstances to be considered include, but are not limited to:

- the seriousness of the offense
- program placement
- attitude and age of the student
- pattern of misconduct
- degree of cooperation
- other possible aggravating or mitigating circumstances

Definitions

The following definitions shall apply to the disciplinary options for violations of the

Code of Conduct:

1. **"Suspension"** is the exclusion from school or individual classes for a specific period, after which the student has a right to return. Administrators may suspend.

2. **"Expulsion"** is the exclusion from school. Only the board has the authority to expel.

3. **"Discipline"** constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period and exclusion from any other type of activity conducted by or for the school. Discipline shall not adversely affect the specific academic grades, subjects, or graduation requirements, as long as all required work is performed. Each day shall be considered toward the total number of days of absence. Suspension may occur in any of the following forms:

Out of School Suspension-Short Term (OSS) means a student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity and is excluded from entering all school facilities and premises during the suspension period, and from attending any school function either during or after school hours. Failure to abide by this requirement will lead to a possible police citation for trespassing.

Short-Term Suspension (Super Study or OSS) is defined as a minimum of one (1) school day and a maximum of nine (9) school days.

Long-Term Suspension (OSS) is defined as a minimum of ten (10) school days and a maximum of the remainder of one calendar School year.

Supervised Study (Super Study) means the student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity. However, the student is permitted to remain in the school facility or on the premises in a location directed by the school facilitator or the facilitator designee.

3 STRIKES YOU'RE OUT POLICY

At Southgate Academy, we have a "3 strikes" your out policy for a major school rule infraction. When a student has exhausted the discipline process, they will be sent to administrative personnel for further action. The parent/guardian will be contacted immediately. If a student has committed an infraction that would warrant a third strike, the parent will be notified, and the child will be recommended for withdrawal from Southgate Academy. **See Student Code for specific behavioral expectations.**

CLASSROOM CONDUCT/PROCEDURES

- You are expected to be in class the entire class time. Do not enter late or leave early.
- You are expected to behave in a way that is civil and courteous to others.
- You must refrain from behavior that interferes with the rights of others to learn.
- You may not use inappropriate or offensive commentary or body language to show your attitude regarding the class, the teacher, assignments, or fellow students.
- Do not carry-on side conversations in class.
- You may not use profanity or offensive language in class.
- Do not sleep in class.
- You may not have food or drink in class. Water in a clear container is permitted.
- You may not work on other activities while in class. This includes homework for other classes.
- You may not receive or send telephone calls during class and must refrain from using your phone for browsing, games, texting, or other purposes during class time.
- You are responsible for turning off and putting your phones away upon entering the school. Phone use during school hours is not permitted.

HALLWAYS, BATHROOMS, and CAMPUS AREAS CONDUCT

- No running on campus except on the playground or multipurpose field.
- Food should be eaten in designated areas only.
- Keep moving in walkways or move to the side against the wall; do not obstruct the movement of others.
- Talk in normal voice levels inside the buildings, including the hallways and bathrooms.
- Make sure to clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems on campus to the office.
- Do not roughhouse, push, wrestle, or horseplay.
- During class time, students are not to be in the halls or bathrooms without a pass.

ELECTRONIC DEVICES POLICY

There are to be no personal electronic devices **visible, audible, or in use** during school hours. Devices may only be used outside of school buildings before or after school hours. Violation of this policy will result in confiscation of the electronic device. Listed below are the consequences of having an electronic device confiscated:

- 1st and 2nd Offense - The electronic device will be confiscated and returned to the student at the end of the school day.
- 3rd Offense - The device will be confiscated and must be signed out by a parent or guardian.

The school takes no responsibility or liability for items listed above including any electronic devices.

Students are not permitted to take pictures or record videos on campus.

It is unethical and a violation of an individual's rights for students to take unauthorized audio or video of teachers, administrators, support staff, or students without the informed consent of those being recorded. Unauthorized recording by a student is a violation of the school code and will result in disciplinary action and potential civil liability.

LITTERING

There are many trash receptacles around campus. Students are expected to throw all of their trash in a receptacle.

ASSEMBLIES

Assemblies are scheduled for educational and informational purposes throughout the school year. These assemblies can be entertaining and provide a pleasant break from the school routine. To ensure that all students can enjoy learning from these assemblies, students are to follow these rules:

- Follow teacher's directions.
- Be respectful of guests and speakers.
- Show appreciation to guests and speakers with appropriate applause.
- Upon dismissal, leave the assembly in an orderly manner as directed by teachers or staff.

GANGS AND GANG ACTIVITY

Philosophy Statement

Southgate Academy and its Governing Board are committed to ensuring a safe and orderly environment where teaching and learning may occur void of physical or psychological disruptions, unlawful acts, or violations of school regulations. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. Groups of individuals, who meet the definition of "gangs", defined below, shall be restricted from school grounds or at school activities.

Definition

A gang is any group of two or more persons, whether formal or informal, who associate together to advocate, conspire, or commit; (a) one or more criminal acts, and (b) acts which threaten the safety or well-being of property or persons including, but not limited to, harassment or intimidation.

STUDENT VIOLENCE AND GANG ACTIVITY

Students on school property or at any school-sponsored activity shall not:

- wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that are evidence of membership in or affiliation with any gang and/or are representative of any gang.
- engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang and/or is representative of any gang; and
- engage in any act furthering the interests of any gang or gang activity including, but not limited to:
- soliciting membership in or affiliation with any gang.
- soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited activities.
- painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property.
- engaging in violence, extortion, or any other illegal act or other violation of school property.
- soliciting any person to engage in physical violence against any other person

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Expulsion and/or Police Notification

CODES OF CONDUCT

Codes of Conduct apply to all students on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school-sponsored activity while within the jurisdiction, supervision, and control of the school.

SCHOOL PROCESS

A student shall not:

Disrupt school or display any behavior, which is disruptive to the orderly process of classroom instruction.

Disrupt school shall mean the use of profanity, force, noise, coercion, intimidation, or other disorderly conduct.

Truancy: Leave the classroom and/or school without permission.

Procedures:

1. Call to parent
2. Given a zero for the assignment.
 - A. Engage in cheating plagiarism
 - B. Initiate or participate in any unacceptable physical or verbal conduct.
 - C. Violate school policies.
 - D. Verbally, physically, or sexually harass another individual.
 - E. Engage in any act in furtherance of any gang or gang activity.
 - F. Engage in gambling activities.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Suspension/notification of police

CLASSROOM PROCESS

1. No other drink is permitted except for **water** during class. Clear containers only.
2. Have open or un-sealable nonsealable containers of food and drink in the classroom or halls.
3. No glass containers are allowed.
4. Be outside of the classroom without a pass.
5. Display disruptive or disorderly conduct.
6. Overt displays of affection, i.e., kissing, hugging, holding hands.
7. Inappropriately throw objects.
8. Possess electronic devices.

Cell phones must remain out of public view and in the off position during school hours. Phone calls on cell phones during school hours are not permitted.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Detention/Suspension for repeated offenses. Cell phone confiscated until parent conference.

PUBLIC AND SCHOOL SAFETY

A student shall not:

Possess weapons or dangerous instruments, including but not limited to firearms, knives, laser pens, clubs, explosives (including fireworks), or any instrument, which may inflict bodily injury on another.

1. Falsely activate a fire alarm.
2. Participate in bomb threats.
3. Commit arson, robbery, and burglary.
4. Advocate, conspire, or commit a felony or misdemeanor offense as defined by state or federal law.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Expulsion and/or Police Notification

WEAPONS

This School is a Weapon-Free School Zone. Possessions of dangerous instruments, weapons, simulated weapons, or similar devices by anyone while on school property or at a school-related event are not allowed. Students are prohibited from possessing devices capable of inflicting bodily harm while at school, attending a school activity, or on a school trip. Any student who is aware of a weapon brought to school shall notify a teacher or Administrator immediately. The school may expel a student if the student possesses a dangerous instrument or weapon on school property. Such expulsion is mandatory and will be imposed in accordance with school policy for student discipline, unless the school establishes that the dangerous instrument or weapon was not knowingly possessed by the student, or the school determines extenuating circumstances that warrant a lesser consequence. Any possession of a dangerous instrument or weapon on school property will immediately be reported to the student's parent or legal guardian and the local law enforcement agency, if necessary.

PERSON AND PROPERTY

A student shall not:

1. Exhibit hostile, physical, or verbal action against another individual.
2. Engage in physical fighting.
3. Use profane, obscene, indecent, immoral, or offensive language and/or gestures.
4. Defy the reasonable request or direction of school personnel.
5. Damage, destroy or steal property belonging to the school or others.
6. Engage in "hazing" or "scrubbing" activities.
7. Engage in bullying activities.

BULLYING POLICY

Bullying is a form of harassment, and is defined as follows:

The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling, put-downs, including ethnically based or gender-based verbal put-downs, and extortion of money or possessions. Such conduct is disruptive of the educational process and therefore, is unacceptable behavior at Southgate Academy.

Disciplinary Action

Minimum Corrective Action: Teacher-Student and/or parent Conference

Maximum Corrective Action: Long term Out of School Suspension, and/or Police notification. Arizona Revised Statute 15-341 (A) (33) requires that the Governing Board of Southgate Academy shall report suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers, or administrators to local law enforcement. A school district and its employees are immune from liability for any good faith actions taken in furtherance of this paragraph.

TOBACCO, ALCOHOL, AND OTHER DRUGS, INCLUDING DRUG PARAPHERNALIA AND ELECTRONIC CIGARETTES

For purposes of determining disciplinary action for violation of rules, the following definitions apply:

Controlled substance possession - "Possession is the knowing control of anything for a sufficient time to be able to terminate control"

Personal possession shall mean possessing small amounts of drugs, including marijuana, alcoholic beverages, tobacco, intoxicants, or any other substance defined by law as a "controlled substance," or "dangerous drug" intended for personal use.

Saleable possession shall mean possessing amounts of drugs, including a "controlled substance" or "dangerous drug" in quantities large enough to indicate intent to sell, give, or supply to others.

"Drug paraphernalia"-- means all equipment, products, and materials of any kind that are used, intended for use, or designed for use including any synthetic drug (i.e., K-2 spice) introducing into the human body a dangerous drug.

Alcohol And Other Drugs Including Drug Paraphernalia

A student shall not use, sell, buy, give, be under the influence of, or possess drugs, including marijuana, K-2 spice, synthetic marijuana or any other synthetic drug, alcoholic beverages, intoxicants, or any other substance defined by law as a "controlled substance" or "dangerous drug" or any drug paraphernalia at any time while under the supervision, jurisdiction, or control of the school or school-sponsored activities, including extracurricular and co-curricular activities. The legitimate use of prescription drugs, prescribed by an authorized health care professional, such as M.D.'s, physician assistants, and A.A.R.N.P. (nurse practitioners) is permitted.

Disciplinary Action

For first offense personal possession, under the influence of, use, selling, buying, and giving to another student for their use during any one school year:

1. Police will be notified. A conference will be held with the parent or legal guardian.
2. Drug Screening ordered
3. Strike Issued
4. Long-term suspension or recommendation for expulsion.

In lieu of or in conjunction with implementing disciplinary proceedings provided in this section, the Superintendent/Facilitator may offer the student an opportunity to participate in an appropriate, approved chemical awareness program and defer enforcement of suspension or assign short-term suspension. Failure of the student to comply with the requirements of the substance abuse program shall revoke the alternative program and reinstate the appropriate disciplinary action. The student is responsible for all associated fees thereof.

Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced. (i.e., sports, school assemblies, dances, and reinforcement trips)

For second offense personal possession, under the influence of, use, selling, buying, and giving to another student during any one school year:

1. Police will be notified. A conference will be held with the parent or legal guardian.
2. Recommendation to the Governing Board for expulsion.
3. The school district will cooperate with the parent or legal guardian in identifying alternative educational opportunities for the student.
4. Before readmission, a student must complete a chemical dependency evaluation by a state-approved chemical dependency agency. Evidence of follow-through with evaluation recommendations will be presented for the student to resume their education at Southgate Academy. The student is responsible for all associated fees thereof.

Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced. (i.e., sports, school assemblies, dances, and reinforcement trips)

Tobacco/Electronic Cigarettes

No student may possess or use tobacco/electronic cigarette products while under the supervision, jurisdiction, or control of the school, as defined by school policy.

Disciplinary Action

For first offense possession or use by a student during any one school year:

1. The parent or legal guardian shall be informed of the infraction.
2. Strike Issued
3. Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced.

For second and subsequent infractions by a student during any one school year:

1. The parent or legal guardian shall be informed of the infraction.
2. Strike Issued
3. Extracurricular/Co-curricular Tobacco, Alcohol, and Other Drug Rules shall be enforced.

STUDENT DRUG OR ALCOHOL TESTING

Students suspected of using drugs and/or alcohol on campus or at school-related event may be required to take a blood, urine, or other tests within 24 hours of the incident giving rise to the suspicion. If the results are provided to the school and establish that the student tested negative for drugs and/or alcohol, the school may determine that disciplinary action is not warranted (provided that the student did not also engage in other activities that would warrant disciplinary action). If the student refuses to submit to a blood test or the test results are positive for drugs or alcohol, disciplinary action will be imposed. Within the meaning of this provision, "drugs" do not include prescription medication for which the student has a current, valid prescription, provided that the medication has been taken in strict accordance with the prescription.

SCHOOL UNIFORMS / DRESS CODE

BACKPACKS (K-12)

Students are **ONLY** allowed the use of clear or mesh backpacks.

KINDERGARTEN - 6TH GRADE ELEMENTARY DRESS CODE

TOPS

- Dark Blue or White Collared Shirt
- Jackets, Sweaters, and Sweatshirts worn during class must be appropriate for the learning environment. Solid Dark Blue or White only. No Logos.
- T-shirts/Long Sleeves worn under school clothes must be solid white or black.

BOTTOMS

- Approved, Dark Blue, Black or Khaki (Tan) pants, or Blue or Black Jeans. Pants may be worn with a black or brown belt. A belt cannot be longer than 3 inches beyond the buckle. No Torn, Ripped, or Frayed Jean.
- Pants will be worn around the waist, not below the hips (no super baggy pants).
- Dark Blue, Black, or Khaki (Tan) shorts, skirts, dresses, and jumpers (no shorter than the tips of the fingers when the student's hand is extended down).
- No Sweatpants are allowed
- No Joggers
- No Leggings are allowed without being worn under the uniform garment

SHOES

- Shoes must be appropriate for the learning environment.
- Shoes must be closed-toe, no open-toe shoes, no flip-flops, or shoes made of mesh materials.
- No Red or Royal Blue shoes or predominantly Red or Royal Blue shoes

MISCELLANEOUS

- Jewelry must be conservative.
- Hats/caps, gloves, and sunglasses will not be worn indoors.
- Hazardous apparel or jewelry, such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could injure the wearer or someone else is not allowed.
- Body marks, tattoos, or other body alterations which reflect or represent advocacy of alcohol, tobacco, and/or drug use, violent disruptive behavior, religious, gender, ethnic, or racial intimidation, or other criminal activity are prohibited. This includes temporary drawings and tattoos.
- No clothing that represents membership in, or affiliation with any gang, or is representative of any gang will be allowed.
- Undergarments may not be visible.
- Personal Bags to include purses, fanny packs, or makeup bags not to exceed 6" x 3"

WHEN A STUDENT IS IN VIOLATION OF THE SCHOOL DRESS CODE, THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED:

1. The parent of the student will be called to bring the student the proper school uniform.
2. The student will remain with the principal and/or In-School Suspension until a change of clothes arrives.
3. Students having a second offense of the dress code policy will have Super Study Day assigned to them.
4. Students having a third offense of the dress code policy will have further extended days assigned and a parent conference or suspension.

7TH – 8TH JUNIOR HIGH DRESS CODE

TOPS

- Black or Dark Green Collared Shirt
- Jackets, Sweaters, and Sweatshirts worn during class must be worn during appropriate times and conducive for the learning environment. Solid black or Dark Green Only. No Logos.
- T-shirts/Long Sleeves must be worn under a collared shirt and must be white or black only.

BOTTOMS

- Southgate Academy approved Dark Blue, Black or Khaki (Tan) pants, or Blue or Black Jeans. Pants may be worn with a black or brown belt. A belt cannot be longer than 3 inches beyond the buckle.
- Pants will be worn around the waist, not below the hips (no super baggy pants).
- Dark Blue, Black or Khaki (Tan) shorts, skirts, dresses, and jumpers (no shorter than the tips of the fingers when the student's hand is extended down.
- No Sweatpants are allowed
- No Joggers
- No Leggings are allowed without being worn under a uniform garment

SHOES

- Shoes must be appropriate for the learning environment.
- Shoes must be closed-toe, no open-toe shoes, no flip-flops, no heels, or shoes made of mesh materials.
- No Red or Royal Blue shoes or predominantly Red or Royal Blue shoes

MISCELLANEOUS

- Jewelry must be conservative.
- Hats/caps, gloves, and sunglasses will not be worn indoors.
- Hazardous apparel or jewelry, such as spiked belts, spiked wrist bands, spiked rings, spiked coats, chains, laser pens, or ANY other items which could injure the wearer or someone else is not allowed.
- Body marks, tattoos, or other body alterations which reflect or represent advocacy of alcohol, tobacco, and/or drug use, violent disruptive behavior, religious, gender, ethnic, or racial intimidation, or other criminal activity are prohibited. This includes temporary drawings, tattoos, and self-drawings on skin.
- No clothing that represents membership in, affiliation with any gang, or is representative of any gang will be allowed.
- Personal Bags to include purses, fanny packs, or makeup bags not to exceed 6" x 3"

WHEN A STUDENT IS IN VIOLATION OF THE SCHOOL DRESS CODE, THE FOLLOWING PROCEDURES WILL BE IMPLEMENTED:

1. The parent of the student will be called to bring the student the proper school uniform.
2. The student will remain with the principal and/or In-School Suspension until a change of clothes arrives.
3. Students having a second offense of the dress code policy, will be assigned to Super Study for a day.
4. Students having a third offense of the dress code policy, will have further extended days assigned in Super Study and a parent conference or suspension.

9TH- 12TH HIGH SCHOOL DRESS CODE

STUDENTS WILL BE ALLOWED TO DRESS FREELY AS LONG AS THEIR APPEARANCE FOLLOWS THE SCHOOL DRESS CODE.

TOPS

- No low-cut tops, or short tops that show bare midriff, cleavage, or back when arms extended up.
- All shirts/blouses/dresses/tops must have a three (3)-finger width on the shoulders, no spaghetti straps or bra straps visible.
- Shirts must fit properly with no alterations.
- **No Red or Royal Blue or predominantly Red or Royal Blue shirts, jackets, or hoodies.**
- No logos with drugs, weapons, profanity, or drug affiliations.

BOTTOMS

- No short shorts/skirts/shorts/dresses shorter than mid-thigh (check by placing your hands at your side, your fingertips should touch cloth).
- Pants and shorts must stay up without a belt.
- Pants may be worn with a black or brown belt. The belt cannot be longer than three inches beyond the buckle.
- No leggings unless under a separate garment.
- No slits, holes, rips, tears, or frays.
- No pajama bottoms

SHOES

- Appropriate footwear is required at all times to prevent accidents or injury.
- No heels may exceed two inches
- No Slippers, slides, or flip flops
- **No Red or Royal Blue shoes or predominantly Red or Royal Blue shoes.**

MISCELLANEOUS

- Clothing that is obscene to other students, parents, or staff will not be allowed.
- Clothing that incites students, advocates, or expresses racial, ethnic, sexual, or religious prejudice, which can contribute to conflict or unlawful acts on school premises or violates school regulations and the orderly operation of the school is prohibited.
- Clothing that depicts violence and/or cruelty is prohibited.
- Clothing that advertises sex, drugs, alcohol, or tobacco is prohibited.
- Hats/caps or other headwear are not to be worn in the school building during school hours.
- Accessories that can be used, as weapons are not permitted, i.e., chains, spiked jewelry; are prohibited.
- Undergarments may not be visible.
- Personal Bags to include purses, fanny packs, or makeup bags not to exceed six" x 3"

Gang clothing is specifically prohibited. Sagging or excessively baggy clothing is not acceptable. The following items of clothing are regulated as gang-related (per administration and are subject to change as deemed necessary).

- Clothing all-the same color that is known to be representative of gang membership or affiliation.
- Helmets, bandanas, do-rags, wave caps, or nylon stocking caps.
- No altered or initialized belt buckles, altered webbed belts, or colored belts reflecting affiliation.

DISCIPLINARY ACTION DUE PROCESS

A student shall not be deprived of a liberty or property rights to attend schools and participate in activities of the school community without due process of law.

CORRECTIVE ACTIONS AND DISCIPLINE

The Board intends to provide each student with those due process rights, which are provided by law.

Out-of-school suspension

In the event the proposed discipline of a student is to include denial of the right of school attendance from any single class or a full schedule of classes for at least one (1) day, the following procedure shall be used:

1. Before the out-of-school suspension, the student and parents will be notified, and he/she shall be provided a conference during which the charges will be explained, and the student will be allowed to respond to the charges.
2. He/she shall be provided a conference as soon as practicable during which the charges will be explained, and the student will be allowed to respond to the charges.
3. A pre-suspension conference is not required, and the student can be immediately suspended out-of-school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
4. Any out-of-school suspension shall be reported immediately to the student's parent or legal guardian. A written notice of suspension will be delivered or mailed home and it shall state the reasons for a suspension, including any school rule, which was violated, and a notice to the parent or guardian of the right to a review of the suspension.
5. Upon request of the parent or legal guardian, the Superintendent and parent shall conduct a review of the suspension, or legal guardian may appear and discuss the suspension with the Superintendent. After the meeting, the Superintendent shall take such action as appropriate. That action is final.
6. Out of school suspension means a student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity and is excluded from entering all school facilities and premises during the suspension period, and from attending any school function either during or after school hours. Failure to abide by this requirement will lead to a possible police citation for trespassing.

Make-up work

Students K-12 who are absent as a result of an out-of-school suspension have the right to make up the work missed, and they will make arrangements to complete the work within a reasonable amount of time.

Teachers are not expected to reconstruct lessons for students on suspension.

Expulsion

A student may be expelled from school only by the Governing Board and only after the following due process procedures have been followed and of the students' right to request a hearing of the charges.

The student and parent or legal guardian shall be provided a written notice of the recommendation for expulsion by registered or certified mail or hand delivered.

The student and parent must request, in writing, a hearing before the Board within ten (10) days of receipt of the notice of the recommendation for expulsion or the student and parent shall waive the right to a hearing before the Board.

If a hearing is requested, the superintendent shall schedule a hearing at a regular or special meeting of the Board. It is the Board's intent to conduct the hearing in a closed session unless the parent or legal guardian requests a public hearing.

Within the limitation that the hearing must be conducted during the period of suspension, an expulsion hearing may be rescheduled by the parent or legal guardian by submitting a request showing good cause to the Superintendent at least two (2) school days before the date of the hearing as originally scheduled. The Superintendent shall determine if the request shows good cause. At the hearing, the student may be represented by counsel; present witnesses and other evidence and [cross-examine](#) witnesses. Formal rules of evidence are not binding on the Board.

PROCEDURES FOR SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

Special education students are protected by law from being punished for behaviors that are substantially related to their disabilities. However, this does not mean that special education students are immune from disciplinary action. Appropriate discipline interventions must be individually determined. Types of discipline are varied and can range from a verbal reprimand to suspension or expulsion.

A student who qualifies for special education services who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from the student's current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days in accordance with the IDEA.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES AND SPORTS:

A student's eligibility for participation in after-school clubs, extracurricular activities, and sports depends on three conditions:

1. Students must be earning at least a 70% in all subject areas.
2. Students must be in good disciplinary standing.
3. Students must have good attendance.

If a student is not meeting the conditions listed above, he/she will not be eligible and will be excluded from after-school clubs, extracurricular activities, and participation in competitive academic and sports teams.

TECHNOLOGY POLICY - TERMS AND CONDITIONS

Acceptable use. Each user must:

1. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the school.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated School authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by School employed persons.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Not use the EIS for commercial purposes.
8. Follow the School's code of conduct.
9. Not attempt to modify, add, or destroy software.
10. Not attempt to modify, add, or destroy hardware nor interfere with the security system.

Personal responsibility

I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my responsibility for any expenses incurred without School authorization.*

Network etiquette

I am expected to abide by the generally accepted rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt the use of the systems by others.

Observe the following considerations:

Be brief.

- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons

Southgate Academy reserves the right to access all files on the local network and all software files located on the network. Southgate Academy views school computers and the Southgate network as school property. Therefore, all rules of abuse of school property apply.

Violation of any of the preceding procedures could result in the loss of school computer privileges. Any staff member witnessing destructive behavior from a student may recommend detention, suspension, and/or parent contact with the administration. The administration will decide on disciplinary consequences.

SPECIAL EDUCATION SERVICES

The educational programs in Southgate Academy are concerned with all phases of individual growth. Students will be provided with sound academic opportunities to facilitate their physical, emotional, social, and vocational potential. Southgate Academy exists for the benefit of each student regardless of his or her capacity for learning. It is our task to provide demanding programs appropriate for all levels of ability. The goal of the Special Education Department is to implement this philosophy into practice for students with disabilities. For more information about Special Education Services, refer to the Southgate Academy Charter School Policy Manual.

CHILD FIND:

Southgate Academy, on an annual basis, creates public awareness of special education opportunities and advises parents of the rights of children with disabilities. Through Child Find, Southgate Academy attempts to locate children, aged birth through five, require special education and related services and make referrals to the Arizona Early Intervention Program (AzEIP) or the district of residence for screening, evaluation, and provision of services. Southgate Academy attempts to locate, identify, and evaluate K-12th grade students residing in the district. All kindergarten and other new students will be screened within 45 days of the date of enrollment using the Student Screening Report form, which is available to all Southgate Academy schools. The screening will be conducted to identify possible problems in the areas of vision, hearing, academic skills, cognitive development, psychomotor skills, communication, and social-emotional development. The screening will not be needed if records from a previous school indicate that the student already has been screened. If screening results indicate a possible disability, the student will be referred to the school's child study team to determine if a comprehensive evaluation is needed. For more information, call Child Find at 602-364-4015, or visit the Child Find website at www.ade.az.gov/ess/childfind.

McKINNEY-VENTO HOMELESS ACT

If your family is experiencing homelessness or is in transition to another home other than your own, you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Eligible children have the right to:

- Receive a free appropriate public education
- Enroll in school immediately even if lacking documents normally required for enrollment while the gathers needed documents

If you would like more eligibility information to qualify please contact our school liaison Beckie Islas @ (520) 741-7900 ext. 404 or email: beckie.islas@southgateaz.org for further assistance.

Parents and Legal Guardian

As a parent of a student in Southgate Academy Charter School, you have the right to know the professional qualification of the teachers who instruct your child.

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subjects he or she teaches.
- teacher's college major: whether the teacher has any advanced degree and if so, the subjects of the degree.
- Whether any instructional aides of similar paraprofessionals provide services to your child, and they do, their qualifications.

If you would like to receive any of this information, please contact the Superintendent's Office, Sylvia M. Calmelat at (520) 741-7900 ext. 402 or email: smcarmelat@southgateaz.org.

AS A PARENT AT SOUTHGATE ACADEMY, I WILL DO MY BEST TO DO THE FOLLOWING:

- I will ensure my child attends school regularly and is on time.
- I will schedule time every night for my child to work.
- I will encourage quality work and the completion of homework assignments.
- I will support the value of various types of homework.
- I will demonstrate academic integrity.
- I will contact the classroom teacher if problems develop that are not resolved by the student.
- I will contact the classroom teacher if a student is struggling with homework.
- I will act respectfully to teachers, administrators, and other parents and students.
- I will show support for teachers and administrators, setting an example for my child.
- I will ensure my child comes to school dressed appropriately and in compliance with the uniform/dress code policy.