2012-2013
SAN SIMON UNIFIED SCHOOL DISTRICT #18

HOME OF "SIMON" THE LONGHORN

P. O. Box 38 2226 West Business I-10
San Simon, Arizona 85632
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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Board of Education

Mr. Peter Grill, President
Mrs. Ruby Sipes, Clerk
Mrs. Monica Bidegain, Member
Mr. Paul Irvine, Member
Mr. Shelby Ray, Member

Regular meetings of the Governing Board are scheduled for each month.

Other meetings may be scheduled and/or regularly scheduled dates may be changed as necessary.

Copies of each meeting's agendas will be duly posted at San Simon High School and San Simon Post Office by 5:00 P.M. and the Portal Post Office by 5:00 PM 24 hours prior to each meeting.

Additional information on any agenda item and copies of information given to Board Members may be obtained by contacting the District Superintendent at the school office 24 hours prior to the posted meeting.

Please refer all questions to the District Superintendent at (520) 845-2275, during the regular operating hours of 7:30 A.M. – 4:00 P.M.

Superintendent

Mr. Curry Donaldson

Principal

Jonathan Truschke

Faculty

Mrs. Misty Brown
Mrs. Jamie Crothers
Ms. Elizabeth Dunn
Mrs. Jo Jarvis
Mrs. Lena Keil
Mr. Fred La Marca
Mr. Casey Lewis
Ms. Debra Sue Peterson
Mrs. Rosalinda Rodriguez
Mr. K. J. Urban
Mrs. Lesti Webster
Mrs. Nicole Williams
Mr. Mike Zamudio

Staff

Mrs. Bridget Dozier
Mr. Fernando Guzman
Ms. Gail Jorgenson
Mrs. Heather Lentz
Mrs. Donna Lewis
Mrs. Eva Morin
Mrs. Dawn Quinn
Ms. Erica Rios
Mr. Mike Stoehner
Mr. Rick Walter

GUIDANCE MISSION STATEMENT

The guidance program has been developed to ensure that all students acquire competencies needed in designing an individualized educational program, in developing a process for life/career planning which realistically matches each student's aptitudes and interests, and in demonstrating personal/social skills needed to relate to self and others.

(Reprinted with permission from Gilbert High School, Gilbert, Arizona. 1991)

SAN SIMON COMPREHENSIVE COMPETENCY BASED GUIDANCE

ASSESSMENT SYSTEM

Advisory Council	*Need Data*	*Counselor Evaluation*	*Program Evaluation*

MONITORING SYSTEM

School Plan	*Counselor/Principal Agreement*	*Documenting Results*	*Master Calendar*

DELIVERY SYSTEM

Guidance Curriculum	*Individual Planning*	*Responsive Services*	*System Support*

FOUNDATION

Goals	*Philosophy*	*Competencies*	*Mission*

Tech Prep responds to the challenges of the future.

• The world is changing rapidly as existing jobs become more complex and new jobs demand increased levels of education and training.

• Students need to expand basic competencies and problem solving abilities and acquire advanced technical skills to become successful employees in the future.

• Tech Prep programs are designed to provide students with higher levels of academic and technical skills.

• Tech Prep can also increase career options for students by making students more aware of opportunities in technical careers and associate degree programs.

Benefits of Tech Prep:

- Tech Prep provides future workers the ability to adapt to changes in the workplace caused by expanding international competition and changes.
- Tech Prep emphasizes integration of applied academic skills (math, science and communications) with occupational program areas.
- Tech Prep diminishes traditional lines between academic and vocational/occupational instruction.
- Tech Prep makes provisions for students completing the program to extend their education to the baccalaureate level and beyond.
- Tech Prep encourages students to continue their education as technological innovations occur at increasing rates in technology.
- Dual credit opportunities.

Contact through the school office for further information on the Tech Prep program.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with aspect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Students to whom the rights have been transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit and evaluation purposes;
  - Appropriate parties in connection with financial aide to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accredited organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
Consent before students are required to submit to a survey that concerns one or more of the following protested areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of —

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials use as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

San Simon School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protested information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. San Simon School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive

changes. San Simon School District will also directly notify, such as through U.S. mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. San Simon School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

Student Rights

The federal McKinney-Vento Homeless Education Assistance Improvements Act protects the rights of homeless children and youth to receive a free and appropriate public education. Nearly everyone in Arizona who is between the ages of 5 and 21 on September 1 of the school year and has not been expelled has the right to attend school.

If, due to lack of housing, you meet the following criteria, you and your children (or an unaccompanied youth) qualify for services under the McKinney-Vento Homeless Education Assistance Improvements Act:

- Don’t have a permanent address
- Live temporarily doubled-up with friends or family
- Sleep in a shelter
- Sleep in a campground, car, motel, abandoned building or trailers, or other facility not designated for, or ordinarily used as regular accommodations for human beings

Your children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they last attended before you became homeless or the school they last attended, if that is your choice and feasible.
- Receive transportation to the school they last attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.

- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your child.
- Receive the same special programs and services, as needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.
- Have access to the benefits of the child nutrition programs.

Under the law, no student shall be stigmatized by school personnel due to homelessness.

For additional information or assistance, contact the District's homeless liaison, the District Superintendent, at 520-845-2275.

DECRETO MCKINNEY-VENTO SOBRE LA ASISTENCIA EN LA EDUCACIÓN DE LOS DESAMPARADOS

Derechos de los Estudiantes

El decreto federal McKinney-Vento sobre las Mejoras de la Asistencia en la Educación protege los derechos de los niños y jóvenes desamparados de recibir una educación pública gratuita y apropiada. Casi todos los niños y jóvenes entre las edades de 5 y 21 años al 1ro de septiembre del año escolar y que no han sido expulsados de la escuela tienen el derecho a asistir a una escuela.

Si, debido a la falta de vivienda, usted llena los siguientes criterios, usted y su niño (o un joven no acompañado) cualifican para los servicios ofrecidos bajo el decreto McKinney-Vento sobre las Mejoras de la Asistencia en la Educación de los Desamparados:

- No tiene un domicilio permanente
- Vive temporalmente conjuntamente con amistades o familiares
- Duerme en un refugio
- Duerme en un lugar para acampar, automóvil, motel, edificio abandonado o remolques, u otra facilidad que no está designada para la, u ordinariamente usada como acomodación regular de seres humanos

Sus niños tienen el derecho de:

- Asistir a la escuela, sin importar dónde residen ni cuánto tiempo han residido ahí.
- Continuar en la última escuela a la cual asistieron antes de tornarse en desamparados, o la última escuela a la cual asistieron, si esa es su decisión y ello es posible.
- Recibir transportación a la última escuela a la cual asistieron antes de que su familia se tornara en desamparada o la última escuela a la cual asistieron, si ellos o sus tutores solicitan tal transportación.
- Asistir a la escuela y participar en los programas escolares junto a los niños que no están desamparados.
- Matricularse en la escuela sin tener que presentar un domicilio permanente.

- Matricularse y asistir a clases mientras la escuela hace los arreglos para la transferencia de récords escolares y de inmunización o cualquier otro documento requerido para la matriculación.
- Matricularse y asistir a clases en la escuela de su selección, aún cuando la escuela y ustedes tratan de resolver la disputa acerca de la matriculación de su niño.
- Recibir los mismos programas y servicios especiales, según sea necesario, tal y como se les provee a todos los otros niños que participan en estos programas.
- Recibir la transportación a la escuela y a los programas escolares.
- Tener acceso a los beneficios de los programas para la nutrición infantil.

Bajo la ley, ningún estudiante podrá ser estigmatizado por el personal escolar a causa de su desamparo.

Para recibir información o asistencia adicional, haga contacto con la oficina de enlace del Distrito para los desamparados, el Superintendente del Distrito, llamando al 520-845-2275.

2012-2013
SAN SIMON SCHOOL RULES FROM A ~ Z

ABSENTEE

Parents/guardians are requested to call the office by 8:00 A.M. if a student is going to be absent for the day. If the district office has not been notified, an attempt will be made to contact the parent/guardian.

ANY unexcused absence (no written or verbal contact from parent/guardian) results in the student receiving a ZERO for each class not attended. The absence will be considered unexcused if no parental notification is received within 24 hours.

Students are responsible for making up schoolwork for any days missed due to an absence. Students will be given one day per each excused absence date to make-up work.

Students will be allowed a maximum number of absences per class per semester for which class work can be made up for a grade. **Please refer to District policy.**

ANIMALS (EXCLUDING SEEING-EYE DOGS)

With the exception of seeing-eye dogs, the transporting of live animals on school buses shall not be allowed. Due to safety regulations, no animals will be allowed on campus or in classrooms without written authorization from the administration.

AUDIO/VIDEO

NO **personal** tape players, headphones, CD players, radios, CDs, tapes, cellular phones, electronic equipment or media, etc. are to be used **during school hours (7:30 A.M.-3:30 P.M.).** Personal listening devices only such as, MP3 Players, iPods, etc may be permitted on field trips, athletic trips and/or bus runs at the discretion of the bus driver and/or coach. No DVD players are permitted. If confiscated, they will be held in the office. The school will NOT be liable for any lost or stolen items.

AUTOMOBILE USE

Student operation of a motor vehicle on school property is a privilege, not a right. The administration may restrict the use of motor vehicles on campus. Students must possess and provide the school office with a copy of his or her valid driver's license to operate a motor vehicle. Violations of any state or federal law will be reported directly to the proper authorities. Students shall not leave the school grounds with anyone other than their parent/guardian OR someone designated by their parent/guardian.

BILLING

Our billings are sent out to parents once a month. Payment is due upon receipt of the bill. Payment in advance is acceptable and appreciated.

Meal costs are:

Breakfast	$ .50	K-Adult
Lunch	$2.55	K-12th
Lunch	$2.55	Adult

CAFETERIA

Refrigerators and microwaves are not available to students; therefore, all meals not provided by our school cafeteria should be non-perishable and ready-to-eat.

CAMPUS LEAVE

San Simon School is a closed campus. Students are not allowed off campus unless officially checked out by a parent/guardian. Students are not allowed outside the fenced area of the school during school hours. This means the parking lot is off-limits. **No off campus passes will be issued except in special cases where the administration deems it necessary.**

CELLULAR TELEPHONE USAGE

Cell phones are prohibited from 7:30 A.M.-3:30 P.M.

COMPUTER INTERNET USER AGREEMENT

Terms and Conditions:

Acceptable Use. I will use the service to support personal educational objectives within the educational goals and objectives of the School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display or retrieve materials forbidden by statutes, laws, or District policies and regulations.

Personal Responsibility. I will report any misuse of the information service to a parent, teacher, or the system administrator, as appropriate. I understand that many services and products are available for a fee and acknowledge the responsibility for any expenses occurred without District authorization.

Services. The School District specifically denies any responsibility for the accuracy of information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the District policy and regulations on appropriate use of the electronic information service system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

As the parent/guardian of this student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to a School district administrator. Misuse may come in many forms but can be viewed as any computer use that suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, or other issues described in the agreement. I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use the electronic information service.

DEFICIENCY NOTICES

Deficiency notices will be sent out to parents each week indicating students that are ineligible due to grades. Parents/guardians are encouraged to contact the teacher to assist in correcting any problems.

Students that receive deficiency notices may be required to stay after school hours to receive additional instruction from those teachers in whose classes the student is deficient. If a student receives an "F" two weeks in a row Wednesday School will be mandatory.

DIRECTORY INFORMATION

Pursuant to ARS 15-141, 15-142, Policy JR and Regulation JR-R, the District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent:

- **The student's name, address, and telephone listing**
- **The names of the student's parents**
- **The student's date and place of birth**

- **The student's class designation (i.e., first grade, eighth grade, junior, etc.)**
- **The student's extracurricular participation, achievement awards or honors**
- **The student's weight and height, if a member of an athletic team**
- **The student's photograph**
- **The school/school district the student attended before enrollment in the district**

Within the first three weeks of each school year, the District will disseminate this information in a Parent/Student Agenda. All late entries receive this Parent/Student Agenda at the time of registration. **Once the Parent/Student Agenda is received, parents will have two weeks to advise the District in writing by a letter to the Superintendent's office of any or all of the items they refuse to permit the District to designate as directory information about that student.**

At the end of the two-week period, if the parents or guardians have not designated refusal to allow the release of directory information, the District will assume it has their permission to release the above mentioned information. This designation will remain in effect until it is modified by the written direction of the student's parent or guardian. The student's records will be appropriately marked by the records' custodian to ensure compliance with the parent or guardian's request.

DRESS CODE

We encourage students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Clothing that is promiscuous or has obscene language or symbols of sex, drugs, gambling or alcohol is expressly prohibited. Profane or defamatory writing on clothing or jewelry is not acceptable. Anything that identifies you as a gang member, including bandanas of any color, size, or shape is unacceptable. Gang related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached. If not gang-related, sports insignia on hats or jackets is not prohibited.

1. SHORTS, SKIRTS, AND DRESSES MUST BE NO SHORTER THAN 3 INCHES ABOVE THE KNEE.
2. TOPS MUST HAVE A 3" OR 4-FINGER WIDTH SHOULDER STRAP. MESH, NET OR SEE THROUGH TOPS ARE NOT ALLOWED.
3. BARE MIDRIFFS AND BACKS AND LOW NECK LINES ARE NOT PERMISSIBLE.
4. NO UNDERGARMENTS MAY BE EXPOSED. THIS INCLUDES BRA STRAPS, UNDERSHIRTS, SPORTS BRAS, ETC.
5. PANTS AND SHORTS MUST BE WORN AROUND THE WAIST SO AS NOT TO SHOW UNDERGARMENTS OR FLESH.

Clothes with holes or frayed hems are not acceptable. In the interest of student safety, shoes must be worn at all times. Flip flops will not be allowed.

Jewelry shall not be worn if it presents a safety hazard to self or others.

Headgear of any kind will not be allowed in campus buildings. This includes but is not limited to caps, hats, helmets, headbands, bandanas and hairnets. Sunglasses may be worn on campus but are to be removed upon entering classrooms, gym and cafeteria.

Staff members will make final determinations as to whether or not attire meets this dress code. The dress code applies to extracurricular activities as well.

DRUG ABUSE

The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. Non-medical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. For purposes of this policy, "drugs" shall include, but not be limited to:

All dangerous controlled substances prohibited by law.

All alcoholic beverages.

Any prescription or over-the-counter drug, except those for which permission to use in school has been granted by policy.

Hallucinogenic substances.

Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

ELIGIBILITY/GRADES

Eligibility grades are determined on the cumulative grade for the current semester. If a student has an average below 65%, as of 2:00 P.M. Thursday, he or she is to be listed on the teachers' ineligibility grade list. The ineligibility period runs from 8:00 A.M. Monday through 7:59 A.M. the following Monday. "CUMULATIVE" means from the beginning of the current semester to the present eligibility period ending 2:00 P.M. Thursday. **Any ineligible student will be restricted from extracurricular activities that are not open to the public.** He or she may not play on any team or participate in or attend any extracurricular activity until their grades are at a satisfactory level.

EXTRACURRICULAR PROGRAMS

All interscholastic activities in grades five through twelve that are

(1) of a competitive nature and involve more than one school where a championship, winner, or rating is determined and

(2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the district, consistent with district policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit. All such activities will be conducted under the auspices of the district supervision of the certified individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overly enthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each one-week period, show that they are not working to capacity and have one or more failing grades will be removed from extra-curricular activities.
- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the administration.

- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

EXTRA CURRICULAR ACTIVITY FEE

In order for San Simon Unified School District #18 to take advantage of tax credit donations the State of Arizona has mandated a student activity fee must be charged to all students in grades K-12. A fee of $10.00 per student for the school year will be charged.

FOOD AND DRINK

Food or drinks are allowed in the classroom at the discretion of the teacher and must be pre-approved by the administration. **No energy drinks are permitted on campus.**

FUND RAISING ACTIVITIES

Fund-raising activities by students, as representatives of the school, will be permitted only when connected with specific school activities approved by the student council and administration.

Participation in contests or fund raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- Students should not be involved in charity or commercial fund raising as a representative of the school.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund raising activities shall be deposited in the Student Activity Fund within 24 hours, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Any items purchased without a purchase order for the purpose of fund raising will become a donation. No reimbursement will be issued unless pre-approved by the administration.

GRADING SCALE

A = "4" = 93-100%
B = "3" = 84-92%
C = "2" = 73-83%
D = "1" = 65-72%
F = "0" = BELOW 65%

GRADUATION REQUIREMENTS

English	4
Math	4
Science	3
Social Studies (must have World History and American History)	3
Foreign Language	2
Fine Arts	1
Practical Arts	3
Computers	1
Physical Education	1
Electives	4
Total Required	26

AIMS Tests — Students must successfully meet the standards set forth by the Arizona Department of Education. Results will be posted on transcripts.

GUIDANCE COUNSELOR AND HEALTH OFFICE

A health aide and counselor may be available on school days. If you would like assistance, contact the office at 845-2275 to schedule an appointment as necessary.

HAZING

"Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, coprs, coooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the Superintendent in writing with such details as may have been provided. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

An invesitgation of the reported incident or activity shall be made within ten school days when school is in session or within fifteen days during which the school office is open and school is not in session.

A copy of the complete hazing policy JICFA-EB is available at the District office.

HEALTH RECORDS

In order to meet your child's individual health care needs, health information and medication permission sheets are maintained in your child's health record. These forms must be updated yearly. These sheets must also include contacts for emergencies when you are unavailable. **Please notify the office of any changes in your child's health status/medications or emergency contact.**

HOMELESS STUDENTS

The McKinney-Vento Act is a federal law designed to identify students whose families are homeless and provide those individuals with a consistent, quality education. The identification process is simple and Title I services, transportation and school lunches are available to children who are homeless. Our school has a poster describing the provisions of this act and listing the District Liaison, the District Superintendent. Please feel free to contact the District Superintendent (845-2275) about the identification process, the dispute resolution process or any other questions you might have.

HONOR ROLL

Students with a 3.50 grade point average in the current grading period are on the honor roll. To be on the Scholars' List, a student must have a 3.75 GPA for the current grading period.

A grade of "S", "U", or "E" is not considered for honor roll.

IMMUNIZATIONS

According to Arizona Law, all students are required to have proof of immunizations upon registration and prior to attending classes.

Parents/Guardians will be notified of inadequate immunization status.

Immunizations can be obtained from your personal physician at your own expense or they can be obtained from the Cochise County Health Department free of charge. For more information, feel free to contact the District Office or the County Health Department at (520) 384-7100.

LOCKERS

Junior high and high school students are assigned a locker at the beginning of the year for their use. It is their responsibility to keep it in good condition. Students are to use only the locker assigned to them. **Lockers are to remain closed and backpacks off the floor.** Lockers remain the property of the school, and the school reserves the right to search a locker at any time without notice.

MEDICATIONS

There must be written permission from the parent/guardian for the school to administer any over-the-counter or prescription medications. Forms are available in the office and must be properly completed and submitted with the medication(s). Prescription medications must be in the original container as prepared by the pharmacist and labeled, including the patient name, name of medication, dosage and time to be given. Over-the-counter medications must be in the original packaging with all directions, dosages and compound contents and proportions clearly marked.

Students are not allowed to carry any medication, including inhalers and epi-pens, on their person without written order from a physician. No student will be administered any medication, including medication provided by the health office, unless the proper paperwork has been submitted. These forms are available in the office. Student misuse of medication may result in seizure and disciplinary action.

OFFICE

Office hours are from 7:30 A.M. to 4:00 P.M. (Monday through Thursday), excluding weekends and holidays. A voice mail system is available during non-office hours.

PARENT-TEACHER-STUDENT COMPACT

San Simon School District recognizes the value of consistent, integrated efforts of home, school, and community. All are necessary to educate the whole child and best prepare him/her to share in a future of possibility and promise. Under NCLB both the District and the individual schools are required to prepare a Parental Involvement Compact. We encourage you to be involved in this process.

Compacts are created by committees that represent the parents of Title I students, school administration, and certified staff. These committees develop plans that address the needs of low-achieving students and assist them in mastering the Arizona Academic Standards. The committees guide the Title I Program by:

- Establishing meaningful on-going, two-way communication between the District, staff, and parents/guardians
- Establishing the school, parent, student, and district responsibilities
- Developing a medium to communicate to parents/guardians about the plan and the responsibilities of the parents, students, schools, and District
- Seeking input from all involved parents/guardians about the plan and its implementation

- Training personnel on how to collaborate effectively with families from diverse backgrounds
- Establishing training sessions for school liaisons in order for them to bring information back to their staffs
- Providing parents with information about the various tools and instruments that are used by the State and the District to assess and monitor student progress
- Sharing data to assist in developing new initiatives that lead to greater student achievement
- Conducting an annual evaluation of the content and effectiveness of the parents involvement policy
- Identifying barriers to effective communication
- Providing information about upcoming meetings and/or events and encouraging participation
- Coordinating efforts between and among schools and the District

Please contact Mr. Curry Donaldson at the District Office (845-2275) if you wish to participate in any of the NCLB (Title I) Parental Involvement Compact Committees.

PARTY POLICY

Classroom parties are scheduled on the school calendar. All other parties, including birthdays, are prohibited. Exceptions for special activities may be pre-approved by the administrator. State and federal laws prohibit the consumption of foods determined to be of “minimal nutritional value” during the regular school operational hours.

PHONE CALLS/MESSAGES

Telephones are for school use only. Students may use the office phone to call parents/guardian. **Students will not be called to the phone from class.** If you need to get a message to your child, we will deliver the message when it will not disrupt class. In case of an emergency, exception to this policy may be made with the approval of the administration.

PHYSICAL EXAMINATIONS

Students participating in high school and junior high school interscholastic athletics are required to submit to a physical examination and to submit evidence of being physically fit for participation in that particular sport as verified by a health care provider.

RELEASE OF STUDENTS

A student will not be released from the school grounds or school activities without parent/guardian authorization. A student will not be released to someone other than a parent/guardian without verified written authorization from the parent/guardian and approval by the administration. This includes field trips and athletic events.

In the event that a student will be utilizing a form of transportation outside of his or her regular practice, a note from the parent/guardian of both parties involved must be on file in the school office. San Simon School is not responsible for the transport of non-bus route students.

REPORT CARDS

Report cards are issued every quarter. Report cards will be handed out to parents/guardians at the parent/teacher conferences that will be held following the first and third grading periods. Report cards will be issued to students or mailed out for the second and fourth grading periods. Parents/guardians are reminded that they can also monitor progress throughout the year via on-line. Please contact us for further information if you are interested in this option.

SCHOOL ACTIVITIES

Student Council and the Superintendent will approve all school activities. Activities will be posted in advance on the bulletin boards. Also, they are printed in our daily bulletin, monthly calendars, and posted on our web site. Students should behave in a courteous and polite manner at all school functions. Administration reserves the right to ask anyone to leave.

SCHOOL BUS CONDUCT

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver will inform the administration of the misconduct, which may then be brought to the attention of the parents. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parent/guardian of the student(s) involved become responsible for seeing that their child(ren) get(s) to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with the sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Aerosol containers and glass are not permitted on the bus.

The following is a list of rules that are posted in each of the school buses. Please take a moment to read over these rules with your child(ren). If you or your child(ren) have difficulty understanding any of these rules, contact the school office and we will assist you as necessary. Failure to follow the rules while riding the bus could result in loss of bus riding privileges.

- Wait ten feet from the road edge at bus stops and remain there till bus comes to a complete stop and door is open; do not disturb the property of others.
- Students are to follow the directions of the driver at all times.
- Students are to remain seated, backs against seat back and facing forward at all times.
- Loud voices and other noise that may distract the driver are not allowed; students may speak quietly to seat mates.
- Fighting, arguing, pushing and “horseplay” are not allowed on the bus or at bus stops.
- Do not open windows without the driver’s permission. If you do open – close before exiting.
- Do not place head, hands, arms, feet or property out windows.
- Do not throw any objects on bus or out windows.
- All possessions (bags, instruments, athletic equipment) must be in students’ lap or under seat.
- No eating or drinking on the bus except for water in a clear plastic bottle. (Lunch or food for class activities must be sealed.)
- Place trash in can at front of bus as you exit.
- Glass containers are not allowed on bus, this includes beverages taken on field trips.
- Insects, reptiles or other animals may not be transported for any reason.
- Tobacco, alcohol, drugs, explosives and weapons (to include pocket knives) may not be transported.
- Students are not to touch emergency exits, emergency equipment or bus controls unless instructed to by the driver.
- When departing remain seated until bus is completely stopped. Cross only in front of the bus and never return to or touch bus as it leaves the stop.

- Students may only ride their designated bus unless special pass is issued.
- Drivers may assign seats to students; seat assignments may be changed at any time.

Failure to follow rules will result in disciplinary action that may result in the loss of bus privileges.

Procedures followed upon student misbehavior on school bus:

Transportation of students is a privilege extended to students in the San Simon District. The privilege of a student to ride a school bus is contingent upon continuous acceptable and safe behavior. The bus driver will bring the behavior of a student who does not conduct himself/herself properly to the attention of the Administrator. Depending on the nature of the offenses and past behavior of the offender, the following forms of discipline may occur:

FIRST incident report: The student is warned about the consequences of choosing not to follow the rules and the parents are notified.

SECOND incident report: Disciplinary action will be invoked and can include that the student has chosen to lose all bus riding privileges for a period of 1-3 days depending upon the severity of the offense. Parents are notified of the consequences. Parents are responsible to provide transportation.

SEVERE CLAUSE: The student and parents or legal guardians are informed that certain very serious misbehaviors may result in the immediate removal of a student and/or the loss of bus privileges for up to the entire year even if it is a first offense.

The following inappropriate behavior will result in suspension of transportation privileges and may result in the student being subject to further disciplinary procedures including the possibility of a student arrest:

a) Physical harm or threat to another student
b) Physical harm or threat to the driver
c) Property damage
d) Drug, alcohol, explosives, or tobacco use or possession

SCHOOL PROPERTY

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. No student shall damage or deface any property belonging to the district.

The type of discipline that may be imposed for damage to school property by students depends on the circumstances. Students may be subject to suspension for willful damage or destruction of school property. The District may file charges requiring the student or parent to make full or partial restitution to the District in accordance with the law.

STUDENT CONDUCT

The administration has established regulations governing the conduct of students in school, traveling to and from school, and at school functions. In addition to compliance with regulations established by the administration, students are expected to obey all rules and regulations adopted by the governing board and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students in school buildings, on school grounds, using District property for any purposes, or attending a District-sanctioned

event shall not engage in improper behavior, including, but not limited to, the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, of any activity sponsored or approved by the governing board.
- Displays of affection WILL NOT be tolerated on school property during the school day or during school functions. This includes intimate hugging, kissing and handholding.
- Physical or verbal abuse, or THREAT OF HARM TO ANY PERSON on District owned or controlled property or at District sponsored or supervised functions. This includes “horseplay” of any kind.
- Damage or THREAT OF DAMAGE to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on district property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the governing board.
- Carrying or possessing a weapon on school grounds.

A.R.S. 13-12-1 and A.R.S. 13-29-11
In Arizona schools, communicating a threat is a crime. The law provides that any student who, with the intent to terrify, threatens to cause physical injury to a school employee or student or serious damage to property, or intimidates another person, by word or conduct is guilty of a Class 1 misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class 4 felony. **In order to comply with the new law, the District will report to the police any and all incidents that could potentially threaten the safety or security of pupils, teachers or administrators. Parent/guardian will be informed immediately of such incidents.**

These threatening behaviors may require that the student be considered for expulsion. The District reserves the right to deal with student discipline on a case-by-case basis. Students who are enrolled in Special Education will be afforded the protections of the IDEA.

STUDENT WITHDRAWAL

A withdrawal form shall be presented to the parent/guardian of a student who wishes to withdraw from school. The withdrawal form shall include the reason for withdrawal and signature of an official of the school.

Upon withdrawal, the student shall check in all books and other District property.

TARDIES

All students are required to be in class when the bell rings. No tardies will be excused. Students will then be required to attend Wednesday School from 3:30 P.M.-4:00 P.M. for each tardy.

TOBACCO

NOTICE: Arizona State Law prohibits the possession or use of tobacco by anyone on school property and at school events either on or off campus. Please observe this regulation.

For purposes of this policy, "smoking" shall mean all uses of tobacco, including cigars, cigarettes, pipes, chewing tobacco and snuff.

The penalty for possession and/or use of tobacco or similar products will be determined by the administration. Such penalties may include suspension from school.

VALUABLES

The school administrators and staff will not be responsible for any items which students bring to school. **It is strongly recommended that students leave all valuables at home.**

VISITORS

Parents/guardians are always welcome to visit the classrooms. Yet, for the safety of the students, IT IS REQUIRED BY ARIZONA STATE LAW that all visitors check in with the office prior to contacting any staff member or students. For those who wish to visit a classroom during the day, it is preferred that the teacher and the administration be contacted in advance to schedule a day and time for each visit so as to avoid any conflicts with the school's schedule. Student visitors are required to have 24 hour prior approval from the teacher and the administration.

WEAPONS

No person shall go onto the school premises with a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument represented as such. Any student violating this policy may be suspended or expelled.

For purposes of this policy, school premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for official school purposes, including the parking lot.

SAN SIMON SCHOOL — PARENT COMPACT

The San Simon School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Acts (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

SCHOOL RESPONSIBILITIES

The San Simon School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement as follows:

   The San Simon teachers will align all curriculums to meet the Arizona Academic Standards.

   The District will provide comprehensive, success-oriented learning activities for young people in our schools. These opportunities will be designed to develop the person's potential in the areas of academic ability, vocational awareness, cultural appreciation, physical well-being, social development and community contribution.

   The San Simon School District will uphold a rigorous discipline plan that will provide a safe, orderly environment in which all students can learn.

2. Hold parent-teacher conferences following the first and third quarters during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their child's progress.
   - PowerSchool provides up to the minute student grade reports that parents can access from any computer with Internet capabilities.
   - Weekly athletic eligibility letters are mailed to those parents whose students are failing.
   - All parents and students are provided a school agenda.
4. Provide parents reasonable access to staff.
   - All staff members have voice mail capabilities for parental messages.
   - All staff members have e-mail capabilities for parental messages.
   - Parents who wish to meet with a teacher should contact the office for an appointment.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
   - Parents who wish to volunteer and/or observe in a classroom should contact the administrator for a volunteer form.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Make sure my child comes to school prepared and ready to learn.
- Monitoring my child's attendance.
- Staying informed about my child's education and communicating with the school.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically we will:

- Do and return my homework every day and ask for help when I need it.
- Read every day.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from the school every day.
- Come to school prepared and ready to learn.
- Abide by the school discipline code.

BEHAVIOR CONTRACT

Students need to take full advantage of the educational programs offered by San Simon School. I understand that in order to do so, it is my responsibility to support the school's policies and my fellow students. Extracurricular activities are a privilege and not a right.

I, as a student, agree to fully abide by all regulations in the student agenda or as directed by the district superintendent.

I further agree to support my fellow students by not starting or repeating gossip or anything else that is intended to harm another student either physically or emotionally.

I agree to immediately report to school authorities any illegal activities that occur on school activities, during school events or on school grounds.

I understand that violation of this agreement will result in my restriction from any and all extra curricular activities and may result in further disciplinary action including suspension or expulsion.

By signing and returning the

lower section of the following form to the school office

I agree to abide by this contract.

6

BEHAVIOR CONTRACT BEGINNING AUGUST 2012

Dear Parent/Guardian:

We share this agenda with you, and invite you to join us in providing the best education possible for your child. Please have the lower section of this page returned to your child's teacher as an indication that you have received and read:

1.) Parent-Student Handbook
2.) Computer Internet User Agreement
3.) School Bus Conduct
4.) Behavior Contract
5.) School-Parent Compact
6.) San Simon School Rules for Dances

Thank you for supporting us in our educational endeavors during this school year.

The San Simon Faculty, Support Staff, and the District Superintendent

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SIGN AND RETURN THIS SECTION TO THE SCHOOL OFFICE

I/We have read this "Handbook" and will support the education of my/our child during this school year.

I/We have read and will support the terms and conditions of the Computer Internet User Agreement. I understand that if the agreement is not signed and returned, Internet access will be prohibited.

I/We have read and will support the terms and conditions of the school bus conduct. If this form is not signed and returned within 5 days, bus privileges may be suspended.

Student's Name: _____

Student's Signature: _____

Teacher: _____Grade: _____Date: _____

Parent/Guardian Signature: _____

SAN SIMON SCHOOL RULES FOR DANCES

1. There must be at least two adult chaperones present.
2. San Simon School rules (as listed in the student agenda) apply.*
3. There will be no public displays of affection.
4. There will be two different types of dances, those open to the community and those which are closed to everyone except San Simon students and their guests.
5. At the discretion of the sponsoring class, formal dances may be held either in the cafeteria or in the gymnasium.
6. For those dances which are open to the community, law enforcement officers must be hired for security. (If a class is sponsoring the dance, that class must pay the fee for the law enforcement officer).
7. If it is a closed dance (one for San Simon students and their guests only) there must be a school employee there to patrol outside (parking lot, around the school, patio area, etc.).
8. All guests must be signed up in the office one week prior to the dance.
9. There is a limit of one guest per person.
10. Guests may not bring other guests (students from other schools may not bring guests with them).
11. There must be a sign-up sheet where all students will sign in when they arrive. If a student wishes to leave before the dance is over, he/she must sign out with the time he/she leaves.
12. Students may **not** use school time to set up for dances.
13. During a dance once a student leaves the door of the main building (or patio area if the dance is in the cafeteria) he/she may not return to the dance; he/she must leave school property.
14. Formal dances are for high school students (grades 9th-12th) only. School dances (non-formal) are for students 7th-12th.
15. A list of all students who are currently attending Bowie School must be made available to the chaperones if Bowie School is invited. Otherwise, students from Bowie must be signed up in our office by San Simon students as their guests. All rules will apply to Bowie students as well.

*For formal dances, the dress code does not apply strictly i.e. strapless formals or formals on which the shoulder width is less than our dress code states it must be for regular school attendance.

There have been various eligibility issues regarding extracurricular activities: dances, athletic events, school functions, etc. This notice serves as a clarification regarding the ineligibility policy of San Simon School District. Students in grades K-6 must be accompanied by a parent/guardian at all open community events.

If a student is ineligible due to grades, and the event is a closed school event for students only, the student is ineligible to attend.

If a student is ineligible due to grades, and the event is an open community school event for students, family, and community members, the student is eligible to attend with his or her PARENT/GUARDIAN only. The parent of another student or another relative is not acceptable.

If a student has been suspended from school for a disciplinary infraction, the student is ineligible to attend any extracurricular school event whether closed/student only or open to community.

These guidelines will be strictly enforced for the 2012/2013 school year. Any student who violates these guidelines will be sent home. If a parent cannot be reached or refuses to pick up his/her student then further disciplinary action will be imposed on the student. Maximum—school suspension. Ineligibility was implemented to encourage students to maintain passing grades. Please assist us with this mission by supporting this policy.

SIGN AND RETURN THIS POLICY ACKNOWLEDGEMENT TO THE SCHOOL OFFICE

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Student Signature _____ Parent Signature _____

SCHOOL SONG

Go you Longhorns,

don't give in,

keep the fight

until we win.

We're the school

that is the best,

and we won't stand

for anything less.

So fight the good fight

to the end,

we're behind you—

do not bend!

GO you Longhorns! FIGHT you Longhorns!

VICTORY TONIGHT!!!!!

San Simon Unified School District #18
School Calendar for 2012/2013