

2022-2023

STUDENT HANDBOOK

SELIGMAN ELEMENTARY
RT 66 MIDDLE SCHOOL
SELIGMAN HIGH SCHOOL



ANTELOPE P.R.I.D.E

Positive..Respectful..Involved..Determined..Excellent

Mr. Rick Lindblad, Superintendent

Seligman Schools
P.O. Box 650
Seligman, AZ 86337
(928) 216-4123

www.seligmanschools.org

Board Approved 7-28-2022

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Seligman Unified School District Governing Board

Sandy Pritchett-Board President

Diane Pritchett-Clerk

Ben Emery-Member

Patty Foy-Member

Becky Austill-Board Clerk

Seligman Unified School District Staff

Elementary

Angela Martin
Virgina Araujo
Patricia Cossey
Nordia Lawson
Lynn Lindblad

Kindergarten
1st Grade
2nd Grade
3rd Grade
4th-5th Grade

Middle School

Kamaljit Sokhi
Steve Barr
Kelly Robison
Denny Pressler

Math/Science
Science 8th grade
Reading/Writing
Social Studies

High School

Deborah Eittreim
Steve Barr
Denny Pressler
Kerdonia Campbell
Venice Fraser
Miraj Wallace

Art, K-12, HS Lead Teacher
Science
Social Studies
English
Physical Education, K-12
CTE Agri-Business, Gr. 6-12

District Office

Rick Lindblad
Chris Hrutkay
Rhonda Smith
James Flynn
Joanne Curley
Christy Carpentar
Donna McAtee
Ashley Perez
Ms. Beth Ferry

Superintendent-Principal
District Secretary
Business Manager
IT Manager
Athletic Director
Food Service Manager
School Nurse
Receptionist
Director of Special Education

Support Staff

Teresa Rivas, Paraprofessional
Lisa Ortiz , Paraprofessional
Robert Boucher, Paraprofessional
Lisa Cook, Paraprofessional
Ken Johnson, IT Tech

Mandi Fenton, Paraprofessional
Ryan Campbell Paraprofessional
Stephanie Simpson, Paraprofessional
Haly Smith, Paraprofessional

Buildings, Grounds, and Transportation

Steve Knott Supervisor
Murray Johnson, Staff
Kelly Clark-Staff

Rick Henley, Staff
Carol Johnson, Staff
Doug Start-Staff

Meghan Dumford, Staff
Brian Bednar
Joy Webb

SELIGMAN MIDDLE SCHOOL AND HIGH SCHOOL

WELCOME

Welcome Back! At Seligman Unified School District, we believe all students can learn and be successful in school, and we strive to make our schools a positive place for that to happen.

We have high expectations for our students and love celebrating their successes. But we all know all our work in that regard is pointless without you. Parents are an integral partners in their child's education.

We invite you to open the doors of communication between home and school so that each of our students can find success.

If you ever have questions or concerns regarding your child's education, please contact us. You are welcome to contact a teacher, visit us in person and enroll in our Parent/Vue system to stay on top of your child's progress in school

We are all on this journey together for the benefit of every student.

Sincerely,

Mr. Rick Lindblad Superintendent-Principal

DISTRICT VISION

BUILDING SUCCESS, ONE STUDENT AT A TIME



WELCOME TO OUR SCHOOL CAMPUS

ALL VISITORS

PLEASE CHECK IN AT THE SCHOOL OFFICE ARS 13-2911.A.01.02.B

WARNING

DANGEROUS WEAPONS ARE PROHIBITED ON SCHOOL CAMPUS ARS 13-2911.C.D.E.

VIOLATORS WILL BE AGGRESSIVELY PROSECUTED

STUDENTS VIOLATING THIS POLICY MAY BE SUSPENDED OR EXPELLED Board Policy JFCJ

MISSION

“Seligman School will provide a quality education that encourages every student to realize his/her fullest potential and to help build real life skills with the relationship of our students, parents, staff and community.”

Board approved Mission Statement on February 11, 2020

SHARED BELIEFS

WE BELIEVE:

1. Parents, teachers, administrators, staff, governing board and the community share the responsibility for the support of the school Mission Statement.
2. A safe and physically comfortable environment promotes student learning.
3. Students learn in different ways.
4. Developing appropriate learning activities enhances learning at all levels.
5. Instructional practices should incorporate emotional, social and physical skills.
6. Students learn to make appropriate decisions given a supportive learning environment.
7. Student performance increases with challenging expectations.

ADVANCED ED GOALS

Goal 1 – Students will improve reading skills in all content areas.

Goal 2 – Students will improve math skills and the ability to problem solve across the curriculum.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS.

The Family Education Rights and Privacy Act: Title 20, United States Code, Sections 1232 g and 1232 h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to Title 20, United States Code, Sections 1412 (2) (D) and 1417(C); and the Federal Regulations (34CFR 300.560-300.574) issued pursuant to such act; and Arizona Revised Statutes; Title 15, Section 141.

The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to

provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

- Parents or eligible students have the right to request in writing that a school correct records that 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 education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - ❖ School Officials with legitimate educational interest
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member, (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); A person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks:
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school.
 - ❖ Other schools to which a student is seeking to enroll:
 - ❖ Specified officials for audit or evaluation purposes:
 - ❖ Appropriate parties in connection with financial aid to a student:
 - ❖ Organizations conducting certain studies for or on behalf of the school:
 - ❖ Accrediting organizations:
 - ❖ To comply with a judicial order or lawfully issued subpoena:
 - ❖ Appropriate officials in cases of health and safety emergencies: and
 - ❖ 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, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs, and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a free, appropriate public education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that in all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800 877-8339 (TDD) OR the Arizona Department of Education (ADE/EXX) at (602) 542-4013. Or you may contact:

Family Policy compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, Bin 24
Phoenix, AZ 85007

EQUAL EDUCATION OPPORTUNITIES

The Public Schools in Arizona must provide all students a chance to receive an education. This means free admission to the schools as well as the obligation to attend school until the student graduates or reaches the age beyond which compulsory attendance by law is required. Students also have a right to attend school until they graduate from high school.

No student can be prevented from participating in any program solely because of race, ethnic origin or sex.

Students have the right to equal education opportunity without interference from others.

DIRECTORY INFORMATION WAIVER

Generally, accessible information on students, such as name, age, date of birth, class standing, home address, honors, awards, school activities and photographs shall be shared by the school authorities with whomever requests it, unless the access to directory information is specifically denied by the parent or legal guardian. This denial of access must be made in writing and presented to the District Office by September 15th of each school year.

NOTICE TO PARENTS

As a parent of a student in the Seligman Unified School District, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The NCLB Act gives you the right to ask for the following information about each of your child's classroom teachers.

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact Rick Lindblad at 928-216-4123.

STUDENT RIGHTS

1. You have the right to a safe school. This means that your school should provide safe and clean classrooms, equipment and rules to insure your safety in school.
2. You have the right to be respected and treated with kindness at school. This means that others should not laugh at you or hurt your feelings. No one is to embarrass you in front of class.
3. You have the right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or if it takes you a little longer to get the right answer.
4. You have the right to work without being bothered. This means others should not bother you as you make good use of your time.
5. You have the right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
6. You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

STUDENT RESPONSIBILITIES

1. You have a responsibility to come to school. This means that you come to school unless you are sick or excused.
2. You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
3. You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
4. You have a responsibility to obey school rules. This means following all playground, hallway, bus, cafeteria, library and classroom rules.
5. You have a responsibility to complete your classroom assignments. This means you do your best with your class work and homework assignments. Hand them in on time.
6. You have the responsibility to take messages home. This means that it is important for you to take all school messages to your parents or guardians.
7. You have a responsibility to help make school a good place to be. This means showing your Antelope *PRIDE!*
*Positive * Respectful * Involved * Determined * Excellent*

LEGAL RESPONSIBILITY OF STUDENT (Arizona Revised Statute 15-5-10) – *Pupils shall comply with the regulation, pursue the required course of study, and submit to the authority of the teachers and the Governing Board.*

POLICY INFORMATION

District Policies are listed in parenthesis after each main topic. Consult the Governing Board Policy Manual in the District Office, or look for the link to Board Policies on the district website at www.seligmanschools.org for further information.

ATTENDANCE

HOURS OF ATTENDANCE

Grades K-5	8:00 a.m. - 3:40 p.m.
Grades 6-8	8:00 a.m. - 3:40 p.m.
Grades 9-12	8:00 a.m. - 3:40 p.m.

Students should not arrive at school prior to 7:30 a.m. There is no staff assigned to supervise children prior to that time. Bus departure at 3:50pm.

Students have arrived at school when:

1. Bus riders arrive at their designated bus stop. Once a student has arrived at school, they may not leave campus unless they have a note signed and dated by their parent/guardian on file in the District Office.
2. Non-bus riders enter the school grounds.

Emergency Cancellation of School:

Families will be notified by telephone if school will not be in session or if classes are delayed for some reason. These calls are generally made in the morning at 5:00 A.M. to accommodate families who live a distance away. If you do not have a telephone you must provide the district office with an emergency number.

In the event of an emergency at the school, the district has formulated a plan of action. Student safety is our number one concern. The administration will use Connect-Ed to notify parents and guardians of emergencies as they arise. Please ensure that the office has up-to-date phone numbers so that you can be reached if needed.

Reporting Absences:

Punctual and regular attendance is very important to your child's success in school. The schools are required by law to keep an exact record of reasons for absences (e.g. illness, bad weather, appointments). If your child must be absent, please call the school before 8:00 a.m. **Please give the following information: the child's first and last name, teacher/grade, reason for absence and request for missed work.**

State law also limits excusable absences due to illness, doctor appointments, bereavement, family emergencies and out of school suspensions.

If your student rides a bus and you wish to make a change in their normal routine for the bus, you must notify the school by 1:00 p.m.

Tardies:

Tardies are unauthorized lateness to class. To enter class after the bell rings you must have a pass from another teacher, the district office or have your previous teacher phone ahead.

Five tardies to any one class equals one absence. (JH-RB) Excessive tardies may result in a meeting between parents and administrative team.

Being tardy after lunch may result in loss of the privilege to leave campus at lunch time.

Absence/Homework:

Students that have an excused absence have twice the number of days as absent to make up their homework. If a student is out one day sick, they have the day they return and the next day to hand in the homework. If at all possible parents should call the school office and request the homework. Please allow at least four hours for the teachers to prepare and send this work to the office before picking it up.

Please do not call the teachers directly unless they have requested you to do so between the hours of 7:45 and 3:40 p.m. as they are conducting classes during this time. Most teachers arrive on campus by 7:30 a.m. and are here until 4:15 p.m.

Students that will be out for other than an excused absence may request work three days prior to being absent. This work will be due on the day the student returns to school. Teachers normally do not plan homework assignments weeks in advance. Request for homework assignment must be made at least 3 days prior to the student leaving school.

Excessive Absence Hearing:

Any student not attending 90% of the days in any one class per semester will not receive credit for that class. Students may request an excessive absence hearing to seek a waiver of this policy. It is the responsibility of the student to request an excessive absence hearing. The hearing date and time will be determined by the district office. Attendance notifications will be mailed by the office to the parents after:

- 5% absence from any one class, per semester. (4 days)
- 10% absence from any one class. (8 days) This final notice will include the statement that credits will be withheld unless the absence committee hears and waives the policy.

The hearing committee will consist of:

- Teachers
- Administrator/Designee
- Board Member

The student and parent/guardian will be given the opportunity to provide written justification (doctor bills, appointment notices, insurance claims, or parent/guardian notes). The committee will vote for or against, basing their decision on written material provided by the parent/guardian and the student. The result of the Absence Hearing Committee may be appealed to the Board of Education. This appeal request must be made to the Administrator at the District Office.

STUDENT ENROLLMENT

ADMISSIONS: [Policy JF]

The person enrolling a student (except homeless students as defined in A.R.S. 15-824) in the district for the first time will be asked to produce one of the following proofs:

- ❑ A certified copy of the child's birth certificate
- ❑ Other reliable proof: student's baptismal certificate, an application for a social security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate.
- ❑ A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent, guardian, or surrogate will be given thirty days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the District to disclose to any person a student's educational record without prior parental consent unless the District makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

WITHDRAWALS AND TRANSFERS: (Policy JFC)

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- ❑ Parent or legal guardians moving from the district.
- ❑ Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- ❑ Expulsion or long-term suspension by the governing board.

Upon withdrawal, the student shall check in all books and other district property to the district office.

OFFICE PROCEDURES

Records: For the health and safety of your child, please make sure the office has up-to-date information about:

- Address and phone number
- At least one work phone number
- Name and phone number of an additional person we can contact in case of an emergency.
- Email address

Telephone Use By Students: Students will be permitted to use the District Office phone only for emergencies. Students are not to use teacher phones without prior approval. Cell phones are not permitted in the classroom without teacher permission. If cell phone use is unauthorized, it will be confiscated and turned in to the front office. It will remain there until consequences are completed. At that time a parent or guardian can pick it up or it will be returned to the student after four days. Please note, only a parent or guardian may pick up, not an older sibling or family member. Under FEMA security guidelines cell phones present a security risk to the school and the children in it if an emergency situation should occur.

Camera Phones used inappropriately will be confiscated and the student may be suspended from school if the infraction is serious. Taking pictures in shower rooms, dressing rooms and bathrooms is strictly forbidden. Infractions of this nature may have to be reported to the proper authorities as sexual harassment.

Telephone Messages: Emergency messages from parents will be received and delivered by the district office staff. Only in extreme cases of emergency should a student be called from class. Phone calls to students will not be put through during class times. A message will be taken and delivered between classes.

Custody: In most cases, natural parents shall be given reasonable access to their children at school and to their children's school records.

It shall be the responsibility of a custodial parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to provide the school with a current copy of that court order.

In cases of guardianship, the legal guardian shall be responsible to notify school officials, of the conditions of the guardianship and to provide school officials with all pertinent written documentations or changes.

Law Enforcement and CPS Investigations: During any law enforcement investigation, attempts will be made to notify the student's parents or guardians. A school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer is required to notify the student's parents or guardians.

Questioning of students at school concerning suspected child abuse/neglect by CPS (Child Protective Services) and law enforcement authorities does not require parental or guardian notification prior to the

interview. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents and guardians if they deem it necessary.

We Need To Know When:

- ❑ *Your child wishes to bring an animal to school.*
- ❑ *You wish to bring treats to school. Due to health guidelines, treats must be purchased pre-packaged or prepared by someone with a food handler's permit. Please bring a copy of your food handler's permit to the office when you bring your snacks.*
- ❑ *Something has happened that may be emotionally upsetting to your child.*
- ❑ *Your child is on medication.*
- ❑ *Your child has a health issue.*
- ❑ *There is a change in custody.*
- ❑ **When you have a compliment!**

Leaving Campus at Lunchtime: Students in Grades K-9 may not leave campus at lunchtime unless picked up by their parents and taken to lunch. Students in Grades 10 through 12 may leave campus for lunch if there is a signed permission slip from their parent or guardian allowing this.

**Leaving the school grounds for lunch is a privilege, which may be revoked at any time. Inappropriate behavior during the lunch period, excessive absences or tardiness, or failing grades may result in the loss of this privilege.*

Meal Programs: Seligman Unified School District offers breakfast and lunch programs. Families interested in applying for free or reduced cost meals should return application forms as soon as possible so that eligibility can be determined quickly. Please contact the office if you do not receive an application. Children who qualify for the free or reduced lunch program automatically qualify for the corresponding breakfast program. Parents are welcome to purchase our adult price tickets and join their children for lunch, providing they give the kitchen a one day notice.

Signing Students Out: Parents taking students from school before the end of the day must sign them out in the District Office. **IF SOMEONE, OTHER THAN THE PARENT/GUARDIAN COMES TO PICK UP A STUDENT, WE WILL NOT RELEASE THE STUDENT UNLESS WE HAVE A SIGNED NOTE FROM THE PARENT/GUARDIAN.** Telephone notification can be accepted "in a pinch". Students who drive themselves to school will be allowed to leave alone with advance notice to the district office from the parent/guardian.

Visitors: Parents and guardians are encouraged to visit the school. Please give the teacher and office staff 24 hours' notice when you want to visit our school. Students from other schools and anyone not currently enrolled in Seligman Schools will not be allowed to visit during the school day.

Arizona State law requires that all visitors to the school (including parents), must report to the school district office, sign in and receive a visitors pass.

Volunteers: Parents and community members are encouraged to volunteer at the school. Background checks are required. All volunteers must check in and out through the main office each day when arriving to volunteer. We need volunteers to help put together supplies and copying, read with students, and help

out in the library and depending on the grade level and by individual teacher. Please contact us if you are interested.

HEALTH SERVICES

Immunizations: Subject to the exemptions as provided by law, immunization against rubeola (measles), rubella (German Measles), poliomyelitis, tetanus, pertussis, mumps, haemophilus influenza B (HIB) and diphtheria is required for attendance of any student. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with the immunization schedule shall be suspended in accordance with policies of the district, except that a homeless student shall not be suspended from attendance until the fifth calendar day after enrollment.

Medications: All prescription medication shall be brought to the health office in the original bottle showing the directions for medication. The child's name, time and amount of medication to be given must be included on a special form signed by parent and doctor. Non-aspirin, throat lozenges, etc. WILL NOT be given out by the office unless a proper medical permission form is on file in the district office.

Insurance: A low cost pupil insurance program is made available by the school. These forms will be sent home on the first day of school.

Smoke Free Environment: Arizona State law and Seligman Unified School District Governing Board policy prohibit smoking in district buildings, vehicles or on district premises.

Nurse Visits: Students who report feeling ill will be referred to the nurse. The school nurse will in turn make a judgment as to the student's fitness for school and communicate with parents if the student needs to be signed out and taken home.

ACADEMIC EXPECTATIONS

Student success in academics and organization is an important structure in both Seligman Middle School and Seligman High School. To further this success, Seligman Schools will provide students with a planner. It is each teacher's expectation that students will utilize their planner for every class period. Students can purchase additional planners in the office for \$5.00.

ACADEMICS

Academic Progress Reports: These are progress reports for any student in grades 6-12. A copy is mailed to parents/guardians at the midterm of each quarter. You may always access the information through Parent View. Grades will be updated weekly.

Report Cards: Report cards are issued every nine weeks during the school year. First and Third Quarter Report cards are handed out to parents during Parent/Teacher conferences. Second and Fourth Quarter Report cards are mailed home.

Cheating/Academic Integrity: To copy or cheat is a very serious matter. You actually cheat yourself out of an education. If it is determined that you are cheating or copying, the following rules will apply:

1. Cheating on a test – the student will receive a “ZERO” on that test.
2. Copying of homework; A “ZERO” will be given for the assignment.
3. Knowingly allowing someone to copy or cheat will result in the same punishment as copying or cheating. The student that allowed someone to copy will also receive a “ZERO”

Homework: It is the expectations of the District to encourage student effort outside the school day. Homework is designed to provide practice of skills and concepts introduced in class, strengthen basic skills, stimulate and further personal interests, develop initiative and responsibility, and keep parents aware of their child’s curriculum and academic progress. Homework that is late one or two days will receive 50% of the credit it earned. Homework assignments more than 2 days late will receive no credit.

Honor Roll: Honor Roll will be determined by averaging all grades of courses that use A, B, C, D and F. No D’s or F’s allowed. There will be two levels of Honor Roll.

- Honor Roll List recognizes students with GPA of 3.00-3.74.
- Principal’s List recognizes students with GPA of 3.75 or above.

Testing: Standardized achievement tests as well as other tests will be administered to students as required by State and Local regulations. State tests will be administered at the State appointed times.

Class Credits: High School students must register through the Administrator/Counselor to receive class credits. A half credit will be given for completing the requirements of a class that meets on a regular basis each week for one semester with a grade of “D” or higher. One credit will be given for completing the requirements of a class that meets on a regular basis each week for two semesters with a grade of “D” or higher.

Grades for students transferring to Seligman High School from another school may be met using a combination of grades from both schools. Exceptions to this rule may be petitioned, by the student, to the Governing Board for consideration of credit approval.

Class Drop/Add: Students needing to drop or add a class must consult with the administrator/counselor, within the first full week of each semester. Drop/add after this date will be determined on a case by case basis.

Classification: A student will be classified according to cohort of which the student began as a freshman.

It is highly recommended that in order to be on track to meet graduation requirements that students earn the following credits each year.

Freshmen	0 - 5.0
Sophomores	5.5 - 11.0
Juniors	11.5 - 16.0
Seniors	16.5 - 22+

**** All Middle School students must carry seven subjects.

District requirements set by the Administration must be met for promotion from Eighth grade.

CLASS RANKINGS/GRADEPOINT AVERAGES

HIGH SCHOOL

The valedictorian and salutatorian will be selected according to the following procedure:

- ❑ The valedictorian will be the student with the highest grade point average at or above 3.50 as computed at the end of seven semesters of high school work.
- ❑ The salutatorian will be the student with the first or second highest grade point average at or above 3.0 as computed at the end of seven semesters of high school work.
- ❑ In the case of a tie for valedictorian, co-valedictorians will be honored.
- ❑ In the case of a tie for salutatorian, co-salutatorians will be honored.
- ❑ To compute the grade point average, only Arizona university academic courses will be considered for salutatorian and valedictorian.
- ❑ Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.
- ❑ To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Seligman High School prior to and continuously following the tenth school day of the student's Junior year.

MIDDLE SCHOOL

The valedictorian and salutatorian will be selected according to the following procedure:

- ❑ The valedictorian will be the student with the highest grade point average at or above 3.5 as computed on semester grades for the 6th and 7th grade years and the first semester grades of the 8th grade year.
- ❑ The salutatorian will be the student with the first or second highest grade point average at or above 3.0 at the end of five semesters of middle school work.
- ❑ In case of a tie for valedictorian, co-valedictorians will be honored.
- ❑ In case of a tie for salutatorian, co-salutatorians will be honored.
- ❑ All academic courses will be figured in computation.
- ❑ Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible for any academic honors.
- ❑ To be eligible for valedictorian or salutatorian honors, a student must be enrolled at Seligman Middle School prior to and continuously following the tenth school day of the student's 7th grade year.

GRADES

Grades 6- 12:

Students should be informed of exactly what is required for a specific grade and what he/she is expected to accomplish during a particular class.

- A- Superior Performance, 4 cumulative points
 - B- Above Average Performance, 3 cumulative points
 - C- Average Performance, 2 cumulative points
 - D- Below Average Performance, 1 cumulative point
 - F - Inadequate Performance, 0 cumulative Points
 - I- Work not completed- All incomplete grades must be resolved within 8 school days after report cards have been issued.
- Pass/Fail: This class is graded only on the Pass/Fail criteria

Teachers may give minuses (-) and pluses (+) for motivational purposes. These will not be used in calculation of grade point average.

GRADUATION REQUIREMENTS (<i>Policy IKF</i>)
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Seligman Unified School District #40 requires twenty-two credits for graduation. The minimum requirements are the same for all students. A final grade of “D” or higher must be earned in any course for that course to count toward graduation.

<u><i>District</i></u>	<u><i>State</i></u>	<u><i>University</i></u>
4 English	4 English	4 English
3 Science	3 Lab Science	3Lab Science
4 Math	4 Math	4 Math
1 World History/Geography	1World Hist/Geography	2 Social Studies
1 Am Gov/Economics	1 Am Gov/Economics	2 Foreign Languages
1 Am/AZ History	1Am/AZ History	1 Fine Arts
1 Fine Arts/Voc Ed	1 Fine Arts/Voc Ed	<u>4 Electives</u>
<u>7 Electives</u>	<u>7 Electives</u>	
22 Credits Total	22 Credits Total	20 Credits Total

+ 32 hours service learning (Class of 2020 and beyond)

Pass 1st Aid/CPR training

In addition to coursework credits, students must pass the Citizenship Exam (Civics test) to graduate high school.

A student transferring from another school which requires fewer graduation credits may be granted special permission to graduate by applying for waiver of credits by the Governing Board.

STUDENT SERVICES

ANIMALS

Pets should be left at home, unless the pet (with permission of nurse and teacher) is to be used in a class. The pet should be brought the day of the demonstration and returned home at the end of the day. The animal may not be transported on the bus.

BICYCLES

Bicycles and other wheeled devices are to be parked in the rack in the designated area and should remain there until the student leaves. No scooters/skateboard use on walkways. During school hours, students are to walk their bicycles on school grounds. Students may ride bicycles on school grounds after 4:30 p.m.

BOOKS AND SUPPLIES

Many items, such as textbooks and athletic equipment are furnished by the school. Each student is responsible for items issued to them and will be charged replacement cost for any lost, damaged or defaced items.

BUSINESS OFFICE HOURS FOR STUDENTS

Students may conduct business with the District Office between the hours of:

7:30-7:55 a.m.
Lunch Break
3:40 – 4:30 p.m.

LIBRARY USE

The use of our library is a privilege all our students enjoy. Like other privileges, there is also responsibility. Please help your children to take good care of library books. Remind them to have clean hands before reading; do not fold or mark pages, and decide on a safe place to keep books so pets and younger children do not damage them. Library books that are not returned will be charged to the parent at the end of the school year and must be paid for at year end check out.

LOCKERS: High School Students Only

When a student is assigned a locker for storage of books and equipment the school assumes no responsibility for locker thefts. School lockers remain the property of the school. Therefore, school authorities have a responsibility and right to examine the contents of those lockers for reasons of health, safety, and security. Students may not bring a lock in from home to use on school lockers. Promptly report any damage or problem lockers to the District Office. Students are directed to keep his/her locker locked and to not give the combination to anyone. **The sharing of a locker is prohibited!**

MUSICAL DEVICES

Musical devices with headphones may be used **during non-class time**. They are not to be used in the classroom during instructional time unless teacher permission is given. Musical devices may be used in the lounge area before school, at lunch or after school.

The use of headphones on activity or bus trips is at the discretion of the driver and/or sponsor or coach.

PERSONAL ITEMS AT SCHOOL

Students are encouraged to leave valuables at home. The school will not be responsible for loss or damage to personal articles such as personal cell phones, video games, etc. If your child has a lost item at school, have them check in the lost and found box. The school is not responsible for lost personal items.

STUDENT AUTO USE AND PARKING (JLIE)

All students using the school parking lot must

- register their vehicles yearly,
- sign an acknowledgment concerning use of the parking lot and vehicle inspection,
- provide a copy of their driver's license and current vehicle insurance

Students are to park in the upper parking lot.

EXTRACURRICULAR

EXTRACURRICULAR ACTIVITY FEES

There is a fee per student for extra-curricular participation. The fee schedule is as follows:

Elementary (K-5)	\$10.00 per year
Middle School (6-8)	\$10.00 per year
High School (9-12)	\$10.00 per year

In the event a family cannot afford to pay this fee please contact the superintendent. Community service may be an acceptable alternative to this fee. No refund of sports fees if there is a violation of the code of conduct or if the student is disqualified for academic probation.

SPORT FEE SCHEDULE

Middle School (5-8) \$15/year

High School (9-12) \$30/sport

EXTRACURRICULAR (Policy JJ)

Extracurricular activities are non-academic Student council/Administration approved activities. Appropriate extracurricular activities are encouraged. All school policies/rules are applicable to all class/club sponsored activities. A class/club may charge admission for approved activities. No student grade 6 – 12 may participate in any extra-curricular activity unless they have signed their drug testing permission slip.

Suspension or expulsion from school automatically disqualifies a student from participation in any extracurricular activity for the duration of the suspension or expulsion.

DANCE REGULATIONS (Grades 9 – 12)

Requests to hold dances must be passed through Student Council. Dances must be chaperoned by a minimum of two adults, one of whom must be a certified teacher. The names of chaperones must be written on the activity sheet before it will be passed by Student Council and the administration. Unless

otherwise specified, dances will be open to students in grades 9-12. Dances will end at 11:00 p.m. unless special requests are granted. Anyone who wishes to bring a guest who doesn't attend Seligman High School must obtain and present a guest pass to the District Office. The principal will contact the school of the guest to determine that the guest is of good standing of his/her school.

Everyone must sign in and sign out. Anyone leaving the dance will not be allowed to return. School policy encourages students and their guests to take pride and use good judgment in their attire as it relates to the setting. The class or club sponsoring the activity will be fully responsible for cleanup.

DANCE REGULATIONS (Grades 6 – 8)

All middle school dances must be approved by the administrative team. Dances must be chaperoned by a minimum of two adults, one of whom must be a certified teacher. Chaperones must be approved prior to the dance. Middle School dances are only open to students in grades 6 – 8. Dances will end by 8:00 p.m. No guests will be permitted entrance. Once you leave the dance you may not return. School policy encourages students to take pride and use good judgment in their attire as it relates to the setting. Middle school students are fully responsible for clean-up.



ATHLETICS

Students are encouraged to participate in interscholastic athletics. The head coach of a particular sport is in complete charge of the participants of that sport. Participation in a team sport is voluntary, and the student is expected to follow all rules and regulations. Each head coach will provide specific rules for that sport.

Eligibilities must be maintained. Students must maintain a "C" average with no failing grades (F's) and no more than two "D"s. The GPA must be no lower than 2.0. If a student does not maintain their grades to this standard, an ineligibility period will begin on Monday and go through the following Sunday. Students who are ineligible will not participate in games during the time that they are ineligible. Suspension or expulsion from school automatically disqualifies a student from participation from athletics for the duration of the suspension or expulsion. The use or possession of alcohol, tobacco, illegal drugs, or theft at school or a school-sanctioned activity will automatically exclude the student from participating during that season. (This applies both on and off campus, twenty-four hours per day).

ANTELOPE P.R.I.D.E.

Ultimately, everyone is responsible for their own behavior and how they participate within the school community impacts their opportunity to find success and affords others the opportunity as well. The Seligman Community Behavior Matrix is a compilation of behaviors that we would like to highlight on our campus and we will be looking for everyone in our school community to be upholding these values.

<div>  Antelope P.R.I.D.E  </div> Seligman Community Behavior Matrix				
P ositive	R espectful	I nvolvement	D etermined	E xcellent
Maintain a positive attitude Say please and thank you Use appropriate language and voice level Encourage and compliment others Believe in yourself Be a friend to others	Respect one another & each other's property Respect your environment Use equipment and materials properly/ return on time and undamaged Keep hands and feet to yourself Dress appropriately Hold doors for others	Wholeheartedly participate in school and class Be an amazing audience Be a good sport and include others in activities Make your school an inspiring place Clean up after yourself Share your ideas	Be prepared Use your time wisely Set and achieve goals Motivate yourself and others Be persistent – give it your all! Be a leader	Show spirit at school events Be sincere Succeed through collaboration Explore your interests Set high expectations for yourself & others Honor privacy

GUIDELINES FOR STUDENT BEHAVIOR

The Governing Board believes that student rights must be balanced with student responsibility. Students have the right to:

- equal treatment,
- equal access to the educational program, and
- due process.

Students also have, to a more limited extent, the freedom of expression and association. Students are obligated to take care of their responsibilities in order to preserve their rights. Student responsibilities include:

- respect for the rights of others,
- obedience to school authorities, and
- compliance with school rules and regulations.

You must remember that you are responsible for your own actions. If your actions are in violation of school rules and regulations, you will have to accept the consequences.

You should also understand that Arizona law allows the district to hold you accountable for your behavior on school property, on the way to and from school, during any school- sponsored activity, at school bus stops, and in other locations outside school grounds if the behavior has a negative impact on other students, teachers or school activities. (*Policy II*)

Teachers will provide guidelines and expectations to students for each class. Students who fail to meet expectations for appropriate behavior will be assigned consequences by the teacher. Students with habitual or escalating behavior will be referred to an administrator.

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students. The school's response to inappropriate behaviors is subject to change by the direction of the Governing Board of Seligman Unified School District #40.

It shall be the policy of the Governing Board of the Seligman Unified School District that repeat offenders of any school regulation may be denied attendance to Seligman High School. All decisions of the Governing Board will follow due process procedures. In cases of serious disciplinary action, students are protected by due process. This process guarantees that no action will be taken against a student until everyone has presented all the facts and a judgment has been made.

DRESS CODE: (Policy JICA-R)

In keeping with the educational purpose of this school, students are expected to dress and groom themselves appropriately. Each student is expected to keep his or her person and clothing clean and neat. The following rules will be enforced for all Seligman students, male and female.

- Only tailored shorts and skirts that are knee-high and hemmed are acceptable (i.e., no cut off shorts).
- No sagging – Sagging is wearing clothing on the hips or below that allows underwear to show
- Bare midriffs, backless blouses, halter, tube, or tank tops, see-through or muscle shirts, and spaghetti straps are not acceptable. Clothing must meet at the waist at all times.
- Shirts and blouses must not have plunging necklines.
- Profane or defamatory writing on clothing or jewelry is not acceptable. Obscene language or symbols, symbols of drugs, sex, alcohol, or anything gang-related, on clothing is expressly forbidden.
- Headgear must not be worn (by male or female students) in the classroom, except for properly approved occupational safety headgear required for special classes. **Hats may be worn on Thursday-students will be required to pay .50 cents payable to Mrs. Robison or Mrs. Eittreim.**
- Bare feet and slippers are never acceptable. In the interest of student safety, shoes must be worn at all times. Closed shoes are to be worn for any activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self or others.

When a student is attired in a manner that is likely to cause disruption or interference with the operation of the school, the principal or designee will administer appropriate consequences. These may include providing alternative clothing, calling parents to bring appropriate clothing, or other disciplinary action as deemed appropriate. Administrators have the final word in determining appropriate dress.

HAZING: (JICFAEB) full policy is located following page 20 of this handbook.

“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, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Hazing is never acceptable by Seligman students. Please report hazing to any professional staff member. Staff members shall preserve the confidentiality of those involved, disclosing the incident only to an appropriate school administrator.

SEXUAL HARRASMENT:

Seligman Unified School District believes all students should be free from words or actions of a sexual nature that stigmatizes, demeans, frightens, or threatens you because of your gender. You have the right to obtain an education and participate in school activities free from any unwelcome or unwanted sexual behavior. Anyone that feels sexual harassment is a problem should notify the Superintendent, or the designee.

STUDENT BULLYING/HARASSMENT/INTIMIDATION: Policy JICK-EB located following page 20 of this handbook.

Bullying can take many forms, either physical or verbal. Students should be free from continuous unwanted remarks/comments to or about themselves or their family. They should be free from physical attacks, continuous requests for favors or personal items, etc. Bullying should be reported to the Superintendent or the designee.

ELECTRONICS/MEDIA:

Videos, computer software and other media used in classrooms must comply with federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements and off-air-broadcasting/taping agreements.

SELLING/TRADING:

Students are not allowed to sell or trade candy, gum or other items other than for a school sponsored project.

BUS/SCHOOL VEHICLE GUIDELINES

Transportation to and from school and school-related events is provided to students by the district. Students who ride the bus are under the authority of the bus driver. The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation:

In case of an accident or other emergency;

- Older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

IF A STUDENT CHOOSES TO BREAK THE RULES, THE FOLLOWING CONSEQUENCES ARE APPLIED:

FIRST TIME	Verbal warning – students name is written down by the bus driver.
SECOND TIME	Principal is notified and student referred for discipline. Parent/guardian will be notified.
THIRD TIME	Student will have a loss of bus privileges for a specific time period Parent/guardian will be informed of the bus suspension.

SEVERE CLAUSE – VIOLATION OF R17-507, THREATS OF VIOLENCE, DESTRUCTION OF PROPERTY AND/OR UNSAFE BEHAVIOR- WILL RESULT IN ADMINISTRATIVE ACTION, POSSIBLE SUSPENSION FROM THE BUS.

REMEMBER, BUS RIDING IS A PRIVILEGE – NOT A RIGHT.

Severity Scale for Rule Infractions

Any violation that is severe in nature can be classified at a higher level than originally stated.

Level of Infraction	Disciplinary Actions/Authority <i>NOTE: Administrator discretion may be utilized. Consequences listed below may be imposed either alone or in combination.</i>
<p style="text-align: center;"><u>Level I</u></p> <ul style="list-style-type: none"> A. Academic Misconduct B. Bus Violation C. Cell Phone/Electronic Device Violation D. Disorderly Conduct/Classroom Disruption E. Defiance of Authority/Disrespect F. Dress Code Violation G. Excessive Tardies H. Hall Pass Violation I. Lying/False Accusation J. Skateboard, Roller Blade, Go-ped or Bicycle Violation K. Unexcused Absence/Ditching L. Public Displays of Affection 	<p style="text-align: center;"><u>Classroom Intervention/Administrative</u></p> <ul style="list-style-type: none"> • Informal Talk/Verbal Warning • Written Warning • Conference • Lunch Detention • After School Detention • Loss of Credit on Assignment With No Retake • Confiscation of Items Causing Disruption. Multiple Offenses Results in Longer Periods of Confiscation. • Friday School
<p style="text-align: center;"><u>Level II</u></p> <ul style="list-style-type: none"> A. Attendance Violations B. Failure to Complete Disciplinary Actions C. Forgery D. Information Systems/Computer Violation E. Gambling F. Student Speech Violation (Involving Peers) G. Insubordination Violations H. Repeated Level I Infractions 	<p style="text-align: center;"><u>Classroom Intervention/Administrative</u></p> <ul style="list-style-type: none"> • In School Suspension • Community Work Service • Lunchtime Restriction to Campus • Lunch Detention • After School Detention/Friday School • Loss of Computer Privileges • Suspension from Transportation • Friday School
<p style="text-align: center;"><u>Level III</u></p> <ul style="list-style-type: none"> A. Fighting B. Gang Activity/Association Violation C. Harassment/Threatening/Bullying/Intimidation/Hazing D. Incitement E. Medication/ Dietary Supplement (Unauthorized) F. Sexual Harassment/Sexual Offense G. Tobacco Violation H. Trespassing 	<p style="text-align: center;"><u>Administrative</u></p> <ul style="list-style-type: none"> • In School Suspension • 1-4 Days Off Campus Suspension • Police Referral • Counseling • Referral to Alternative Program • Suspension from Athletic Participation • Suspension from Other Privileges • Suspension from Extracurricular or School Activities • Friday School

I. Student Speech Violation (Involving Staff)	
J. Violent Behavior	
K. Repeated Level I or II Infractions	

Severity Scale for Rule Infractions

Level of Infraction	Disciplinary Actions/Authority <i>NOTE: Administrator discretion may be utilized. Consequences listed below may be imposed either alone or in combination.</i>
<p style="text-align: center;"><u>Level IV</u></p> <p>A. Robbery/Extortion B. Theft C. Vandalism/Defacing or Destruction of Property Less than \$100 D. Tampering with Material, Grades, Records E. Repeated Level I, II, III Infractions</p>	<p style="text-align: center;"><u>Administrative</u></p> <ul style="list-style-type: none"> • 4-6 Days Off-Campus Suspension • Behavior Contract • Police Referral • Community Service • Restitution • Counseling • Transfer to Alternative Program
<p style="text-align: center;"><u>Level V</u></p> <p>A. Alcohol Violation B. Physical Assault of a Student C. Criminal Activity D. Drug Possession/Use Violation E. Sexual Abuse F. Vandalism/Defacing or Destruction of Property < \$500 G. Violation of Behavior Contract H. Repeated Level I, II, III or IV Infractions</p>	<p style="text-align: center;"><u>Administrative/School Board Intervention</u></p> <ul style="list-style-type: none"> • 5-10 Days Off-Campus Suspension • Police Referral/Prosecution • Exclusion From a Particular Class • Required Drug Testing • Recommended Treatment Program • Behavior Contract • Restitution • Long Term Suspension (1 year)
<p style="text-align: center;"><u>Level VI</u></p> <p>A. Arson B. Assault of a Staff Member C. Distribution of Drugs D. Endangering, Health or Safety of Another E. Incendiary Device F. Possession of Firearm or Dangerous Weapon G. Threatening an Educational Institution H. Unauthorized Entry I. Vandalism/Defacing or Destruction of Property > \$500 J. Repeated Level I, II, III, IV, or V</p>	<p style="text-align: center;"><u>Superintendent/ School Board Intervention</u></p> <ul style="list-style-type: none"> • 10 days + Off Campus Suspension • Police Referral/Prosecution • Restitution • Long Term Suspension • Expulsion

Infractions	
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DISCIPLINARY ACTIONS: Range of Consequences

Students engaging in inappropriate behavior are subject to disciplinary actions. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities. One or more of the following actions may be taken by school officials:

Informal Talk/Verbal Warning: A school official (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.

Conference: A formal conference is conducted with the student and one or more school officials.

Parent Involvement/Written Warning: The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.

In-School Discipline: The student is subject to consequences that do not require suspension from school, such as loss of privileges, lunch detention, after school detention, school service, and temporary removal from class, and assignment to an alternative learning classroom.

Transition Room: Temporary assignment to Transition Room is an alternative to off-campus suspension. Transition Room may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in the Transition Room. All campus and activity privileges are revoked.

Administrative Behavior Contract: Assigned by the administrator, detailed consequences to address indicated behaviors.

Restitution: The student reimburses the cost to the district of restoring/replacing items damaged or destroyed.

PARENT LIABILITY: Under Arizona Law, parents are liable for damage done to school by their children. Parents will be charged for the cost of such damage. (See restitution section that follows.)

Suspension from Transportation: Removal from school transportation for a set period of time. Parents/students are responsible for making alternate arrangements.

Suspension from Athletic Participation The privilege to participate in athletic programs, including practice, games, or the team is removed.

Suspension from Social or Extracurricular activities The privilege to participate in social or extracurricular activities, including but not limited to school assemblies, field trips, and other events is removed.

Exclusion from a Particular Class: Student may be withdrawn from a class with loss of credit and enrolled as a study hall student for the balance of the semester.

Community Service: Sometimes in lieu of detention, or to work off a fine, students may be assigned to work with custodial or maintenance crews for a certain number of hours.

Short-term Suspension: The student is subject to a suspension of 10 school days or less. School administrators may impose short-term suspension. During that suspension, the student is not permitted on district property or at district functions.

Long-term Suspension: The student is subject to a suspension of 11 school days or more. Long term suspension may be recommended by the school administrator and imposed by the Governing Board. During that suspension, the student is not permitted on district property or at district functions.

Expulsion: The student is permanently denied the right to attend Seligman High School. Expulsion is recommended by the school administrator and imposed by the Governing Board following a hearing before the board. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the Governing Board has readmitted the student to school or granted special permission.

RESTITUTION – PLEASE NOTE

Under Arizona law, parents are liable for damage done to school property by their children. Any situation in which damage to school property occurs, the student and/or his/her parents(s) are required to pay for damages after due process has occurred. Several options include:

- (a) full payment for damages;**
- (b) payment on a weekly basis until complete;**
- (c) work off the debt;**
- (d) any combination of these.**

A contract will be signed by the student and parent(s) .If the damages are not paid for as per contract, exclusion from campus will be recommended ARS 12-661

DEFINITIONS OF BEHAVIOR VIOLATIONS

It should be understood that the following list of violations presents some of the problem areas in the District. Students should be aware that this booklet describes only the major problem areas. At any time, students may be counseled, by teachers or administrators, regarding their behavior. If this happens, students will be informed as to what they must do to improve their behavior.

We suggest that parents go over these “Guidelines for Student Behavior” with their children. The basic Code of Conduct is designed to support students. We hope it will provide them with a school they are proud to attend and an atmosphere where they are free to learn.

* SYMBOLS FOR PROBLEM AREAS THAT VIOLATE MORE THAN SCHOOL RULES:

- These problem areas also violate Arizona Revised Statutes. School officials may notify the appropriate police authorities. If this occurs, school officials will contact parents either by telephone or by a letter.
- Police authorities will be called to investigate serious violations.

ABSENTEEISM/DITCHING: *Any* absence, which has not been both excused by a parent or legal guardian and approved by the appropriate school official. Leaving the campus without permission anytime during the school day is prohibited.

ALCOHOL, DRUGS, DRUG PARAPHERNALIA, VAPOR RELEASING SUBSTANCES, AND LOOK ALIKES *: The use, possession, or sale of alcoholic substances. The use (including inhalation), possession or sale of marijuana, drugs, narcotics or other harmful substances.

ARSON*: Intentional burning of property.

BOMB THREATS, THREATS OF VIOLENCE OR DESTRUCTION* Making plans or participating in an act of violence against the school, personnel or property that represents a potential danger to students, staff or patrons of the district.

BUS VIOLATION: Not following bus rules, refusal to comply with driver's reasonable request to follow rules.

CHEATING, ALLOWING CHEATING OR PLAGIARISM * Copying the work of others and submitting it as your own, allowing others to copy your work, or securing examination answers in a dishonest way.

DESTRUCTION OR DEFACEMENT OF PROPERTY/VANDALISM * Destroying or damaging objects or materials belonging to the school, school personnel, or other persons.

DEFIANCE OF AUTHORITY, DISRESPECT, INSUBORDINATION Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.

DISHONESTY: Giving false information or information intended to mislead.

DISRUPTIVE AND DISORDERLY CONDUCT INCLUDING PROFANITY, OBSCENE BEHAVIOR * Conduct and/or behavior which is disruptive to the orderly, educational procedure of the school rules. This includes sexual harassment, unwelcome acts of grabbing or touching anyone in an inappropriate manner, verbal comments about an individual's body, inappropriate drawings and pictures, spreading sexual rumors and teasing or sexual remarks about students or staff.

DRESS CODE: failure to comply with official dress code or recommendations from authority to change clothing in order to meet dress code standards

ENDANGERMENT*: Causing a situation which places yourself or another in physical danger.

ETHNIC SLURS: Derogatory remarks about another's ethnic origin, race or religion.

EXPLOSIVES*: *The use, possession or sale of firecrackers or other explosive device.*

EXTORTION*: Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.

FALSE ALARM (Interference with EMERGENCY, FIRE, SECURITY, ETC. systems.)* Pulling fire alarms, giving false report to 911 or misuse of surveillance cameras and/or recorders.

FIGHTING Engaging in, or threatening physical contact for the purpose of causing harm to another person.

FORGERY: Writing and using the signature of another person.

GAMBLING: Participating in games of chance for the purpose of exchanging money.

HARASSMENT: Students should be free from continuous unwanted remarks/comments to or about themselves or family. Harassment should be reported to the Athletic Director or the Superintendent.

HAZING: means any intentional, knowing or reckless act committed by a student, whether individual 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, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.”

LITTERING: leaving paper, cups or clutter on floors, desks, tables, school grounds.

LYING/FALSE ACCUSATION: knowingly giving false or misleading information including false accusations against another.

PHYSICAL ASSAULT*: Physical Attack by one person or a group of persons upon another person who does not wish to engage in the conflict and who has not provoked the attack.

PUBLIC DISPLAY OF AFFECTION: Any display of affection that goes beyond “Hand holding only”.

SEXUAL HARASSMENT: Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse which is reportable to both ADE and law enforcement.

TARDINESS: Unexcused lateness to class.

THEFT: Taking property or items that do not belong to you from another person or from the school.

THREATS AND VERBAL ABUSE (INTIMIDATION): Attempting to deliberately intimidate students or staff members by threats of violence, verbal or physical. Verbal attack by one person or a group of persons upon another. Verbal comments about an individual’s body, spreading rumors and teasing remarks about students or staff.

TOBACCO The possession, use or sale of tobacco of any kind on school property.

UNLAWFUL ENTRY/TRESPASSING: unauthorized entry into district buildings.

VANDALISM: Deliberate defacing or destruction of property.

WEAPONS* A weapon is defined as anything that can be used to inflict harm on another person. The use, possession or sale of firearms, knives or other weapons or simulated weapons.

STUDENT SUSPENSION /EXPULSION

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten days, after an informal hearing is held, rests with the Superintendent. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practical. In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due-process procedures are instituted. In no instance shall students be released early from school unless parents have been notified.

A recommendation to expel shall be through the Superintendent. The authority to expel rests with the Board. All expulsions requested shall have supporting data indicating the required due-process procedure.

Students who repeatedly violate school rules, policies or regulations will be subject to suspension and in severe cases, either withdrawal, or long term suspension regardless of the seriousness of the violations accumulated.

- ❑ No credit will be given for the assignment or the examination. Make-up privileges will not be allowed.
- ❑ Continued open defiance of authority, or habitual profanity and vulgarity constitute good causes for expulsion A.R.S. 15-305B
- ❑ Insult or abuse of a teacher in school clarification- "A person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor." Penalty for a class 3 misdemeanor; not more than 30 days of imprisonment, not more than \$500. fine ARS 15-510
- ❑ Occurrences of several minor violations will result in escalated discipline.

DRUG FREE SCHOOL ZONE

High Profile Enforcement Area

Violators in this area will be aggressively prosecuted

ARS 13-3411

Arizona Attorney General's Office

Arizona Department of Education

USE OF ELECTRONIC RESOURCES



ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Students in Seligman Unified School District are allowed to use District owned computers, tablets, or I-Pads to enhance their learning environment. This privilege has responsibilities for acceptable use. Before assignment of an electronic device to a student, both the student and the parent/guardian must agree to the following acceptable use conditions:

Each user must:

- Use the electronic information services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Understand that restitution will be required for damage to software or hardware.

ARIZONA CHILD FIND

CHILD FIND PROCEDURES FOR STUDENTS WITH DISABILITIES WITHIN SELIGMAN UNIFIED SCHOOL DISTRICT

Services to disabled district-resident students are available, through special education, for all eligible students, ages birth through twenty-one.

Special programs are provided to students identified as having disabilities in any of the following areas:

- Autism
- Emotional Disability

- Hearing Impairment
- Other Health Impairments
- Specific Learning Disability
- Mild, Moderate or Severe Mental Retardation
- Multiple Disabilities
- Multiple Disabilities with Severe Sensory Impairment
- Orthopedic Impairment
- Preschool Moderate Delay
- Preschool Severe Delay
- Preschool Speech/Language Delay
- Speech/Language Impairment
- Traumatic Brain Injury
- Visual Impairment

For birth through age 2, services are provided by the district preschool child find office and a referral is made to the appropriate agency for services.

For ages 3 through 5, services are provided by the district preschool child find office. Services include screening, referral for an evaluation, identification and placement of students who qualify for special education into the appropriate services.

For ages 5 through 21, services are carried out by the district school building which services the students, resident address and includes screening, referring for evaluation, evaluating, identifying and placing disabled students into appropriate services. Questions about these matters should be directed to the building principal, school psychologist or Special Education office.

Please call the Child Find office at (928) 216-4123

Screening

- Screening of a student's abilities in the areas of vision, hearing, cognitive or academic skills, communication, motor, social or behavioral skills and adaptive development shall be completed within 45 calendar days after enrollment for each kindergarten student and new student enrolling without appropriate screening records from his previous school.
- In addition to formal hearing and vision screening, screening includes use of teacher rating scales, progress reports and/or observation reports to find students who should be referred for formal evaluation due to a suspected disability. Screening activities do not include detailed individual evaluation procedures such as psychological testing.
- The school must inform the parents, within 10 school days, of any concerns arising from screening and inform them of proposed follow up on the student's needs.
- Records of screening results will be maintained in the student's cumulative file.

Referral for Evaluation

1. Students about whom there is a concern, as a result of screening, will be referred for a full individual evaluation or other services. Written parental consent for referral is required. The parent's consent shall be sought/obtained within 15 calendar days after the disposition of the referral/determination to evaluate.
2. The written notice of referral will include a copy of the procedural safeguards available to the parents of a child with a disability.
3. Children under the age of five should be referred to the Pre-School Education and Enrichment Center (PEEC) for evaluations to be scheduled. School-age children should be referred to the in-building child study team.

Evaluation and Identification

1. A written evaluation shall be prepared by a multidisciplinary team, which will include at least one teacher or other specialist with knowledge in the area of the suspected disability, a regular education teacher, the evaluator, and the parent. The evaluation shall include determination of the student's primary language.
2. The evaluation shall be completed within 60 calendar days after obtaining written consent of the parent/guardian for the evaluation, or absent such consent, within 60 calendar days following mediation of due-process procedures.
3. The evaluation shall assess the capabilities and limitations of the student in all areas of suspected disability, including where appropriate health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities.
4. Evaluation data shall include evaluations and information provided by the parents of the child, current classroom based assessments, observations by teachers and related service providers, and additional data, as needed, to determine if the student is a child with disability under one of the categories of IDEA and state law.
5. Children, who are identified as having a disability, will be provided an individualized educational program, which requires parent consent for initiation.

Dear Parents:

The 2022-2023 Elementary School Parent/Student Handbook is our way of communicating with general information about our school. We ask that you take time to read this handbook with your student so that they too can become more familiar with our school. If you have questions, please contact us.

Seligman Elementary is also governed by the Seligman Unified School District Policy and Procedures Manuals, which are available for your review at the school district office, located at 54255 N. Main Street, Seligman, AZ 86337. Please sign and return this page to the District Office indicating you have read and understand the information in the handbook.

PARENTAL RECEIPT AND ACKNOWLEDGMENT

I acknowledge the receipt of this handbook.

Student Signature

Date

Parent Signature

Date

If you wish to have email notifications sent to you about events at SHS or SMS please provide your email address.

Email address: _____

PLEASE RETURN THIS FORM TO THE OFFICE