

San Carlos High School

SCUSD #20

2023-24

Student Handbook



SCUSD #20

Mission: We exist to educate and empower students to become culturally responsive, global Nd'ee.

Vision: We will become an effective student focused learning community graduating culturally confident citizens

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DR. NAVDEEP RAJPUT	ASSOCIATE PRINCIPAL
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VACANT	COUNSELOR
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SAN CARLOS UNIFIED SCHOOL DISTRICT #20 ADMINISTRATION

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SHARON NOSIE	BUSINESS MANAGER
WILBUR BENALLY	HUMAN RESOURCES DIRECTOR
EVELYN HINTON	EXECUTIVE SECRETARY

CONTACT NUMBERS



Main Office	(928) 475-2378
Attendance/Registrar	(928) 475-2378 ext. 5101
Counseling	(928) 475-2378 ext. 5104
Health Aide	(928) 475-2378 ext. 5911
Athletic Director	(928) 475-2378 ext. 5102
Cafeteria	(928) 475-2378 ext. 5998
Truancy Officer	(928) 475-2378 ext. 5101
Security	(928) 475-2378 ext. 6005

**“Education is our passport to the future, for tomorrow belongs to the people
who prepare for it today.” – **Malcolm X****

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WELCOME LETTER



Dear Braves Nation Students and Parents,

We welcome you back to a brand-new school year at San Carlos High School and Thank you for sending your child to our school.

I am the principal and will be working closely with Mr. Terry Antonio, Dean of Students, as well as Dr. Navdeep Rajput, Associate Principal/CTE Director and Dr. Jennifer Madrid, School Improvement Specialist/CTE Robotics teacher, Mrs. Carol Slim, ECAP Co-Ordinator, and our future school counselor on preparing your children for the workforce, trade school, and or college after high school. SCHS is equipped with the right staff and educational resources to ensure your children get the support they need as they pursue their diplomas. However, we cannot do this alone. We will need the support of parents, guardians, and extended family to support us in this endeavor. There are several ways you can support: First, can come in the form of keeping phone numbers, email, and demographic information in the PowerSchool system current; Second, establish an account on PowerSchool parent portal so you are able to track your child's tardiness, attendance, grades, and behavior; lastly, to communicate with us in regards any personal, social, emotional, and or concerns you would like the school to be aware of so that we can provide support services for your child.

SCHS is committed to being an alcohol, drug, and weapon-free school. We will not tolerate the use of nicotine carts, vaping and THC, marijuana, alcohol, and or being in possession of any object or item that can be used as a weapon on our campus. Students who are suspended for these three or more times, depending on the situation, will be recommended for short-term, long-term, or expulsion. This process may also require your child to sign up for more support from Wellness.

School safety is a priority this year. We will continue with the current building safety measures we have in place but will be implementing upgrades throughout the year. You can be reassured that your child's safety is our number one priority.

My team and I are committed to your child's educational success and safety while attending San Carlos High School. We hope that you will commit to working with us in this endeavor.

Ms. Durena Thompson, SCHS Principal

EDUCATIONAL PLANNING

EQUAL EDUCATIONAL OPPORTUNITY

At San Carlos High School, the right of a student to participate fully in classroom instruction shall not be hindered because of race, color, religion, sex, age, national origin, disability, or any other reason not related to the student's individual capabilities.

Students' right to participate in extracurricular activities shall be dependent only on maintaining the minimum academic and behavioral standards established by the Board and their individual ability in the extracurricular activity. (SCUSD policy JB).

STUDENT RESPONSIBILITIES

At San Carlos High School, we expect students to use good judgment and common sense during the decision-making process. Students should avoid any activity that would unnecessarily endanger themselves or others. Practicing **Respect and Responsibility** on a continual basis is everyone's job. In any San Carlos High School, a staff member has the authority and responsibility to address the behavior of any student. The administration and faculty have the responsibility to handle cases involving student conduct, regardless of when or where such actions take place. Responsible behavior should occur in specific areas including fields, offices, halls, learning areas, restrooms, buses, cafeteria, and special events.

All students have the right to learn and are held to certain responsibilities which include:

- Attending school every day
- Being on time for classes
- Being prepared for classes with the proper materials (notebook, pencil, textbook, Chromebook, Chromebook charger, etc.)
- Following the code of conduct or school rules.
- Abiding by the dress code at San Carlos High School.
- Accepting the results of their actions.
- Solving problems themselves in addition to asking for help from others.
- Meeting deadlines and due dates for assignments (even when absent).
- Helping others in class when asked.
- Working independently.
- Learning from their mistakes as well as those of others.
- Constantly monitoring their academic progress.
- Being respectful of the rights of self and others
- Cooperating with other students and staff
- Contributing to the establishment of a safe school environment.

- Protecting school property, equipment, books, and other materials issued to or used by them in the instructional process.

Students who have reached the age of eighteen (18) years possess the full rights of adults and may authorize school matters previously handled by their parents.

ANNUAL CREDIT REQUIREMENTS

All students are required to be enrolled in a minimum of 7 credits per year or 3 ½ credits per semester. Seniors must enroll in enough courses during the senior year to meet requirements to acquire the 22 credits (see note on previous discussion of graduation requirements) necessary for graduation. Students who have not earned enough credits will be assigned a credit recovery course or two to recover as many credits as they can carry without failing any one course. If students can recover their credit deficiency, they may re-join their original class if the credits for the make-up courses are completed before the start of the school year. There are no mid-year promotions. Variance will have to be approved by the principal.

An academic course follows an appropriate curriculum prescribed by each department to develop thinking skills using a moderate pace. Academic courses prepare students to meet Arizona graduation requirements and future study. Students enrolled in an academic course undertake an academic course is the ability to learn through guided practice instruction.

CLASSIFICATION OF STUDENTS

Students are classified, in what is termed as their cohort, as freshmen, sophomores, juniors, or seniors. The State of Arizona requires that the student be promoted with their cohort, regardless of the number of credits earned. If a student has been in high school for 2 years, they are considered a sophomore, even if they only have 3 credits. This assists the school and state in identifying and tracking students who are not academically progressing at a normal pace. This designation does not guarantee that the student is on track to graduate.

COURSE CREDITS

One high school credit is granted for work completed in a subject over the course of a school year, e.g., Algebra 1, August-May, equals 1 credit. One-half credit is granted for work completed in a subject over the course of a semester, e.g., Algebra 1, August-December, or January-May, which equals .5 credit. Standardized scores such as ACT and SAT, can be used to replace or meet course completion requirements; thus, allowing credit by examination. This will be upon the Principal's discretion.

CREDIT CHECKS

Credits are important since they determine if a student will graduate. At the beginning of each semester, students with their parent or guardian should meet with their counselor to verify credits earned and credits needed to continue progressing toward graduation. School counselors will inform students and their parents or guardian at least twice per year of student's progress toward education.

GRADE CHECK

Students and parents can obtain a grade check from their counselor at any time as well as log on to Power School to access grades and attendance information. Usernames and passwords can be obtained from the District Office. Grade checks are also required for some school-sponsored activities. Students with failing grades in any course will not be permitted to participate in school-sponsored activities.

FOUR YEAR ACADEMIC PLAN

To ensure student success, students and their counselor will develop a four-year academic plan (ECAP) that reflects each student's academic and career goals. Counselors will advise students and parents on courses required for graduation and help select elective and CTE courses that support those individual goals. Students who wish guidance in planning their school curriculum or in setting career goals should meet with the counselor.

GRADUATION REQUIREMENTS

The State of Arizona requires that a student must earn a minimum of 22 credits in a specific coursework to qualify for graduation. Participation in commencement exercises at San Carlos High School is based on successful completion of this requirement. These credits may be earned as follows:

- Successful completion of subject area course requirement, as set forth in A.A.C. R7-2-302-04.
- Completion of ALL graduation requirements before the commencement exercises.
- Students who wish to graduate mid-year must meet with their counselor well in advance of completing these requirements. They may participate in commencement exercises held in May if they so desire. It is the student's and parents' or guardian's responsibility to make sure the student is meeting all requirements.



“Your life is your story, and the adventure ahead of you is the journey to fulfill your own purpose and potential.”

Kerry Washington

San Carlos High School Courses

Subject Area	High School Core Courses	College Course Work
English 4 credits (Composition or Literature)	English 9 English 10 English 11 English 12 Advanced English 12 (Dual CC)	One 3-credit transferrable English course
Math 4 credits	Algebra I Geometry Algebra II Pre-Calculus Consumer Math College Math (Dual CC)	One transferrable 3 credit course at College Algebra level or higher
Science 3 credits	Integrated Science 9 Biology 10 Physics 11 Bio-Science (Dual CC)	Three transferable courses each equivalent to 4-credit lab science courses (only two may be in the same field)
Social Studies 3 credits	Apache Language/History World History American History or US/AZ History Government/Economics Apache Language 2 (Dual CC)	One 3-credit transferable American History course and One 3-credit social science course
Career Technical Education (CTE) 1 credit	Career Exploration Hospitality 1 and or 2 Culinary Arts 1 and or 2 Hospitality Management 1 and/or 2 Construction Technology 1 and/or 2 Graphic Design 1 and or 2 Business Management 1 and/or 2 Agri-Science 1, 2, and or 3 Digital Communication 1 and/or 2 Automation and Robotics 1, 2 and/or 3	
Fine Arts	Guitar Apache Singers	
Electives 7 credits	Health & Fitness Physical Education Weight Training Science Research (to also include all Fine Arts and CTE courses listed above).	

CAREER AND TECHNICAL EDUCATION

Career and Technical Education (CTE) is intended to help Arizona high schools support and prepare students in the acquisition of demanding, industry-based technical and academic knowledge and skills, needed for success in high school and postsecondary preparation, for demand-driven careers.

All CTE courses at San Carlos High School are approved by the Arizona State Department and deliver a coherent sequence of instruction. The recommended program sequence of courses in each CTE program can be found at <http://www.ade.az.gov/ce/CurriculumFramework>

Students are encouraged to choose a CTE Program of Study. Currently San Carlos High School offers the following:

1. Culinary Arts
 - Fundamentals of Culinary Arts (Culinary I)
 - Culinary Arts Applications (Culinary II)
2. Hospitality Management
 - Fundamentals of Hospitality Management (Hospitality I)
 - Hospitality Management Applications (Hospitality II)
3. Business Management
 - Business Management I
 - Business Management II
4. Graphic Design
 - Graphic Design I
 - Graphic Design II
 - Digital Communication I/II/III
5. Construction Technology
 - Construction Technology 1
 - Construction Technology 2
6. Agri-Science
 - Agri-Science I
 - Agri-Science II
 - Agri-Science III
7. Career Exploration
8. Automation and Robotics
 - Automation and Robotics, I
 - Automation and Robotics II
 - Automation & Robotics III

9. Bioscience

- Bioscience I
- Bioscience II
- Bioscience III

***Notice of Nondiscrimination in Career and Technical Education Programs**

The San Carlos Unified School District does not discriminate on the basis of race, color, national origin, sex or handicap in its Career and Technical Education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)

AVID is a program that will help develop the learning, study, and academic behavior of students. Through AVID, students will develop their skills in the writing process, collaborative learning, inquiry questioning, and reading critically. These skills, which are the core strategies of the program, will enable students to be more prepared and be successful in college and move on to their chosen careers.

ACADEMIC COUNSELING

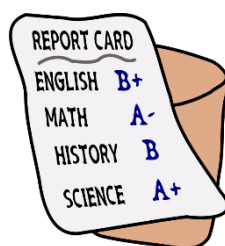
The School Counselor will provide students with information about educational opportunities available to them, including options for military service. They help students set up for various testing programs such as ACT and ASVAB. Information of possible financial aid and possibilities of various career paths are also available at the Counselor's office. It is the school's goal to ensure students are college and career ready.

GRADING PROCEDURES/PROGRESS REPORTS/REPORT CARDS

GRADING (I-6700 IKA)

- **"A"** This mark indicates the student has done work in quality and quantity at the highly proficient level in the course.
- **"B"** This mark indicates that the student is doing work in quality and quantity at the proficient level in the course.

- **“C”** This mark is a satisfactory passing grade. It indicates that the student is acquiring the necessary information to proceed in the subject. He/she is partially proficient for a passing grade in the course.
- **“D”** This mark indicates that the student is not effectively mastering the work assigned but has sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course. He/she is minimally proficient for a passing grade in the course.
- **“F”** This mark is insufficient progress in the subject to merit granting of credit in the course.
- **“NC”** This is given to students that have excessive absences.
- **“I”** The grade of I indicates that the work in the subject is not complete, and that proper credit can be earned by doing certain work as indicated by the instructor giving the proper grade. When the work is properly completed, the teacher will enter the grade. An incomplete must be made up within two weeks unless special conditions are worked out with the teacher and principal. If it is not made up, the grade for the incomplete work will be given “0%” and term grade will be averaged with the previous scores and the “0%”.
- **“Pass/Fail Grades”** This is given to students who are repeating a class, serving as teacher aide, participating in a work study program, and or enrolled in a credit recovery course.



These grade points are assigned to grades.

<u>Grade</u>	<u>Numeric Range</u>	<u>GPA</u>
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	0-59%	0.0

GRADING PROCEDURES

A student successfully completes a course /subject if she/he earns at least a letter grade of “D” in grades 9-12. Under preapproved circumstances students may earn a pass or fail grade for credit. (Note: A Pass or Fail grade is not calculated into the cumulative grade point average. Any students receiving a ‘P’ as a grade at any time during their educational journey is not eligible to vie for salutatorian and or valedictorian of their class).

HONOR ROLL (I-7150©IKD)

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. High school students earning a 3.0 grade average will be eligible for honor roll. If a student receives an “F”, “D” or Passing grade, they will be disqualified for that specific grading period.

- A high school student must be enrolled in a minimum of five subjects and receive five grades in those courses to be considered.
- Honor roll students will be recognized in (9) through twelve (12).
- The Superintendent will establish the minimum achievement level for all honor rolls, and such determination may be subject to Board approval.
- Students will be informed of the honor roll system and instructed to ensure an understanding of the specific grades and methods used to compute the honor roll formula.
- The San Carlos Unified School District will promote public recognition of students who have attained honor roll status.

VALIDICTORIAN AND SALUTATORIAN (I-7475 © IKFBA)

- Students eligible to be designated valedictorian or salutatorian must be enrolled at San Carlos High School for their entire junior and senior years.
- Valedictorian and Salutatorian are students that have the highest and 2nd highest grade point average over four years of high school. The student(s) must also meet the San Carlos District Board Policy requirements to be eligible for consideration.

GRADING (I-6700 © IKA)

A district-developed grading system will be utilized. Teachers will keep a careful record of the grades assigned to students.

Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary. An average of 2 grades per week should be kept in numerical values in the teacher’s grade book for each subject.

Teachers will confer with parents when necessary, concerning academic progress and discipline of students. Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness. Parents should also pay particular attention to any interim grade notices and have online access to daily updated grades via PowerSchool. Students receive credit for any courses they pass and must re-take any courses they fail.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (I-2350 © IHB)

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification evaluation and placement into Section 504 programs, please contact the Districts Section 504 Coordinator.

SPECIAL EDUCATION

Arizona Special Education Law and the Federal Individuals with Disabilities Act (IDEA) require specially designed instruction or related services to all students who are found to be eligible. If your child is determined eligible to receive services, an Individualized Education Program (IEP) is written. This IEP will either call for specially designed instruction or related services such as Occupational Therapy, Physical Therapy or Speech Therapy. State and Federal laws continue to call for the provision of services in the Least Restrictive Environment.

Grade reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with students' abilities and based on their individual progress rather than in competition with classmates. The permanent report cards for such students shall indicate enrollment in special education for those classes.

Parents of special education students should be counseled regarding the significance of the grading system in order to avoid misinterpretation of achievement grade.

POWERSCHOOL

PowerSchool is the ideal, web-based program that provides administrators, teachers, parents and students with easily accessible information on each student. Student success demands the efforts of the entire school community, superintendent, principals, teachers, parents and, of course, students. Please contact the attendance office to obtain a username and password to access your child's information.

TRANSCRIPTS

All courses, corresponding grades, and credits earned are maintained on a permanent record for each student. Those courses, grades and credits earned each year comprise a student's official transcript. Official transcripts may be sent to colleges, future employers, or other agencies upon formal request to the registrar.

High school transcripts are legal documents and may not be amended, except to correct grade errors, once courses and grades have been entered.

SPECIAL PROGRAMS & SCHEDULING OPPORTUNITIES

CORRESPONDENCE

The purpose of correspondence is to meet the special needs of students as approved by the school's administration. Paramount consideration will be given to the student's record in completing independent studies. To be approved, correspondence programs must be accredited. Courses must be proctored by certified staff. Application for approval of other programs may be done through the counselor and principal. Correspondence courses may be used for credit recovery.

COLLEGE COURSEWORK

This program is designed to give eligible students currently enrolled in the San Carlos School District the opportunity to receive credit for college courses through accredited institutions of higher education, especially those available through intergovernmental agreements made by the school. Courses that offer credit in both high school and college are considered dual credit courses. SCHS offers 4 courses which are Advanced English 12, College Math, Dual Chemistry, and Apache Language 2.

CREDIT BY EXAMINATION

Credit by examination is an opportunity for the advanced student to progress at his/her own learning rate in courses approved in the San Carlos School District Program of Studies. Credit may be awarded on demonstrated proficiency through an examination process. The test will be developed by a teacher selected by the principal and will be equivalent to a final examination of a given course.

70-100% score is required to receive credit.

A student cannot be granted credit by examination for a course in which he/she has previously earned credit, nor may he/she receive credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. Laboratory courses are excluded from credit by examination procedure.

COMMUNITY SERVICE AND FIELD STUDY EDUCATION WAIVER

Credit may be earned through a planned community service program that provides learning experiences in the community. Students may also propose field studies in the community, such as a research project using the community or a unique educational opportunity only available in the field. One hundred twenty (120) hours of acceptable service will earn 0.5 unit of credit. Program approval must be preapproved by the district

COOPERATIVE EDUCATION

Cooperative education offers dual credit for students who have completed a sequence of Career & Technical Education (CTE) program with a clear career objective. The design is to give students the opportunity to learn through supervised work experiences, the courses integrated students' educational activities with on the job learning opportunities and college preparation.

Meeting with the Coordinator is designed to assist students in identifying activities (competencies they will complete on the job, learning job survival can improve skills and develop effective human relations and communications skills).

In addition to work experience, the program helps students prepare for college, select a college, ease the transition to college, and manage the changes in your life that occur during college.

INDEPENDENT STUDY

Senior high school students who have self-discipline and an interest in working independently may design a course of study according to their interest, abilities, and plans. Independent study is not intended to duplicate courses already in the master schedule nor is it a means to resolve a scheduling conflict. Rather, it provides an opportunity for students to pursue work that is beyond the scope of the normal course offerings at the high school level.

The student who intends to pursue independent study is responsible for:

- Securing a sponsor from the faculty and for writing a proposal
- The course of study must contain requirements above the expected level of the regular class.
- All proposals for independent study credit must have the approval of the sponsoring teacher and the principal before the project is started two weeks after the beginning of a semester.
- Projects may be oriented toward scholarly or scientific research, practical and community work, service study or a special interest or talent related to the humanities or creative arts.
- One-half credit will be the maximum amount allotted for a semester's work.

- Research must be completed within the time limit stated in the proposal (which must be within the period that school is in regular session).
- The faculty sponsor of the project will evaluate student progress and a written appraisal will be placed in the student's cumulative record.

The credit earned for one (1) semester assignment as a Teacher Assistant shall be one-half (1/2) unit. In addition, a student may earn a maximum of one (1) unit of Teacher Assistant credit to fulfill graduation requirements at San Carlos High School.

EARLY GRADUATION

The Board will authorize early high school completion in order to meet career goals for selected students. Students desiring early graduation must submit a written request to the high school principal during the first half of the semester preceding the semester of desired completion. The principal may accept requests after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date.

The Superintendent will establish procedures to evaluate each request and will ensure that the parents or guardian are informed of any restrictions or limitations to be placed on the student in the event the request is approved, including restrictions on extra-curricular activities.

Diplomas normally will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

The District shall notify the Arizona Department of Education and the Commission for Postsecondary Education when a student graduates at least one (1) year before the student's scheduled graduation date.

Applicants for early graduation (i.e., those who wish to accelerate and complete graduation requirements in less than four years) should make requests in writing to the counselor by October 1 of the junior year. The counselor and the principal will consider the request and forward it to the superintendent.

Students should contact the counseling office for more information. (I-7400 © IKFA)



INTERSCHOLASTIC ATHLETIC ACTIVITIES

The administration and the coaching staff of the San Carlos High School consider interscholastic athletics a vital part of the total educational process. Our philosophy is to provide all students with an environment that is safe and encourages participation in a variety of activities under teacher/coach supervision. At San Carlos High School, we strive to foster positive experiences while guiding our student-athletes toward realizing their full potential.

SCHS athletics include the following sports: Football, Cross Country, Basketball, Volleyball, Softball, Track and Field and Wrestling.

STUDENT ATHLETES

Arizona Interscholastic Association (AIA) eligibility for sports and activities is a privilege. All students are expected to comply with local, state, and Federal laws and the rules and regulations of San Carlos School District. Students will be subject to denial of the ability to participate if they do not meet eligibility requirements, engage in behavior that is detrimental to the wellbeing of the team or school, are in violation of the tobacco rule, are in violation of the drug and alcohol rule, or commit criminal acts. In all cases the Superintendent or his/her designee retains the right to review and revise any disciplinary action.

Athletes are responsible for their actions on and off campus. It is the athlete's responsibility to choose not to engage in inappropriate and/or illegal behaviors that could result in suspension from competition or dismissal from the team.

Students interested in participating in sports may refer to the Athletic handbook at <https://www.scbraves.net/athletics/index>.

STUDENT DRIVERS

Student drivers must have a valid Arizona Driver's License and Proof of Insurance. They should follow all traffic rules. The speed limit in the school zone (15 miles per hour) is strictly

enforced. It is highly recommended that students who have registered a vehicle with the school transport no one except themselves onto or off campus. If they should transport others, then it is preferred that the parent of the passengers call and or write a note that allows permission. It is dangerous and unlawful to overload cars with students or to permit them to ride on fenders or on the bed of a pick-up and other places on vehicles. All vehicles must be parked within the marking in the student parking lot and use the north parking lot only.

STUDENT DANCES

Clubs, organizations, and classes are encouraged to sponsor dances throughout the school year. Regular school dances end at 11:30 p.m. Homecoming, Winter Ball, and Prom may be extended to 11:59 p.m. School dances are for all San Carlos High School students and their guest.

Pursuant to the student handbook and other school guidelines, San Carlos High School may, from time to time, permit SCSS students to bring out-of-school guests to dances. SCHS students who wish to bring a guest:

- must be currently enrolled, in good academic standing, and not currently on suspension or any other restriction.
- must make sure the guest is a student in good standing at a high school, or a recent graduate of SCSS, and must be under the age of twenty-one.
- must fill out the appropriate form to include all required signatures and be filed with the SCSS Dean of Students no later than end-of-school on the Friday one week prior to the event.
- must make sure that the form includes a photocopy of the SCSS student's school ID, a photocopy of the proposed guest's school ID, the signature of a principal or school administrator and the signatures of both students and their parents or guardians. If the proposed guest is a recent graduate of SCSS, his/her name and date of graduation must be included.

The Dean of Students will render a decision on each application and will post a list of approved guests in the front office by end-of-school on the Tuesday of the event week. If the request is denied, the SCSS student may appeal to the site principal no later than end-of-school on Wednesday; the site principal's decision will be final. Failure to meet any of these deadlines, or submission of an incomplete request, will result in automatic denial.

Approved guests may only enter the event with their SCSS host/hostess and must remain with their SCSS host/hostess throughout the event. SCSS's primary responsibility is the safety, well-being and education of our students. The school reserves the right to refuse approval for any reason related to the SCSS student and/or the proposed guest, for reasons generally related to the event or other school-wide concerns, or for no reason at all.

CLUBS AND ORGANIZATIONS

Students must have full-time status at San Carlos High School in order to participate in any extra-curricular activity or hold any leadership office of any class, club, or organization associated with the school. Club requests for dances, sales, and other student activities must be approved by the Student Council and cleared on the Principal's calendar at least two weeks prior to the event.

Student organizations and clubs at San Carlos High School include:

- Student Council
- Grade level class clubs
- Future Farmers of America (FFA)
- Future Business Leaders of America (FBLA)
- Family, Career and Consumer Leaders of America (FCCLA)
- Yearbook digital Communications
- Cheer Squad
- National Honor Society

If students have an interest in starting a club, student's must first seek sponsorship from a certified teacher and or staff, and then submit a proposal to the student council and Principal for approval.

NATIONAL HONOR SOCIETY

National Honor Society National Honor Society is a service organization consisting of outstanding sophomores, juniors, and seniors who are selected on the basis of scholarship, character, service, and leadership. Names of students eligible scholastically are submitted to a faculty committee for final selection. Those eligible must have an overall GPA of 3.0 or better with no failing grades such as 'D's and 'F's.

CTSOs

Career and Technical Student Organizations (CTSOs) are an integral part of the Career and Technical Education (CTE) programs offered in Arizona Schools and CTE Centers. These include FFA, FBLA, FCCLA, and Digital Communications.

CTSOs provide students with the opportunity to gain leadership and life skills as part of their career and technical education programs. These skills include decision making, problem solving, critical thinking, and teamwork essential for successful job performance and community service.

Students must have full-time status at San Carlos High School to participate in any extra-curricular activity or hold any leadership office of any class, club or organization associated with the school. All rules and regulations are in effect as if the student were on campus.

Club requests for dances, sales and other student activities must be approved by the Student Council and cleared on the Principal's calendar at least two weeks prior to the event.

STUDENT COUNCIL

The qualification for holding an official position is listed in the Constitution. Student Council consists of grade level officers and class representatives from the freshmen, sophomore, junior, and senior class. If you are interested in running for office, see the Student Council advisor.

CLUBS AND ORGANIZATIONAL MEETINGS

All clubs must meet the guidelines if the student council's constitution. Clubs should schedule their meetings before school, during lunch times, and or after school. All meetings scheduled should be with the approval of the organization and or club sponsor. The qualification for holding an office position is listed in the constitution.

EMERGENCY DRILLS

Emergency drills (i.e. fire drills, lockdowns, evacuation) will be held regularly during the school year. It is important for students to adhere to instructions from the staff given until the drill has ended. Everyone should leave and enter the building under the supervision of the teacher. Stay in a group until the "all clear" bell is sounded.

CAFETERIA

Breakfast for all students will be served 7:50-8:25 a.m. daily. There are two lunches at SCHS. First lunch is from 12:02-12:27 p.m. Second lunch is from 12:32-12:57 p.m. Students are encouraged to eat breakfast and lunch in the cafeteria. If your child requires a special diet, please contact the Principal and or Associate Principal so special arrangements can be made to accommodate your child. Parents are prohibited from bringing food from home for their children during breakfast and lunch as well as checking their child out for lunch as this could cause an interruption in their educational process.

HEALTH OFFICE

Arizona Immunization Requires that students be vaccinated for Diphtheria, Tetanus, Pertussis (DTa, or DT, or DTP), Polio (IPV), Measles, Mumps, Rubella (MMR), Tetanus and Diphtheria Booster (Td/Tdap), Varicella and Menactra/MCV4 for admissions in Kindergarten through 12th

grade. All children must have proof of an updated immunization record on file on an annual basis.

ATTENDANCE PROCEDURES

Regularly and timely attendance is the determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, the SCHS believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or for religious beliefs.

SCHS values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School Staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-15-802 and 15-803, firmly places the responsibility for attendance on a child's parent(s)/guardian(s).

1. A parent/guardian should contact the school within 24 hours prior to the beginning of the school day when the student will be absent.
2. All unreported absences will be reported as "unknown" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (ARS-15-807).
3. Pursuit to ARS 15-803, a child can only be excused when he/she is accompanied by a parent/guardian, or a parent authorized by a parent/guardian.
4. A parent/guardian is the only person who can verify an unknown absence. Unknown absence may be verified by the parent/guardian by phone, in person or in writing to the school office within twenty-four hours of a student returning to school from an absence.
5. Any absence that has not been verified by parent/guardian within twenty-four hours will be considered unexcused.
6. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as leaving the campus without **"Authorization / Unauthorized Absence."**
7. When a student is excessively absent, disciplinary action will occur. The absence will be classified as an "unexcused absence."
8. If your child is leaving early for an appointment, he/she must check out through the attendance office.

LOSS OF CREDIT

1. A student who has been absent ten (10) or more times, either excused or unexcused, per semester may not receive academic credit for that class. (A.R. S. 15-802, 15-803).

2. An appeal process is in place for those students who have extenuating circumstances.
3. Please note that official documentation, such as doctor's note will be required to file an appeal.
4. Students who are under the age of 18 and have ten or more absences may be cited in court for extensive absences.
5. Parents will be notified by mail when students accumulate 3, 5, 8 and 10 absences.

TARDY PROCEDURE

A student arriving in the classroom after the academic day begins presents a significant distraction to the educational process.

1. A tardy for attendance purposes is defined as any student who is not inside the classroom when the tardy bell stops ringing.
2. Students carrying a pass from a school staff member are classified as excused and will be sent to class.
3. Students who are tardy will receive intervention from the School Truant Officer at each occurrence at which time the parent/guardian will also be contacted.
4. Students receiving three tardies to classes in one day will be assigned lunch and or after school detention.

CHECKING OUT OF SCHOOL

Only individuals designated on a student's enrollment form are allowed to check out students. Proof of identification may be required of the individual checking out the student. In situations when parent(s) or legal guardian authorizes another person other than those listed in the student's enrollment form, they must call the school designee for approval. The authorized person must submit a note from the parent or guardian with a contact number and or proof of identity.

CHRONIC ILLNESS PROCEDURE

ARS 15-346 provides for adjunct recommendations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound.

ARS 15-901 provides for at home instruction for students with chronic health problems. This is defined as a "...pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during the school year.

Students with existing chronic illness conditions should obtain chronic illness request forms from the San Carlos District Nurse's Office at the beginning of the school year. When a new chronic illness is diagnosed, please notify the San Carlos District Nurse to obtain the chronic illness forms. The Medical Certification Report must be completed by a licensed MD, DO or podiatrist and is returned to the nurse's office. Once received, a meeting will be scheduled for a chronic illness plan.

In order for the chronic illness status to override the excessive absence rule the parent must report the absences according to regular attendance reporting procedures. This status allows teachers and the student to work out a manageable method of completing work. **A student requesting chronic illness after nine (9) absences will be considered only after completed medical documentation is received.**

If your student is absent from school due to chronic illness it would be expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

STUDENT DRESS CODE

Any attire that detracts from the learning environment is not acceptable. 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.

Shirts and tops may not expose bare midribs, bare shoulders, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated by male or females. Clothing must cover the entire buttocks. Hem length of the skirt must be no shorter than the tips of extended arms. See-through and torn or ripped clothing is not acceptable.

Bare feet is not acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weightlifting, etc.

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

Defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol or jewelry are expressly prohibited.

Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol must be covered.

Students' dress must reflect the correct length, appropriate coverage and appropriate fit of uniform components. In addition, inappropriate use of colors or styles to promote gang like activities is prohibited.

Students who do follow the dress code of SCHS will be given the option to find appropriate clothing in the Student Care Center and or call home to request clothing from home. Student's refusing to follow either of these interventions will receive an ODR and sent home for the day.

BUS DISCIPLINE PROCEDURES (SCUSD E2450 © EEAEC)

San Carlos Unified School district provides transportation for students as necessary. Riding in a school bus, van, SUV, and or car is a privilege. SCHS requires students to conduct themselves on the bus, prior to boarding the bus and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as determined by school policy. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

All suspensions start only after the parent is contacted. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school administrator will then verify the request and sign their approval on the note and the note will be given to the bus driver.

EXPECTATIONS ON THE BUS (SCUSD E2450 © EEAEC)

Students being transported are under the authority of the bus driver just as they are under the authority of the classroom teacher(s) while at school. In addition, the school administration continues to have authority over consequences for misbehavior while on the school bus. Students shall also observe the following specific expectations:

1. Follow directions immediately when asked.
2. Remain seated until your scheduled bus stop.
3. Keep all parts of your body inside the bus and to yourself.
4. Talk quietly and use appropriate language.
5. No eating or drinking. A plastic bottle with water is allowed.
6. Keep the aisle clear.
7. Throw all trash into the trash can on the bus.

LOST AND FOUND

Students are responsible for their personal property and all school property personally issued to them for their use. If you find private or school property, do the right thing and return the item to the individual if the item has a name and or if it has no name turn it in to the Dean of Students and or Associate Principal. In the event, you have a lost property inquire at the front office. Students who have lost or damaged or stolen property must file a written report in the administration office. The administration will attempt to retrieve lost or stolen property and administer a consequence to those found guilty of damage to other's property and or theft. However, the school assumes no responsibility for any personal property that is brought to school.

ELECTRONIC DEVICES

If a student and his/her parent decide it is important for the student to bring a cell phone or other electronic devices to school, please remember:

- If they are on and make noise, vibrate or otherwise call attention to themselves, the device is creating a disruption.
- These items must be in the off position and not displayed at any time while the student is in the classroom. Misuse of electronic devices may result in consequences in addition to confiscation of devices when it becomes a nuisance in the classroom.
- The District is not responsible for loss/and or theft of any of these devices.
- Disciplinary consequences will be assigned to any student who is in violation in any way related to the devices.

WHEELS

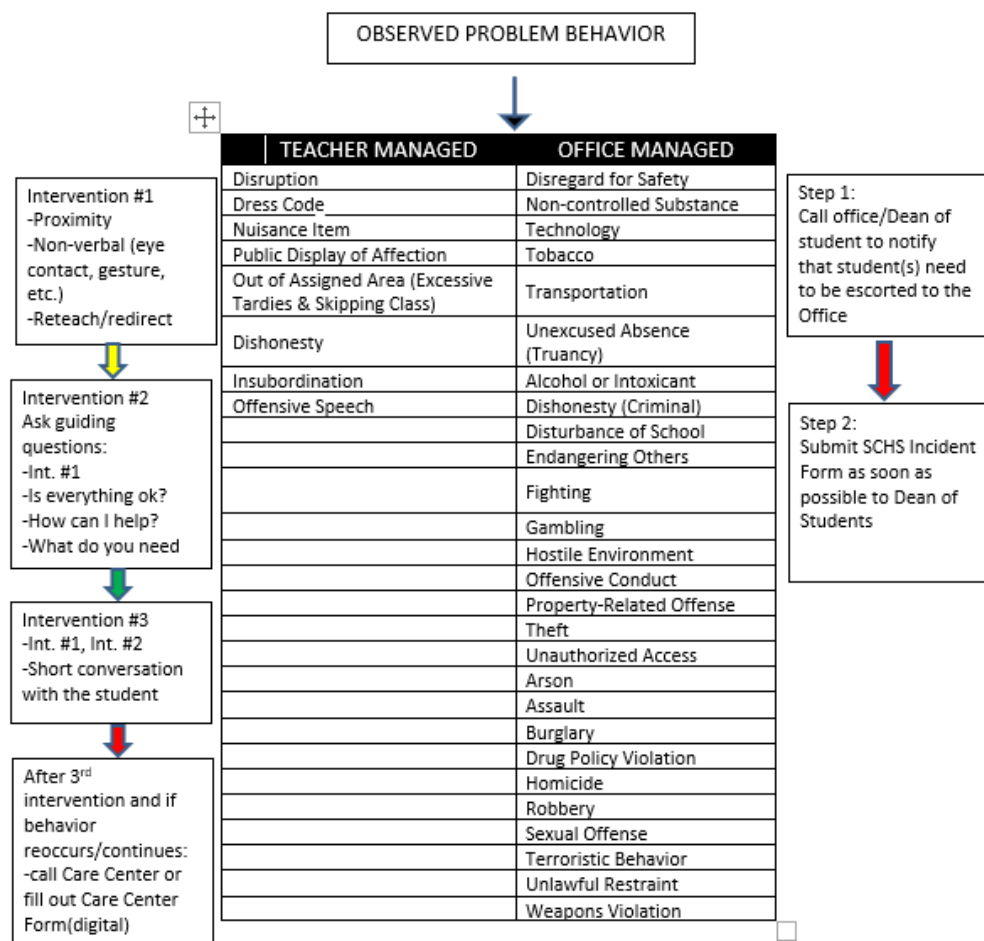
Rollerblades, skateboards, scooters, Go-Peds, etc. are prohibited on all San Carlos Unified School District campuses. San Carlos High School will not store them. Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriately safe equipment

DISCIPLINE & PROCEDURES

San Carlos High School will use *The Parent and Student Guide to Student Code of Conduct* for school referrals that include but are not limited to all the behaviors in the OFFICE MANAGED column below. The behaviors under the TEACHER MANAGED allows three interventions before being referred to the office.



The Brave Way
Office Disciplinary Referral Flow Chart
2023-2024



SUSPENSIONS/EXPLUSIONS

All suspensions and expulsions, including short-term and long-term suspensions, will follow the rules, procedures and processes in *The Parent and Student Guide to Student Code*. This can be found here: <https://campussuite-storage.s3.amazonaws.com/prod/1559077/802a9c3c-da64-11eb-a059-0252e0c9de03/2300410/f6b9f6ba-fa10-11eb-9adc-0a041b46b48b/file/Parent%20and%20Student%20Code%20of%20Conduct%20Handbook%20-%20San%20Carlos.pdf>

8. Items brought on the bus must comply with school rules, including electronic devices.
9. Keep all personal property under control at all times.
10. Do not tamper with school bus equipment.

SPECIAL EDUCATION STUDENTS

A student qualified under the Individuals with Disabilities Education Act (IDEA) as revised in 2004 may not be expelled from school but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Programs

READMISSION

Once a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, at its discretion, and may begin the semester following the decision to readmit.

STUDENT DISCIPLINARY RECORD KEEPING

Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least two years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for pupil's subject to disciplinary action shall include filling out an ODR, to include a phone call to parent/guardian and signature of the Admin in charge and logging this information into PowerSchool logs.

STUDENT INTERROGATIONS, SEARCHES & ARRESTS

INTERVIEWS (J-3400 © JIH)

School officials may question students regarding matters related to school without intimidation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by a peace officer.

When child abuse is alleged:

If a child protective service worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

SEARCHES

Authorized school personnel have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exist. Disrobing of a student is overly intrusive for purpose of most student searches and is improper without express concurrence from school district counsel.

Items provided by the District such as lockers, desks, storage areas, etc. or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the aforementioned including personal items, (i.e., backpacks, book bags, etc.) may be inspected at any time with or without reason, or with or without notice, by authorized school personnel.

Personal searches may be conducted by a district/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student, jackets, etc.
- Any object in the student's possession such as a purse, backpack or briefcase.
- School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned including, not limited to, drugs, drug paraphernalia, alcoholic beverages, e-cigarettes and/or tobacco products.
- Any material or item which presents an imminent danger of physical harm or illness, and/or
- Any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items seized may be:

- Returned to the parent or guardian of the student from whom the items were seized
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized
- Turned over to law enforcement officers or
- Destroyed

SEARCH WARRANTS

If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

ARRESTS

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student if known, upon contact by the parent.

POLICE PRESENCE ON CAMPUS (J-4600 © JIH-RB)

Through a partnership with the San Carlos Tribal Police Department, the district employs police officers to provide an added layer of safety on school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

INTERNET AND E-MAIL USER AGREEMENT (I-6400 © IJNDB)**Acceptable Use: Each user must:**

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives of San Carlos Unified School District.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, radically offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- 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 EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- 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.
- Publish information/student work only on SCUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using EIS

- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

Unacceptable Uses:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIs or the District.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download and use games, files, documents, music, or software for non-educational purposes i.e., Shockwave games/animations, audio and other visual files.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.

Student and Handbook***Acknowledgements and Verifications***

By signing this page, you acknowledge and verify that you have received and reviewed with your child the contents of this handbook, including without limitation, the district's policy on directory information (FERPA), school bus privileges, due process and dress code.

This form must be returned to the school within 10 days.

Parent Name: _____ Student Name: _____

Student's ID Number: _____ Student's Grade: _____

Parent/ Guardian (s) Signature: _____

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the 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 educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

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

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles. Post only to known groups or persons.

Services

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

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information 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.

Name _____

Signature _____ Date _____
(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above-named 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 electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, 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 EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____