

STUDENT POLICY AND PROCEDURES 2010-2011



DAILY SCHEDULES

HIGH SCHOOL: The school day begins at 8:00am and ends at 3:00pm Monday through Thursday. Teachers are on campus for enhancement and remediation every Friday from 8:00 am until 12:00 pm. Honor students, independent study students and students with a D or an F in a class may also be required to attend school on Friday from 8am to 12pm.

MIDDLE SCHOOL: The school day begins at 7:55am and ends at 3:06pm Monday through Thursday and Friday from 7:55am to 12pm.

ENROLLMENT

RIGHTS UNDER TITLE IX

Westwind does not discriminate on the basis of race, color, national origin, sex or handicap in its educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and of Section 504 of the Rehabilitation Act of 1973, respectively.

CHILD FIND PROCEDURES

The intent of Child Find under both federal and state requirements is to ensure that all children ages birth – 21 with delays or disabilities are identified, located and evaluated in order to receive needed early intervention support or special education services.

GUARDIANSHIP

Students attending Westwind must reside with a parent or guardian. Students who are not living with a parent or guardian and wish to attend Westwind must petition to do so. Considering factors are presentation of Power of Attorney, discipline and attendance records from this school or previous schools of attendance and other extenuating circumstances. Determination is at the discretion of the school's principal.

RIGHT TO RE-ENROLL

Students who have previously attended Westwind, but were dropped or withdrawn due to behavioral or academic issues, may be declined re-enrollment at the discretion of administration. If the administration allows the student to re-enroll, that student may be placed on an academic or behavioral contract. If the conditions of the contract are not met the student may again lose the privilege of attending Westwind Preparatory Academy.

TRANSFER CREDITS

Credits of C or better will be accepted from another school and applied toward graduation. However, if a student fails a subsequent Westwind course he/she may be required to retake the prerequisite course.

GRADES AND CREDITS FOR LATE-ENROLLING STUDENTS

Students entering after the second week of a semester **and** have transfer grades will start from that point in the semester and may earn full credit for that class.

Students entering during the first (1st) or third (3rd) quarter **without transfer grades** will be excused from work missed, but must pass the content post test with a 70% or higher to receive credit for that class.

Students entering during the second (2nd) or fourth (4th) quarter **without transfer grades** will audit the class and do all required work, but will not receive credit.

LATE TRANSFER CREDITS EARNED

Students who transfer into Westwind **with transfer grades** at any point during the second (2nd) or fourth (4th) quarter **and**:

1. have received a grade of C or better thus far in a class they are currently enrolled in, AND
2. enrolls in the same class at Westwind to finish the semester, AND
3. transferred from a school that awards .5 credits PER SEMESTER

will be awarded .5 credits on the successful completion of that class. Successful completion is defined as:

1. Continuing to do passing work in the class, AND
2. passing the content post test with a 70% or higher.

ATTENDANCE

*A strong correlation exists between academic success and regular school attendance. Attendance is the responsibility of the student and his/her family. Students should remain out of school only when necessary because much of the classroom activity cannot be replicated; the benefit of discussion and participation is lost forever to those who are absent. **Regular attendance is the key to the success a student may gain from his/her school program.***

ABSENCES: DEFINED

Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period. Absences are a result of personal illness, doctor or dentist appointments, serious family illness, death in the family, suspensions, or prior notification by the parent to the administration.

ABSENCES: NOTIFYING THE SCHOOL

It is the responsibility of the parents to telephone the attendance office on the same day of the student's absence. A note, signed by the parent/guardian, will be accepted on the first day of return by the student and must be taken before school to the office. After 48 hours of non-notification, the student's absence will be considered truancy.

ABSENCES: LEAVING CAMPUS DUE TO ILLNESS

Students who become ill during the school day must get permission from the teacher to go to the office and obtain parental permission before leaving campus. Any student needing to leave campus due to illness must sign out. Leaving campus without checking out through the office is considered truancy.

ABSENCES: PERMISSION TO LEAVE CAMPUS

Students must obtain parental permission before leaving campus for any reason. Students must sign out in the office. **Leaving class or campus without permission is considered truancy.** If a student returns to campus that day, he/she must sign back in before returning to class. If a parent or guardian is picking up a student, then he/she is required to show ID and sign the student out before the student is released from school.

ABSENCES: SUSPENDED STUDENTS

Students who are suspended during the school day are expected to leave campus upon parent or guardian permission or be picked up by a parent or guardian. If a parent or guardian cannot be reached, the student will remain in the office and serve their suspension the next day.

ABSENCES: MISSED WORK

The student must request missing assignments upon his/her return to school. This does include suspensions. If assignments were given while the student was present, the assignment is due the day the student returns to school after an absence.

ABSENCES: CREDIT FOR MISSED WORK

For a student to receive credit for missed work, the assignments must be made up during the time period allowed. If work is not made up during that time, the student may lose credit for the assignments.

ABSENCES: FINAL EXAMS

Finals will only be given on the scheduled day. Under no circumstance will students be allowed to take his/her final exam before the scheduled day. If a student misses his/her exam for a state-approved absence (documented illness, death in the immediate family or severe local weather) the student may be given an "Incomplete" on the report card

and may take the exam upon return. **If the student misses his/her final exam for any other reason, they will receive a failing grade on the exam.**

ABSENCES: TRUANCIES

Students whose absence is considered truancy will be assigned lunch detention for one week or Friday School detention of 2.5 hours.

On the second (2nd) offense, the student will receive 1-3 days of in-school suspension, be placed on attendance contract, and a parent meeting will be required.

On the third (3rd) offense, a long-term suspension or withdrawal recommendation may be made to the principal.

The Arizona State Law says that it is unlawful for any children between the ages of six (6) and sixteen (16) to fail to attend school during the hours school is in session, unless there is a valid excuse for not attending school. If a parent fails to ensure that the student attends school, the law states that they are guilty of a Class 3 misdemeanor. When the parent does not provide a valid excuse for the student's absence, the school may cite the student, parent or custodian directly in court for violating the State Truancy Law. Westwind retains the services of a truant officer to ensure enforcement of this law.

ABSENCES: TRUANCIES AND EXTRACURRICULAR EVENTS

If a student is **truant for ANY part of a day, they may be ineligible to participate** at the next event or practice. **This does include sporting events.** The student is expected to attend and dress out, but they may not be able to participate.

ABSENCES: SUSPENSIONS

If a student is suspended, either in school or off campus, that student may not participate in any extracurricular events on the day they are suspended or anytime during the suspension. This does include, but is not limited to, sporting events, field trips, and school-sponsored dances. In addition, no monies will be refunded if a student misses the event because of a suspension.

ABSENCES: CUMULATIVE

If a student is absent for eight (8) or more class periods in any particular class in an 18-week semester, the student may either be required to petition for credit or may be dropped from that class. Ten (10) unexcused absences in an 18-week semester may result in a withdrawal.

Recognized religious holidays are not subject to the eight (8)-absent limit policy, but do require notification to the administrator by the student's parents at least 24 hours in advance.

ABSENCES: TARDIES

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but it also disrupts the education of other students. If a student is to learn, he/she must be in his/her workstation prepared to work when class begins. The school reserves the right to determine whether a student is tardy.

ABSENCES: TARDY PROCEDURES

All tardy students must report to the front office before attending class. In order for a tardy to be excused, a parent must escort the student into the office and sign him/her in. Students who arrive at school more than ten (10) minutes late will be held in “sweep” detention until approximately fifteen (15) minutes before the end of the period, when they will be sent to their first period class. **All work missed is due the next day.** All unexcused 1st period tardies may result in a lunch detention or after school detention that same day.

For every class in which the student is late eight (8) times in an 18-week semester, the student will be asked to petition for credit.

For every class in which the student is late fifteen (15) times in an 18-week semester, the student may lose credit in that specific class.

Being in “sweep” is **considered an absence from the first period class.**

CAMPUS POLICY

DRESS CODE

Westwind expects student dress and grooming to reflect high standards of personal conduct. Each student’s attire must promote a positive, safe and healthy atmosphere within the school. Students have the freedom to express themselves within the set of parameters listed here.

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DRESS CODE: SHIRTS

1. Students may wear any **unaltered Westwind-issued shirt**, and only an unaltered Westwind-issued shirt. This does include activity-related shirts.
2. Shirts must cover the stomach and chest area completely. The area between the bottom of the shirt and top of the pants must be covered at all times.
3. Only **solid white undershirts** may be worn.

DRESS CODE: PANTS / CAPRIS / SHORTS

1. **SOLID (Pleated front, Puritan, George and Dickie’s brand)** navy blue, black or tan in color only. **(No jeans allowed, except black Dickie jeans #1939rbk.)**
2. **Patches, rips and holes are not allowed.**
3. **SOLID CAPRI PANTS** - navy blue, black or tan in color only.
4. **Westwind athletic shorts sold in the business office only.**
5. The length of shorts must reach the fingertips when shoulders are relaxed and arms are held straight down, and must **remain at that length** when the student walks.
6. Pant legs must not drag on the ground and be no more than 12 inches wide.
7. Undergarments may not be showing.

DRESS CODE: SHOES

For health and safety reasons, we request that shoestrings be tied. **House slippers are not permitted.**

DRESS CODE: WINTER CLOTHING

1. Sweatshirts: **Westwind-issued sweatshirts only.**
2. Sweatshirts and sweaters must be **worn over Westwind-issued shirts.**

DRESS CODE: COATS / JACKETS

1. **Westwind-issued Jackets only.**

DRESS CODE: HATS

Westwind-issued hats only.

DRESS CODE: ACCESSORIES

1. Attire or accessories, which advertise, display and/or promote any drug, alcohol or tobacco, sexual activity, violence, disrespect and/or bigotry towards any group or person are not allowed.
2. Jewelry and other accessories that present a risk to health, safety, and general welfare of the students, will not be permitted.
3. Body piercing that is a safety hazard and/or hinders performance in the classroom is not allowed. Bandanas, curl caps, and/or hairnets are not allowed.
4. Chains of any kind are not allowed.

DRESS CODE: PHYSICAL MOVEMENT CLASSES AND LUNCH TIME

1. For physical activities, including lunch time, students must wear a Westwind shirt with chest and stomach area completely covered.
2. **Westwind issued athletic shorts only.**

DRESS CODE: RESPONSIBILITY

1. Students and their parents/guardians have the responsibility to be aware of the school’s specific dress code and to **conform to these requirements.** Any garments that are not solid, except for Westwind logos,

are automatically out of dress code. If in doubt, don't wear it. If students or parents have any questions about whether specific attire or accessories are in compliance with the dress code, they should contact an administrator **prior to the student wearing the item** in order to ensure compliance.

2. On campus, the staff and administration have the responsibility to interpret and enforce this policy.

DRESS CODE: CONSEQUENCES

1. Students arriving on campus in violation of the dress code will be required to change before going to class.
2. Violations that cannot be corrected will result in the student being sent home to change.
3. Continuous dress code violations are subject to disciplinary action, including but not limited to parent conference, lunch detentions, in school suspension, or off-campus suspension.

HANDLING MEDICATIONS

Westwind does not provide any over-the-counter (OTC) medication including aspirin, acetaminophen (Tylenol) or ibuprofen (Advil, Motrin). In order to protect all students, no medications of any kind are allowed in the student's possession. Students may bring in OTC medications to be stored in the office for their personal use only.

Westwind will provide a locked storage area for medication that is prescribed by a student's physician. Office staff will make medication available at prescribed times. However, parents are encouraged to arrange with the physician to give medications either before or after school hours. All medication must be presented in the original prescription containers.

STUDENT SUSPECTED OF SUBSTANCE ABUSE

If a teacher or administrator suspects a student of being under the influence of abused medications or **any other mood altering substance** due to a suspicious aroma, the student's appearance and/or the student's behavior, Westwind has the right to suspend the student until documentation of a clean urine analysis signed by a doctor is provided.

- Selling any of these substances is illegal. The student will be long-term suspended and a police referral will be made.

SKATEBOARDS/BIKES

Skateboarding and bike riding are not permitted on campus or in the parking lot. Skateboards must be checked into the office each day. Bikes must be locked on the bike rack.

STUDENT PARKING

Parking permits are \$10.00 per year. Only one permit per student will be issued. Parking is on a first-come, first-

served basis and a permit does not guarantee a parking place. All students' vehicles must be registered through the business office and show proof of insurance and the student's valid driver's license. **Parking privileges will be revoked if a student exhibits any unsafe vehicle operation.**

Any vehicle that does not display a parking pass will be treated as a non-registered vehicle. If a vehicle is illegally parked or does not have a permit, the school has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.

Students are not allowed to walk through or park in the teacher's parking lot before, after, or anytime in between the school day.

LUNCH TIME

Westwind is a closed campus. Students must stay on campus while eating lunch. **If students leave campus during lunch it is considered truancy.**

If parents/guardians would like to take their student out to lunch, they must sign them out and back in to school. Westwind does not allow parents to call in for students in order to leave campus for lunch. Parents or other students may not bring in food from outside vendors or have food delivered to students. This causes a disruption to the campus during lunch.

Students are required to remain in dress code during the lunch period.

STUDENTS ON CAMPUS OUTSIDE OF SCHEDULED CLASS TIME

Students are prohibited from loitering in or around the school campus. Students waiting for a class or an event to begin must wait in a designated area until their event begins or the school day ends. Students may not wait in the school office lobby, but they may wait in the athletic office lobby.

PUBLIC DISPLAYS OF AFFECTION

Holding hands is the limit of affection to be displayed on campus. Inappropriate public displays of affection or sexual misconduct are prohibited. Violation of this policy may result in a suspension up to 3 days.

VISITORS

Students are not to have visitors during school hours. Parents are always welcome on our campus; but for the protection of our students all visitors, including parents, must first check in at the office. Failure to follow these procedures will be treated as trespassing.

IDENTIFICATION CARDS

All students are given a school identification card at fall registration. If a student loses his/her identification card,

he/she must purchase another one. ID cards may be required for students to go on field trips and to off campus activities, such as games.

PERSONAL ITEMS

Westwind is aware that many students bring personal items on campus such as CDs, CD players, cell phones, wallets, DVDs, DVD players, MP3 Players, computers. **Students are responsible for their personal items and students must not leave them unattended at any time. Westwind is NOT responsible for personal items that are lost or stolen.**

ELECTRONIC DEVICES (Ipods, Mp3 players, Cd players, handheld game systems)

Electronic devices must be turned off and stored in a purse or backpack during the school day. Electronic devices in use will be confiscated. Consequences for having an electronic device out are listed in the Cell phone section.

CELL PHONES

Cell phones must be turned off and stored in a purse or backpack during the school day. If a student needs to call home, the office personnel will use discretion allowing the student to use the school phone. Parents who need to reach students are to call the school office and the student will be asked to call the parent on the school phone.

Electronic devices in use will be confiscated.

- 1st Offense – Student may retrieve the item from the office at the end of the school day.
- 2nd Offense – Parent may retrieve the item from the office at the end of the school day, and an administrator will let them know that the 3rd offense results in confiscation until the end of the school year.
- 3rd Offense – Device is confiscated until the end of the school year.

PERSONAL COMPUTERS

Personal computers are allowed on campus, but students are prohibited from connecting to the network. **Doing so is a violation of acceptable computer use** and will result in disciplinary action.

IN-SCHOOL ASSEMBLIES AND EVENTS

Assemblies or events which take place during the school day are considered **instructional time**. All students are required to attend and exhibit school-appropriate behavior. Attendance is defined as remaining inside the designated area. Non-attendance is considered truancy.

SCHOOL DANCES

Attending dances at Westwind is a privilege. All currently enrolled Westwind Prep Academy students may

attend on-campus dances unless they are under suspension. If a Westwind student wishes to bring a guest who is not a Westwind student, he/she must complete the Dance Guest Form for WPA administrator approval **no later than 4:00pm on the Thursday prior** to the dance. Guests must provide a current school or government ID and be **under 21 years of age** at the time of the dance. Forms may be obtained in the high school office.

All discipline policies are applicable at dances **and other extra curricular activities**. Dress code at these events follows **the same length and condition restrictions** as the extra curricular dress code. If a student's apparel is inappropriate, or revealing enough to concern a staff member, that student may be denied entry to the event.

All of Westwind school dances operate under the "One Entry – One Exit" rule. Because of liability issues, students and guests attending Westwind school dances **may not leave the event and return later**. Leaving is defined as going past the entry door or gate and/or loitering in the event parking lot.

GOOD NEIGHBOR POLICY

All policies regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school. Students participating in, or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct.

Violations will be treated the same as on-campus violations.

Students are prohibited from loitering at neighborhood businesses when going to and from school.

INCITING TO RIOT OR DEMONSTRATION

Students are not to incite or demonstrate in a disorderly or unauthorized manner on or adjacent to school property.

INAPPROPRIATE LANGUAGE/GESTURES

Students are **prohibited at all times** from using vulgar, profane and/or racist language or gestures, and/or displaying obscene or inappropriate material.

EXCESSIVE HORSEPLAY

Excessive horseplay is forbidden. Examples include, but are not limited to, throwing rocks, throwing food, shooting spit wads, pins or staples, pretend fighting, playing dead arm/leg, stuffing humans in trash cans, purposefully spilling food on campus, etc.

SEXUAL HARASSMENT

Sexual harassment of or by any student is prohibited. Prohibited harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual

nature. Violation of this policy may result in a police referral and long-term suspension.

RACIAL OR OTHER HARASSMENT

Racial and other harassment based on race, color, religion, gender, national origin, age or disability is prohibited. Harassment is defined to include, but is not limited to, verbal or physical conduct that creates an intimidating, hostile or offensive school environment or that which unreasonably interferes with a student's work performance. Violation of this policy may result in a police referral and long-term suspension.

VERBAL ABUSE OF STAFF

Students shall not insult, threaten, or verbally abuse staff members. Violations of this policy may result in long-term suspension.

PHYSICAL ABUSE OF STAFF

Students must not intimidate or physically abuse school staff. Personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. Violations of this rule may result in a police referral and long-term suspension from Westwind.

ILLEGAL CONTRABAND

Possession or use of illegal contraband, such as tagging markers or other items related to vandalism, is prohibited on campus. Students found in violation of this policy may be suspended.

PORNOGRAPHY

Possessing, looking at, wearing, writing, describing, or drawing any material such as, but not limited to, pictures from magazines, the internet, condoms, etc. which shows nudity or sexual acts, or which refers to sexual behaviors, is prohibited.

GAMBLING

Participating in games of chance of the purpose of gaining money is forbidden on campus. Suspension may range from one (1) day to long-term.

DESTRUCTION OR THEFT OF PROPERTY

The destruction, theft or vandalism of any school or personal property, including textbooks or other classroom materials, is prohibited. School personnel may use reasonable physical force to protect school and personal property. Violations of this policy may result in a police referral and long-term suspension.

BULLYING / GOSSIP / SLANDER / INTIMIDATION / THREATS

Bullying is defined as when one or more individuals inflict

physical, verbal or emotional abuse on one another and is forbidden on campus in any form.

Gossip, slander, intimidation and threats include any verbal act that is intended to injure, degrade, disgrace or hurt the feelings and /or reputation of another student is forbidden on campus in any form.

HAZING

Any solicitation to engage in hazing is strictly prohibited and will result in suspension and police referral.

GANG ASSOCIATION OR ACTIVITY

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people, who have a name, claim a territory, have rivals/enemies, interact together to the exclusion of others and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior that initiates, advocates or promotes activities that threaten the safety or well being of students will not be tolerated. Students should be aware that the display of gang signs for the purpose of intimidation is now considered a felony in the state of Arizona.

FIGHTING / MUTUAL COMBAT / INTIMIDATION

Students shall not fight, push, intimidate or otherwise abuse other students. For the purpose of reprimand, suspension and expulsion, fighting / mutual combat / intimidation shall include, but not be limited to, the following types of conduct:

1. Exhibiting behavior that intentionally, knowingly or recklessly causes any physical injury to another person.
2. Exhibiting behavior that intentionally places another person in reasonable apprehension of immediate physical injury.
3. Intending to injure, insult or provoke another person by knowingly touching him/her.
4. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence that disturbs the normal operation of the school, any school sponsored activity or threaten to create a disruption or injury to students, guests or employees of the school.
5. Engaging in fighting, violent or seriously disruptive behavior.
6. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation.
7. Making protracted commotion, utterances or displays with the effect of preventing the orderly administration of the school.
8. Refusing to obey a reasonable order of an employee of Westwind.

9. Threatening by word or conduct to cause physical injury to another personal or serious damage to the property.
10. Threatening to use or using physical forces against another in response to a verbal statement.

Students who violate this policy are subject to a five (5) to nine (9) day suspension. The second offense will result in the student being suspended long-term from Westwind. A review for re-enrollment may take place by the board after one semester.

USE OF TOBACCO PRODUCTS

Smoking is not allowed in any area of campus by any one. If a student violates the no smoking rule, that student will be given appropriate disciplinary action, which may result in a suspension.

House Bill 2701 Section 1. Section 36-601.01 Arizona Revised Statutes, states:

- A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.
- B. A person who violates this section is guilty of a petty offense and is punishable by a fine of up to \$300.

POSSESSION, SALE, USE OR BEING UNDER THE INFLUENCE OF DRUGS, ALCOHOL OR OTHER CONTROLLED SUBSTANCES, OR POSSESSION OF DRUG PARAPHERNALIA

Selling, possessing, using or being under the influence of illegal drugs, alcohol or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at school-sponsored events, is prohibited.

Students are also prohibited from selling or possessing imitation controlled substances on school property or at school sponsored events. Students found in violation of this policy may be suspended for up to two years and the police may be notified.

THREAT TO EDUCATIONAL INSTITUTION

Threatening Westwind by word or conduct is prohibited. Violation of this policy may result in a police referral and long-term suspension.

FALSIFYING OR FORGING SCHOOL DOCUMENTS

Falsifying or forging school documents will result in up to 5 days off-campus suspension or recommendation for long-term suspension depending on the severity of the offense.

ARSON

The malicious or fraudulent burning of school property will result in recommendation for long-term suspension, up to two (2) years, and a police referral.

FIREWORKS AND EXPLOSIVE DEVICES

Students are prohibited from possessing or using fireworks or explosive devices on campus. Violation of this policy may result in a police referral and long-term suspension.

WEAPONS / INSTRUMENTS OF OFFENSIVE OR DEFENSIVE COMBAT / SOMETHING TO FIGHT WITH

Students shall not possess or use firearms, weapons or any other instruments capable of harming a person or property, but are not limited to guns, chains, knives, clubs, brass knuckles or any other items that, when used as a weapon, can result in bodily harm or property damage. Possession of a weapon on campus is grounds for immediate dismissal or long-term suspension of up to two years. Weapons include,

CRIMINAL INVOLVEMENT IN AN OFF-CAMPUS OFFENSE

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school, at off-campus school activities. Consequences may include detention, suspension or recommendation for long-term suspension, depending on the severity of the offense.

EXPULSION / LONG TERM SUSPENSION

Expulsion is the exclusion of a student from school permanently. Long Term Suspension is the exclusion of a student from school for up to two years. The principal will make any recommendations to expel or long-term suspend a student to the Board. A student will be placed on suspension, pending a determination from the Board regarding expulsion. There is no administrative appeal for the Governing Board's decision to impose discipline. The school reserves the right to determine which behaviors are severe enough to result in expulsion from Westwind.

CLASSROOM

FOOD AND DRINKS

NO food or drinks are allowed in classrooms except plain, unflavored water. Chewing gum is forbidden at all times.

SAVING STUDENT COMPUTER WORK

All schoolwork is to be saved in the student's file on the

school's server. Students are not to log in to another student's profile, as this is a violation of privacy. Doing so may result in both students being disciplined for cheating and/or plagiarism, among other violations.

TRANSFERRING HOMEWORK

CDs and jump drives are the only devices acceptable for downloading work from home to the school computer. Students may also email assignments to their teacher. Students must get teacher permission prior to downloading or printing their work.

CHEATING / PLAGIARISM / FAILURE TO FOLLOW TEST-TAKING PROCEDURES

Student tests/assignments may be disqualified without the right of make-up when plagiarism is evident or the teacher's test taking procedures have been violated. When evident, the student may also be disciplined for additional violations.

ACCEPTABLE USE OF SCHOOL COMPUTERS

Acceptable use of the Westwind computers requires that the use of these resources be in accordance with the following guidelines and support the educational goals of Westwind. The user must:

1. Use the computer for educational purposes only and in support of education and/or research.
2. Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening, racially offensive or illegal. Transmission of any data/material in violation of any Federal or Arizona State regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene materials, and anarchist or terrorist information.
3. Not attempt to harm, modify without system administrator approval, gain unauthorized access to systems or data, destroy software, or interfere with system security.
4. Not use the network in a way that would disrupt the use of the network by others. The reconfiguration or modification of hardware, software, or network components is strictly forbidden.
5. Not commit vandalism in any form. This includes both physical and logical damage. Physical vandalism is defined as any action performed with the intention of destroying, defacing, or damaging school hardware. Logical vandalism is defined as any attempt to harm or destroy the school's network system, other users' data, or any other agency

or network that is connected via the Internet. This form of vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses worms, logic bombs, mail bombs, Trojan horse programs, or software utilized to scan the network for passwords or confidential information.

6. Personal e-mail such as Yahoo Mail and Hotmail are forbidden. Instant messaging and chat rooms are forbidden. Never reveal/exchange personal information over the Internet.
7. Do not reveal home addresses or personal telephone numbers over the internet.
8. Notify a system administrator if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system. You must not share your account information with anyone else, nor use anyone else's account information. You will be responsible for any misuse done under your login.
9. Do not make any unauthorized purchases or to conduct any non-approved business. Use of the Internet for commercial use, financial gain, personal business, product advertisement, or political lobbying, is not permitted.
10. Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software or documents. This includes, but is not limited to, downloading music.
11. Students may not connect personal electronic devices or computers to the school's network at any time or for any reason.
12. The use of computing resources at Westwind is a privilege, not a right. Any action by a user specifically delineated in this document, or determined by a system administrator to constitute an inappropriate use of a computer system or network system, is subject to consequences.

STUDENT DISRUPTION OF THE EDUCATION PROCESS / VIOLATION OF CLASSROOM PROCEDURES

Students at Westwind have the right to a quality education, free from unnecessary disruptions and distractions. Westwind's administration and staff have the responsibility to determine when a student's behavior is inappropriate, in violation of policy and/or disruptive.

Examples of behavior considered classroom disruptions are: students not performing assigned tasks; students exhibiting any behavior that interferes with the teacher's right to teach or student's right to learn; students speaking out at inappropriate times; students moving around the classroom inappropriately. Consequences of disruption are

outlined in the Westwind Discipline Matrix.

INSUBORDINATION

Students are expected comply with the reasonable requests of a staff member the first time they are asked. Failure to do so will be considered an act of insubordination. This will result in disciplinary action. Repeated offenses may result in long-term suspension.

VIOLATIONS OF THE CODE OF CONDUCT

Students who choose to violate the Code of Conduct will have a consequence for their behavior. Consequences may include, but are not limited to, before or after school detention, lunch detention, Friday school, suspension, or work assignments. Determination of consequences will include consideration of prior offenses and other circumstances surrounding the inappropriate behavior.

GOVERNMENTAL POLICY:

SCHOOL BOARD MEETINGS

School Board Meetings are held the second Tuesday of each month at 5:30pm in the conference room.

RIGHTS TO STUDENT RECORDS

Westwind respects the privacy of student records and recognizes that only pertinent and factual information should be contained in the permanent records of students. The Board of Education has adopted POLICY to insure the rights of parents and students over 18 years of age to review student records and to limit the amount of student record information that can be made available to people or agencies outside the school.

If the student is under 18 years of age, his/her parents have the right to review and challenge the content of the student's academic record and/or discipline record. If the student is 18 years old or older, he/she has the right to review and challenge the content of their own academic record and/or discipline record. Copies of these records are held in the front office.

Names, addresses and phone numbers will be released to law enforcement officials when requested in case of an emergency or violations of the law.

TITLE ONE STUDENT ELIGIBILITY & RANK ORDER PROCEDURE

Title I is a federally funded program designed to assist students who are struggling academically. Students are served through Westwind's tutoring program outside of school hours. Targeted Title One students will be referred into the program using the following criteria:

- Parent request
- AIMS results
- Terra Nova results
- Classroom academic performance
- Teacher referral

Students are rank ordered as to how services will be provided by scores on the state mandated assessment. Students are rank ordered by AIMS scores from lowest to highest, beginning with a score of 609. This is considered a score at the bottom of the "Falling Far Below" category. Students' rank order for service goes up from there.

Significant progress in academic achievement as shown through progress monitoring will allow students to move from frequent accommodations to less frequent and allow other students to receive additional help. Progress monitoring will be done through out the accommodation time period.

HOMELESS POLICY

Westwind enrolls homeless children and youth without barriers such as transportation, immunization, residency, birth certificates, school records or other documentation and guardianship. Faculty and staff are trained regarding removal of barriers and appropriate treatment of homeless children and youth (HY&C). Homeless students are not stigmatized or segregated on the basis of their status of homelessness. Transportation is provided via public transit at the request of the parent or guardian.

Westwind has a dispute resolution process that contains all the required components. HC&Y are enrolled in school of choice until dispute is settled. Westwind delivers a decision in writing and parents are notified of their right to appeal to the state level.

Westwind provides Title One services to homeless students, referrals to local preschool programs for siblings, transportation cards for public transit and referrals to medical, dental and mental health providers.

The liaison is the site administrator or staff member designated by the site administrator. The liaison ensures that HC&Y are identified, enrolled and receive educational services. The liaison informs parents of educational and related opportunities for their children and trains staff regarding homelessness.

TITLE ONE PARENT INVOLVEMENT POLICY

Westwind will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

WESTWIND CHILDREN SERVICES

Students who choose to violate the Policies & Procedures Agreement will have a consequence for their behavior. Consequences may include, but are not limited to, before or after school detention, lunch detention, off-campus suspension, or work assignments. Determination of consequences will include consideration of prior offenses and other circumstances surrounding the inappropriate behavior.

WESTWIND STUDENT CODE OF CONDUCT POLICIES & PROCEDURES AGREEMENTS SIGNATURE PAGE

My student and I have read and understand the Westwind Student Code of Conduct Policy and Procedures.

We understand what the student's responsibilities are as well as the parent's.

We have had the opportunity to ask any questions regarding this policy.

Student Signature

Date

Parent Signature

Date

Administration

Date