



**THE RISING SCHOOL**  
RISING TO ACHIEVE GREATNESS

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(520) 730-2657 [www.risingschool.org](http://www.risingschool.org)

# The Rising School's Student & Parent Handbook

2017-2018

**Motto**

Rising to Achieve Greatness!

**Mascot**

The Rising Storm

**School Colors**

Red, White, and Blue

**Mission Statement**

The Rising School is a high-quality college-prep school that prepares Tucson-area students for success in school, college, and 21<sup>st</sup> century careers.

At the Rising School:

- Students, parents, and teachers are treated with respect and enjoy being a part of a safe, caring community.
- Classes are engaging and relevant; teachers are experts in curriculum and instruction; and standards and assessments are rigorous.
- Students create quality projects; surpass state and national standards on assessments; and mature into alumni who are successful scholars and professionals engaged with their community and the world.

**Non-Discrimination Policy**

The Rising School (TRS) and Rising School, Inc., (RSI) are committed to a policy of nondiscrimination in relation to race, color, religion/religious beliefs, gender, age, national origin, sexual orientation, creed, citizenship status, marital status, disability, home language, family, social or cultural background. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom RSI and TRS do business.

**Ownership of The Rising School**

TRS is owned and operated by Rising Schools, Inc. (RSI), an Arizona nonprofit corporation and a federal 501c3 nonprofit. TRS and RSI are directed by the RSI/TRS Governing Board. George Rising is the Chief Executive Officer of RSI and the Principal of TRS.

**Application of this Handbook**

This Handbook is dated **July 27, 2017**. It supersedes any other previous TRS Handbook. Future TRS Handbook's will eventually supersede this one.

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## **Welcome by TRS's Co-Founder and CEO/Principal, Dr. George Rising**

Dear Students, Parents, and Guardians,

Welcome to The Rising School! We're excited that you've chosen to be an important part of our community!

TRS's primary goal is preparing our students for success in college and 21st century careers by delivering a rigorous, world-class education in a small, personal setting.

Since 2011, I have collaborated with numerous educational experts and business advisors to develop a school with the ambitious goal of "Rising to achieve greatness." Based on my personal experience as a principal at three outstanding schools in Tucson, I've concluded that the very best schools have a culture of high academic expectations, excellent instruction, and positive relationships among all stakeholders. And that's the type of school that we strive to have at TRS.

Educational research shows that the individual teacher in the classroom is the chief in-school variable affecting student learning. I've personally seen their impact time and again as a principal who has observed countless classroom lessons over the years. Our faculty averages over 15 years of teaching experience at the best charter schools in Arizona. Each teacher also is an expert in their content area. We are also committed to incorporating character development in our teaching. Whereas students' grades will be based solely on academic results, students' Civic Scores will be based on their effort, attitude, and helping others in the school and community.

Additionally, TRS provides a welcoming atmosphere to parents and students. We embrace an ethic of client service, viewing parents, students, and community members as a valuable clientele. Administrators will have an open-door policy, with longer in-depth discussions sometimes requiring appointments for scheduling reasons.

By signing up with TRS, you are now a respected member of our community. I hope that I can call upon you to help make TRS both a great school and a great community.

Sincerely,

George G. Rising, PhD  
Principal of The Rising School  
CEO of Rising Schools, Inc.

## **Students' Responsibilities**

Students must take an active role in monitoring their own academics and personal behavior and modeling appropriate behavior for their fellow students. To accomplish this, students must:

1. Become familiar with the academic and behavior standards;
2. Strive to follow the standards;
3. Accept feedback or discipline and use it to improve; and
4. Set goals for improvement.

### **Parents' and Guardians' Responsibilities**

No role model is more powerful than a parent or guardian. Parents are “first and forever teachers” who set much of the direction for their child. Thus, parents and guardians must:

1. Become familiar with the Handbook standards and discuss them with their children;
2. Support and reinforce academic and behavior expectations and disciplinary policies of the school by assuming the primary responsibility for the discipline of their children;
3. Cooperate with and support teachers and staff;
4. Maintain regular communication with teachers regarding their children’s academic work and behavior;
5. Ensure that children attend school every day, unless ill, and that they arrive on time;
6. Teach their children to seek positive resolution to problems and to handle confrontation non-violently; and
7. Provide their children with a nurturing and healthy environment.

### **School Staff Responsibilities**

Each member of the school staff has the primary responsibility of providing for the educational needs of all students and for the safety of the school environment. The school staff members are responsible for:

1. Maintaining an atmosphere conducive to learning and good behavior;
2. Teaching and modeling proper standards of conduct;
3. Building close and productive relationships with students and their families by demonstrating respect, caring and effective communication;
4. Utilizing informal strategies to intervene with academics and behavior;
5. Administering discipline in a fair and impartial manner to teach the principles of justice and citizenship by example;
6. Communicating on a regular basis with parents regarding their children’s academic and behavioral progress; and
7. Involving parents in the process of problem solving.

### **Community and Family Service Organizations' Responsibilities**

Public, private, religious, secular organizations and businesses can support the prevention, intervention, and remediation of issues associated with student discipline when they:

1. Assist in violence prevention, substance abuse education and character development.
2. Serve as a resource for families of students unable to meet the behavioral expectations of the school and community;
3. Assist students and parents in re-entry to schools following disciplinary exclusions;
4. Become partners with schools to coordinate services which support the school system disciplinary policies; and

5. Serve as mentors to help students develop positive social skills and to foster safe school environments.

**Admissions Requirements, based Arizona Revised Statutes, Education Code §15-184, which is reproduced here:**

Charter schools; admission requirements

A. A charter school shall enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building. A charter school shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. A charter school that is sponsored by a school district governing board shall give enrollment preference to eligible pupils who reside within the boundaries of the school district where the charter school is physically located. A charter school may give enrollment preference to and reserve capacity for pupils who are children of employees of the school, employees of the charter holder, members of the governing body of the school or directors, officers, partners or board members of the charter holder or pupils who attended another charter school if the charter school previously attended by the pupil has identical charter holder, board and governing board membership as the enrolling charter school, provided that any school that elects to give such enrollment preferences shall be treated as a single charter school for the purpose of establishing their support level weights for purposes of section 15-943. If remaining capacity is insufficient to enroll all pupils who submit a timely application, the charter school shall select pupils through an equitable selection process such as a lottery except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery.

B. Except as provided in subsection C or D, a charter school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

C. A charter school may limit admission to pupils within a given age group or grade level.

D. A charter school may provide instruction to pupils of a single gender with the approval of the sponsor of the charter school. An existing charter school may amend its charter to provide instruction to pupils of a single gender, and if approved by the sponsor of the charter school, may provide instruction to pupils of a single gender at the beginning of the next school year.

E. A charter school shall admit pupils who reside in the attendance area of a school or who reside in a school district that is under a court order of desegregation or that is a party to an agreement with the United States department of education office for civil rights directed toward remediating alleged or proven racial discrimination unless notice is received from the resident school that the admission would violate the court order or agreement. If a charter school admits a pupil after notice is received that the admission would constitute such a violation, the charter school is not allowed to include in its student count the pupils wrongfully admitted.

F. A charter school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

### **Non-Acceptance of Expelled Students**

TRS does not admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

### **Student Privacy: The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

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



For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **TRS's Notification to Parents Regarding Confidentiality of Student Education Records**

The Governing Board established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students. These policies and procedures also require that parents/guardians are informed annually of these rights in a reasonable manner. These policies and procedures are in compliance with:

- A. The Family Education Rights and Privacy Act; Title 20, United States Code Sections 1232g and 1232h; and the Federal regulations (45 CFR, Part (99) issued pursuant to such Act;
- B. The Education of All Handicapped Children Act; Title 20, United States code, Sections 1412 (2) (D) and 1417 (c); and the Federal regulations (45 CFR 121 a.560-575) issued pursuant to such Act; and
- C. Arizona Revised Statutes, Title 15, Section 151 as amended, 1978.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include but are not necessarily limited to identifying data; reports of psychological testing; health data; teacher or counselor observations; and verified reports of psychological testing; health data; teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These records are maintained in the school office under the supervision of the School Administrator and are available only to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the School Administrator for an appointment. Upon request, school personnel will be available to parents when it is not practicable for you to inspect and review the records at the office. Charges of the copies of records will be actual cost of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If any time an agreement between the school and parent cannot be reached, you may contact the School Administrator and request a due process hearing. Copies of the TRS Student Education Records Confidentiality Policies and Procedures may be reviewed in the Administrator's office. Federal law also permits a parent to file a complaint with the United State Office of Education in Washington, D.C.

### **Child Custody**

In cases where custody or visitation affects the school, the school will follow the most recent court order on file with the school. It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order.

### **Reporting Child Abuse**

According to state law, school employees are "Mandatory reporters," meaning that they must report suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services or local law enforcement agencies. People required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

Interviews by Child Protective Services (CPS) workers or the police investigating abuse/neglect may be conducted at school. The parent of a student who is the subject of the investigation or a sibling of the subject need not be given notice of such interviews. School officials may be present at the interview only if necessary to the investigation.

### **Immunizations**

Arizona law requires documentary proof of immunity against certain childhood diseases for students entering a school for the first time. With some exceptions, students who lack documentary proof may not attend school until proof is provided. Parents should regularly review immunization records with their child's health care provider. Contact the school staff if you have questions about your child's immunization records.

### **Safety Drills/lockdowns**

The school has procedures in place to handle emergency and crisis situations. The School has regular drills to practice lockdown and evacuation procedures. In the event of a civil emergency, TRS will work closely with the City of Tucson police and fire departments. TRS has a Response Team to assist staff, students and parents in preparing for, responding to or recovering from a crisis. During a crisis, you can access updated information by calling 480-844-3965.

### **Asbestos Notification**

The Asbestos Hazard Emergency Response Act (AHERA) requires all public and private elementary and secondary schools to inspect for asbestos in school buildings and to submit a report (management plans) to the State of Arizona. The School building has been certified asbestos-free. Documentation of this is available at the front office.

### **Cafeteria (Multi-Purpose Room)**

Proper nutrition is important to student achievement. Students are required to eat lunch and if parents sending lunch with the student, they are encouraged to send healthy food that provides

adequate nutrition for growing children. We encourage you to send drinks such as milk or juice with your child's lunch and healthy treats, when dessert is included.

The School participates in the National School Lunch Program (NSLP). Guidelines require that milk be served with school meals. If your child is allergic to milk, the school will substitute fruit juice. A note from your child's physician, requesting the substitution, must be on file in the office. For children who bring their lunch, milk or juice may be purchased. The price for meals is provided at the beginning of each school year.

Reduced-price and free meals are available to students who qualify based on family income. Applications and information for this benefit are distributed to every student at the beginning of school. Additional applications are available in the school office throughout the school year.

### **Medication**

When it is necessary for the student to take medication during school hours, school personnel may cooperate if the following conditions are met:

- Whether a prescription drug or an over-the-counter drug, the medication must come in its original container. The pharmaceutical label must be on the container of any prescription drug.
- The parent must provide written and signed direction to the school that the medication be administered. Directions for administration must match the label on the bottle, or the medication will not be given.
- For students on campus, medication shall be kept in the school office. Provisions may be made for students to carry asthma inhalers.
- Parents may sign permission slips for some over-the-counter medication. Parents will be called for permission before this medication is given to students in grades Kindergarten – 6th.

Designated office staff administer any necessary medication, with exceptions made for such things as field trips or off-site activities.

The school does not have a nurse on campus.

### **Transportation**

The school does not provide buses or other transportation to and from school.

The school does not provide crossing guards or crosswalks.

### **Attendance**

Research shows that high attendance is correlated with academic success in school. We want students in school all day every day, unless they are ill. Students are required by state law (ARS 15-802 & 15-803) to be in attendance every school day. Students who miss more than 10% of the school year (18 days) may not receive credit for that year and will be considered for retention.

To be documented as an excused absence, a telephone call from parent/guardian must be received in the office within 24 hours of the absence.

### **\$100 for 100 Attendance Incentive**

Two of TRS's beliefs are: 1) Students can't learn unless they attend class; research supports this notion, with studies showing a high positive correlation between attendance and student learning; and 2) all humans need incentives. Consequently, we encourage student attendance by providing the following incentive: any student who has perfect attendance for the first 100 days of school will receive an incentive of \$100. We call it our \$100 for 100 incentive.

IN ORDER TO EARN THIS \$100 INCENTIVE, STUDENTS MUST:

- 1) Have perfect attendance every day of the first 100 days.
- 2) Never be late or leave early (excepting TRS-sponsored and TRS-approved activities).
- 3) Have a cumulative Civic Score of 2.5 or higher on the 100<sup>th</sup> day (a 3.0 Civic Score represents "meets standard of appropriate behavior and civic duty").

### **Tardiness**

Students who are late to school disrupt the educational environment of other students. Multiple tardies will result in disciplinary action.

### **School Day Hours**

Students are expected to be at school at 8:25am. The regular school day ends at 3:30pm.

### **School Building Hours**

TRS's building is open on school days from 7:30am-5:00pm. Students are welcome in the building during these hours.

Unless they receive explicit permission from the principal, all students who are on the TRS campus before school (7:30am and 8:25am) and after school (3:30pm-5:00pm) must be inside the building in an appropriate location—the Multi-Purpose Room or the Student Lounge. These areas, along with the front office area, will be monitored before and after school hours. Students may be in classrooms before and after school only if they have permission from a TRS staff member.

TRS prefers that students use time before and after school to work on homework and other school projects. However, we welcome students socializing in a civilized, friendly manner, too.

Student must never play in the parking lot at any time.

Students may not play on the school's basketball court, unless they receive explicit permission from the principal.

### **Visitors**

Visiting parents and guardians are welcome on campus. Visitors need to check in at the office and wear a visitor's badge. We will not assume supervision or liability of students not enrolled at the academy.

### **Bicycles, Roller blades, Skateboards and Scooters**

The School encourages students to be safe. If you ride a bike to school, you should provide a padlock and lock your bike in the bike compound. Bikes should be registered and licensed for your protection. Students may not ride bikes in the parking lot. Skateboards, rollerblades, and scooters may not be ridden on campus before, during, or after school. The School is not responsible for loss, theft, or damage of personal possessions.

### **Distribution of Non-TRS Materials**

Information (announcements, pamphlets, newsletters, memos, etc.) may not be distributed to other students or staff on campus without prior authorization from the administration.

### **Electronic Devices Are Not Allowed During Class Time**

Electronic devices—including, but not limited to cell phones, portable video games and portable music devices—must be turned off and put away during class time. If these devices are visible/evident, they will be confiscated by staff, turned in to the office, and returned only to legal parents and/or guardians. Students choosing to bring electronic devices to school do so at the risk of confiscation, theft or damage; TRS is not responsible for the security of personal possessions.

### **“Child Find” Screening Procedures**

In accordance with law, TRS will utilize the following procedures for new students:

- Screening activities will be implemented for all newly enrolled students at the TRS. This will include, but is not limited to, procuring and reviewing all student files from students who were previously enrolled in another school and the completing of a screening form by the homeroom teacher for all newly enrolled students. Students transferring without sufficient records will also be screened.
- The screening of students will be completed within 45 days of enrollment.
- The screening will include consideration of academic or cognitive issues, vision, hearing, communication, emotional and psychomotor domains.
- TRS will maintain documentation and annually report the number of children within each disability category that have been identified, located and evaluated. The collection and use of data to meet these requirements are subject to the Academy’s confidentiality of student education records policies.

### **Academics: An Overview**

The Rising School will focus on creating a great college-prep school that is one of the best academic schools in Arizona. TRS’s curriculum, instruction, and assessments will be aligned to Arizona’s current College and Career Readiness Standards (Common Core Standards + 2010 Arizona Additions) and CCRS-aligned assessments, such as the state standardized assessment exams. Courses will also incorporate college-readiness content and skills aligned to AP, ACT, SAT, and other assessments. Students assessed in the bottom quartile based on CCRS-aligned formative assessments in math, reading, and writing will be required to take, in addition to all of the core courses, an intervention course in math, reading, or writing. The school will employ other intervention strategies—including a study skills course, plentiful tutoring, and elements of the Response to Intervention program—as the school focuses on academic progress for every student.

For more on the many specifics of our Academic Program, see our Curriculum booklet.

### **Academic Grade**

TRS uses a standard grading system: A+ (highest) through F (lowest).

Some courses are graded Pass/Fail.

### **Academic Honor Roll**

Any student with a cumulative GPA of 3.75 or above will earn a place on the Principal's List.

Any student with a cumulative GPA of 3.50-3.74 will earn a place on the Academic Honor Roll.

### **Civic Score**

Students receive a Civic Score each day in each class. They also receive an additional school-wide Civic Score earned for their actions outside of class time.

The Civic Score is based on a 1 (lowest) to 4 (highest) score:

4: Exceeds standard by doing 3 level as well as substantially & voluntarily helping others.

3: Meets standard of appropriate behavior and civic duty.

2: Approaching standard of appropriate behavior and civic duty.

1: Falls Far Below standard of appropriate behavior and civic duty.

Any student who is referred to the Principal's office will automatically earn a 1 score for that class period.

It is possible to earn a 1 score in a class session without being sent to the Principal's office.

### **Behavior Intervention for Civic Score**

Students scoring between 3.0 and 4.0 in Civic Score will be considered Tier 1 students.

Students scoring between 2.9 and 3.0 in Civic Score will be considered Tier 2, which will require the school to provide some extra help, intervention, and appropriate discipline.

Students scoring under 2.9 will be considered Tier 3, which will require the school to provide serious extra help, intervention, and appropriate discipline.

### **Civic Honor Roll**

Any student with a cumulative Civic Score in the top 10 of students will earn a place on the Civic Honor Roll.

### **Homework Policies**

Research clearly demonstrates that homework benefits students' academic achievement, especially as students get older and must become more independent as learners. For example, Professor Harris M. Cooper, in a meta-analysis that examined over 120 separate studies on homework's effect on students' academic achievement, found the following: "These studies revealed that the average high school student in a class doing homework would outperform 75% of the students in a no-homework class."

To most effectively increase student learning, however, homework must be assigned appropriately. To be appropriate, homework must be proper in the amount, the level of challenge, and the purpose. Additionally, appropriate homework does not require parents to act as teachers for their child's homework.

To make sure that homework is appropriate, our teachers follow these guidelines:

- As a group, our teachers and principal carefully monitor the amount of homework so that it is appropriate to students' grade level and does not take too much time away from other home activities. We set a rough guideline of a maximum of homework from all classes combined at 60 minutes per day for 6th graders, 70 for 7th graders, 80 for 8th graders, and 90 for 9th graders. Please note: these are rough guidelines, and it is possible that, on rare occasions, more than this amount of homework may be assigned. But if this ever occurs, we promise that it will be an uncommon and unusual occurrence.
- Teachers assign homework that does not require parents to act as teachers. Parents' involvement in homework is limited to: 1) setting up a quiet, comfortable setting for their children to complete their homework, and 2) asking questions of their child about their homework and serving as a sounding board to help students summarize what they learned in class and in their homework.
- Teachers assign homework that is set at the appropriate level of difficulty so that the student can and will complete it. Thus, appropriate homework is: 1) manageable enough for students to complete independently, and 2) challenging enough to be interesting.
- Teachers assign homework that has a legitimate purpose. Legitimate purposes include introducing new content, practicing a skill that students can do independently without parental help, elaborating on classroom information to deepen students' knowledge, and providing opportunities for students to explore topics that interest them.

It is interesting to note that students live 8760 hours each year (24 hours x 365 days). Yet they are in school less than 1100 hours per year. Thus, students spend only 1/8th of their lives in classes at school. We believe that a small fraction of that other 7/8ths of their lives can be spent on doing appropriate homework assignments that have been demonstrated to improve their academic achievement. That should still leave time for everything else that they want to do.

In addition, the school provides time for students to do homework at school. Our doors are open 1 hour before classes start and 1.5 hours after classes end; we strongly encourage students to do homework during this time. Moreover, each student has 2.5 hours per week of Study Skills class, where it is possible for student to complete homework. Finally, we encourage every teacher to provide time at the end of class so that students can begin their homework assignments.

### **Physical Education**

Our P.E. program provides developmentally appropriate learning experiences to increase physical competence, self-esteem, and joy through lifelong physical activity.

P.E. Attire: Students grades 6<sup>th</sup> – 8<sup>th</sup> are permitted to change clothes for P.E. classes. Proper attire for P.E. class includes clothes that permit full movement and shoes designed for sports. Shoes must enclose the entire foot (no open-toe or sandals).

## STUDENT CODE OF CONDUCT

### Expulsion Policy

Any student earning 10 detentions within 45 school days may be expelled. For serious offenses, students may be expelled or suspended with less than 10 detentions within a 45-school-day period.

### Definitions in the Handbook and Code of Conduct

In this Handbook and Code of Conduct, words will be given their ordinary meaning, unless those terms are otherwise specifically defined. In the event of any conflict in interpretation, the determination of the principal is final. The interests of safety and student and staff welfare shall be paramount considerations in the interpretation of disciplinary rules.

### What happens if a student only attempts to commit a prohibited act, or only supports someone else to attempt or commit a prohibited act?

A student who attempts to commit, who conspires to commit, assists the commission, or conceals the commission of any prohibited act under the Code or the rules adopted by any individual school is subject to disciplinary action as if the student had committed the act directly. This ensures that students develop a sense of personal responsibility for behaviors they encourage or solicit in others.

To be subject to discipline in any circumstance, however, the student must have, at a minimum, actively engaged in some behavior which facilitated, promoted, or protected the underlying behavior.

### Definition of “possession”

A student will be considered to “possess” or “be in possession of” a substance or object if the student:

- (1) knows of the nature, existence, and location of the substance or object, and
- (2) takes control of the substance or object, regardless of the length of time of that control or their intention.

Students who “hold something for a friend” are responsible for possession.

### What is the difference between criminal law and School rules?

Court proceedings relating to an incident at school are separate from the school’s disciplinary procedures. Courts take actions for violations of laws – usually criminal laws. Schools take disciplinary action for violations of school and School rules. Behavior which violates school rules may not violate criminal law. So, discipline may be imposed even if a court decides not to impose criminal penalties. The school administration may, however, be *required* to report certain kinds of student conduct to appropriate law enforcement officials if they also constitute a crime. Student conduct matters, however, are not governed by criminal law or court procedures. Conversely, juvenile or criminal court matters are not controlled by School rules or procedures. For example, different standards of proof and evidence exist between court and the School’s hearings. In the school setting, the “preponderance of evidence” standard applies. A preponderance of evidence exists where there is a greater weight or more convincing degree of evidence than the evidence offered in opposition to it.



## **Where and When TRS’s Student Code of Conduct Applies**

This Handbook applies to students at some very specific times and locations and at other times which are more general in terms that are determined by the impact of the behavior in question upon the school. This Handbook applies to students:

- During regular school hours;
- Whenever the student is being transported by the School;
- When the student is traveling to and from school by any other means, including walking or personal travel;
- During school events, including off-campus events and activities such as field trips and athletic competitions;
- At other times where a school employee has jurisdiction or authority over students, including summer activities;
- During other activities associated with or supported by the school in any way; and
- On school or School grounds at any time, regardless of whether school is in session.

Additionally, the principal may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students at school or on the orderly educational process of the School, because the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.

## **TRS Student Appearance and Dress Code Policy**

### **Enforcement and Interpretation of The Rising School’s Appearance and Dress Code**

- All Rising School personnel shall enforce the Student Appearance and Dress Code.
- The Student Appearance and Dress Code shall apply to all school and school-related functions, including those held off-campus and before or after school.
- In all cases, the principal shall have the final judgment in determining whether the Student Appearance and Dress Code was violated.

### **Reasons for The Rising School’s Appearance and Dress Code**

- Part of TRS’s mission is to help its students “mature into alumni who are successful scholars and professionals.” With this as a goal, TRS teaches its students the guidelines of professional behavior, which include appropriate hygiene, appearance, and clothing.
- Inappropriate hygiene, appearance, or dress can distract both self and others, and it can cause disruption of the learning environment.
- Inappropriate dress—for example, high-heel shoes or gang-associated clothing—can be unsafe.

### **Reasons Why The Rising School Does Not Currently Require School Uniforms**

- TRS has a reasonable Student Appearance and Dress Code that is consistently enforced (see below for details).
- TRS believes that students should be allowed freedom of choice within the explicitly defined parameters of the Student Appearance and Dress Code (see below for details).

However, TRS reserves the right to institute a school-uniform policy in the future if it concludes that the current policy has become unworkable.

## **Physical Appearance: Hygiene, Hair, Earrings, Piercings, and Tattoos**

### **Hygiene**

Cleanliness consistent with good health and to avoid offense to others is mandatory. Students judged unhygienic will be alerted of this offense in a private conversation with school personnel.

### **Hair: Color and Style**

Examples of unacceptable hair color or style include (but are not limited to):

- Garish colors, including orange, purple, green, or other unnatural colors.
- Hair color patterns such as plaid or stripes.
- Mohawk style.
- Extreme spiked hair.
- Other unusual and distracting hairstyles.
- Hair that is so long that it may be unsafe.

As in all other Appearance and Dress Code issues, the principal shall have the final judgment to determine whether hair color or style is in violation.

- Facial hair is allowed, but must be clean and neat.

### **Earrings and Jewelry**

Earring and jewelry are allowed for both females and males, with the following restrictions:

- Prohibited are earrings or jewelry that are distracting or disruptive of the learning environment. (All “grills” are considered distracting.)
- Prohibited are earrings or jewelry that are unsafe.

TRS discourages students from wearing expensive earrings or jewelry to school.

### **Piercings**

Piercings are allowed, with the following restrictions:

- Prohibited are piercings that are distracting or disruptive of the learning environment.
  - Most piercings in the face—including lips, checks, and nose—are considered distracting.
- Prohibited are piercings that are unsafe, including piercings that protrude.

### **Tattoos**

Tattoos are allowed, with the following restrictions:

- Prohibited are tattoos with inappropriate images or words, which includes profanity, racism, bigotry, violence, gangs, sex, drugs, alcohol, tobacco, and other inappropriate renderings.
- Prohibited are tattoos with gang-associated images or words.
- Tattoos must be covered if they are distracting or disruptive to the learning environment.
- Temporary markings may also be deemed in violation of the Appearance Code.

## **Dress Code Policy**

### **No Clothing that Is Too Tight or Too Loose/Too Saggy**

This includes no sagging pants: pant waists must be worn at the appropriate waist-level.

### **No Visible Undergarments or Pajamas**

- Undergarments, including bras and underwear, must not be visible.
- Prohibited is clothing worn as outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, pajamas, or sleepwear.

### **No Clothing that Exposes the Torso or Upper Thighs**

Examples of these types of dress-code violations include:

- See-through garments that reveal undergarments or skin.
- Shorts and skirts that rise more than 6 inches above the top of the knee.
- Bare-midriff outfits, including shirts tied at the midriff.
- Shirts with sleeves less than 3 inches wide on each arm, including:
  - Halter tops.
  - Tube tops.
  - Tank tops without over shirts.
  - Spaghetti strap garments without over shirts.
  - Backless dresses.

### **No Clothing with Words or Images Associated with Inappropriate Subject Matter**

Prohibited is clothing with inappropriate images or words, which includes profanity, racism, bigotry, violence, gangs, sex, drugs, alcohol, tobacco, and other inappropriate renderings.

### **No Unsafe Footwear; No Open-Toed Shoes; No Flip-Flops**

- Unsafe footwear includes extreme high-heeled shoes.
- Shoes must be enclosed at both the toe and heel.
  - Flip-flops are therefore not allowed.
- Sandals are allowed as long as they are completely enclosed, including toe and heel.

### **No Hats, Headgear, or Head Covering, except when approved by the Principal.**

- Hats may be worn outdoors.
- Clothing with attached hoods, including hoodies, may be worn, but the hood itself must not be worn and head must be uncovered.

## **Violations the Student Appearance and Dress Code Policy**

### **Interpretation of Violations of the Student Appearance and Dress Code**

In all cases, the principal shall have the final judgment in determining whether the Student Appearance and Dress Code was violated.

### **Consequences of Violating the Student Appearance and Dress Code**

#### **Consequences for Appearance Violations**

Consequences include the following (more than one consequence may be applied):

- Student being required to cover or remove (if possible) inappropriate hair, earrings, jewelry, piercings, tattoos, or other markings (including temporary markings).
- Other disciplinary consequences.

### **Consequences for Dress Code Violations**

Consequences include the following (more than one consequence may be applied):

- Student being required to exchange inappropriate clothing for clothing that the student has at school.
- Student being required to wear school-supplied clothing.
- Student being required to call parent/guardian to bring appropriate clothing.
- Other disciplinary consequences.

### **Repeated violations of the Student Appearance and Dress Code Policy**

Repeated violations of the Student Appearance and Dress Code Policy shall be treated as disruptive behavior under the Code of Student Conduct.

### **Specific Behaviors Prohibited by TRS's Student Code of Conduct**

Prohibited behaviors are classified by the following categories:

- Aggression and Hostility
- Alcohol, Tobacco, Medications and Other Drugs
- Arson and Combustibles
- Attendance Violations
- Harassment, Threats, Bullying and Intimidation
- Academic Dishonesty (Lying, Cheating, Forgery or Plagiarism)
- Disruptions to the Academic Process
- Threatening the School Environment
- Sexual Behaviors
- Technology Abuses
- Theft
- Trespassing
- Vandalism and Damage
- Weapons and Dangerous Items

### **School Disciplinary Actions:**

Where appropriate or required, school personnel may implement the following disciplinary actions:

- **Activity Restriction** – A student may be restricted from participating in or attending school activities such as dances, performances, athletic contests, team practices, club meetings, events, parties, etc.
- **Conference** – Meetings or contacts between two or more of the following: the student, parent, principal, and other School staff members.
- **Detention** – Restriction of a student's activities during, or a requirement to attend, non-academic time, such as before or after school, during recess, or during other free time, including a "Saturday school".
- **In-Class/School Disciplinary Action** – Consequences, which do not require suspension from school, such as loss of privileges, additional work assignments, temporary removal from class, and/or other classroom or school-based consequences.

- **In-school Suspension** – An alternative to suspension program established at the school to which students are assigned and by which students are removed from the regular education setting.
- **Probationary Contract** – A written document setting out academic and/or behavioral stipulations for the student. Violation of the contract will result in additional, usually more severe, disciplinary action.
- **Reprimand** – The student is reprimanded, verbally or in writing, by a principal or other staff member.
- **Removal by Teacher from Class** – The teacher is responsible for maintaining an appropriate learning environment in the classroom. Arizona law, therefore, permits a teacher to temporarily exclude a student from the teacher’s class for serious disruption of the educational process within the teacher’s classroom or for exhibiting persistent disobedient behavior. The teacher may also refuse to readmit the student to the classroom under certain circumstances. In the event of such a removal from class, the student will report to a location at school determined by the school principal. School procedures which determine whether the student may return to the class are then implemented.
- **Revocation of Automobile Privileges** – The student is not permitted to drive a vehicle onto school grounds.
- **Short-Term Suspension** – Suspension of a student from school for up to nine (9) school days. During the term of a short-term suspension, the student must remain away from all School schools and activities. If it is necessary for a student to come to a school during a short-term suspension, the student must make prior arrangements with the principal to do so. A short-term suspension imposed by the principal’s designee may be appealed to the principal. A short-term suspension, which was imposed or approved by the actual school principal, is not subject to appeal.
- **Student Schedule or Curriculum Adjustment** – Change in class schedule, teacher, courses, instruction, or access to components of curriculum.
- **Time Out** – A student is removed from instruction in the classroom or from other school activities for a period not to exceed three hours. During time out, the student is reassigned to a supervised area such as the principal’s office, alternative or in-school suspension programs, or responsibility rooms.
- **Work Assignments/Community Service** – A school or the School may elect to provide the student with an opportunity to perform supervised activities related to the assistance of School personnel, or to the upkeep and maintenance of school facilities or other public properties, instead of serving or while serving a suspension or expulsion. The student and parent(s) may also request this alternative, however the final decision rests with the principal. Supervision by parents may be required for this alternative.
- **Long-Term Suspension** – A suspension of a student from school for a term not to exceed the total number of school days in one school year (presently 182 school days). A long-term suspension may carry over from one school year into the next. During the term of a long-term suspension, the student must remain away from all School schools and activities. If it is necessary for a student to come to a school during a long-term suspension, the student must make prior arrangements with the principal to do so.
- **Expulsion** – During the term of an expulsion, the student must remain away from the School and all of its activities. If it is necessary for a student to come to the School during an expulsion, the student must make prior arrangements with the principal to do so.

During a long-term suspension, the principal may recommend that the Governing Board also consider expulsion. In that case, the principal will make a recommendation to the Governing Board as to whether the student should be expelled. After an Expulsion Hearing before the Governing Board, the Governing Board will determine whether a student should be expelled.

### **Student's Age and Developmental Factors**

The rules and procedures outlined in this Student Handbook apply to all School students.

The age, maturity and developmental factors of students may be considered in determining the type of disciplinary action to be taken in the event of violations. Generally speaking, the older and more mature a student is and/or the more serious the infraction, the more personal responsibility the student will carry for his or her actions.

School personnel who administer student discipline will follow appropriate disciplinary procedures for disabled students when dealing with students in special education programs, with those receiving Section 504 accommodations, and with those who are pending evaluation.

## **SPECIAL DISCIPLINARY RULES**

### **Weapons and Drugs**

In the case of *weapon* or *drug* violations, long-term suspensions, and expulsion hearings are MANDATORY, with limited exceptions.

Possession of weapons is a particularly serious matter. Federal and state law require the School to expel any student who brings a firearm to school or to a school activity.

### **Threatening an Educational Institution**

Arizona law prohibits any person, including students, from threatening the safety and security of a public school.

In accordance with Arizona Revised Statutes Section 15-841(H), a student who threatens a school must be expelled for a period of no less than one full year.

### **Behaviors That Must Be Reported to Law Enforcement**

Regardless of disciplinary action taken (or not taken) by a school, certain student behaviors must be reported to appropriate law enforcement authorities under the law. In accordance with law, school officials will report the following behaviors to law enforcement authorities:

- Aggravated assault
- Arson
- Bomb threats
- False fire alarms
- Non-accidental injuries to student.
- Assault
- Possession of weapons
- Possession, sale, or distribution of drugs; dangerous items, or alcohol

- Sexual assault/misconduct
- Threatening an educational institution

The School will also report any person's involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events.

Additionally, the principal may report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions
- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The School may also report any person's disruption or interference with any school function.

## **STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING**

The Rising School believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The School further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The School, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The School shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### **Definitions**

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, or
- damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other School-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation/preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### **Prohibitions and Discipline**

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

### **Reporting Incidents of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, should report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.



The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable School policies and administrative regulations.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered.

Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the School for not less than six (6) years. In the event the School reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Principal shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

Law enforcement authorities shall be notified any time School officials have a reasonable belief that an incidence of bullying is a violation of the law.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
- Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
- Threatening to cause damage to the School, the property of the School, or the property of any person attending the School.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the School function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at supervised functions sponsored by the School.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of School security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.

- Knowing violation of a School rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

### **Additional Requirements of the General Public**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Principal or the Principal's authorized representative.
- Any member of the general public considered by the Principal, or a person authorized by the Principal, to be in violation of these rules shall be instructed to leave the property of the School. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- No person shall possess or engage in the use of medical marijuana on School property, at a School event, or in a School vehicle.
- No smoking: Arizona law prohibits tobacco products on school grounds, including but not limited to: school parking lots, playing fields, school buses, vehicles, school sponsored activities/events, and the area within 200 yards of a school facility.

### **TRS COMPUTER-USE POLICY**

Student access to TRS computers and Internet connection is a privilege, not a right. Access requires responsibility.

#### **Student Computer Use**

Computers may not be used without staff supervision. Programs or files of any sort may not be copied on installed without permission. Nothing is to be copied to, or from school computers until the flash drives have been scanned for viruses. The TRS file server is off limits to students. Students who have permission to access the Internet may not access pornographic, drug related, satanic, or occult sites. Screen savers are not to be changed without prior approval and nothing may be printed without staff approval. Violators of this policy will be disciplined accordingly.

Students must follow all lab rules posted, including no food, candy or beverages in the lab rooms. Students are not allowed on teacher computers. Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

### **Computer and Internet Use Policies**

TRS provides computers and Internet access to support the educational mission of its schools and to enhance the curriculum and learning opportunities for students. The rules listed here are intended to provide students with general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. TRS is in compliance with the Children's Internet Protection Act and has established a technology protection measure that protects students by blocking access to material on the internet that is obscene, child pornographic, and/or is harmful to minors. Parents should understand that while reasonable precautions will be taken to supervise student use of the Internet, TRS cannot prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet. *Parents may opt to not allow their child to use computers or the Internet while at school. Parents who wish to exercise this right should notify their school's principal in writing.*

### **Computer Use Is a Privilege, Not a Right**

Student use of a school's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principal will have final authority to decide whether a student's privileges will be denied, revoked and/or reinstated.

### **Acceptable Use**

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations that govern student conduct and communications will apply to student use of computers and the Internet. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet services.

## Prohibited Use

- Sending or displaying hateful or pornographic messages or pictures.
- Using obscene language or profanity.
- Harassing, insulting, or attacking others (cyberbullying).
- Engaging in promoting violence.
- Engaging in racial, gender, or other slurs.
- Receiving or transmitting information pertaining to dangerous instrumentality such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using other's passwords.
- Trespassing in other's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Transmitting personal information without written parental consent.
- Accessing areas considered as borderline without written parental consent.

The user is responsible for his/her own actions involving school computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- **Accessing Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- **Illegal Activities:** Using the school's computers, networks and Internet services for any illegal activity or activity that violates other Governing Board policies, procedures and/or school rules.
- **Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the student's teacher or principal.
- **Plagiarism:** Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
- **Copying Software:** Copying or downloading software without the express authorization of the student's teacher or principal.
- **Non-school Related Uses:** Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.
- **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts.
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks and Internet services, including, but not limited to, hacking activities and creating/uploading computer viruses.
- **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.

- Misuse of School Name or Logo: Misuse of a school name or logo on a personal Web site that gives the reader the impression that the Web site is an official Web site of TRS.
- Hacking: No students may attempt to hack or hack a website on a TRS computer. This behavior will not be tolerated at any level.
- Proxies: The use of proxies to compromise the school's filtering software is expressly forbidden. Any student who uses a proxy will lose their internet privileges.
- Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other School-owned property, and by means of an individual's personal electronic media and equipment.

### **No Expectation of Privacy**

The school retains control, custody and supervision of all computers, networks and Internet services owned by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

### **Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian will be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of these policies relating to computer use, including investigation of violations.

### **School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school assumes no responsibility for any unauthorized charges made by students, including, but not limited to, credit card charges, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.

### **Student Security**

A student will not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teachers if they access information or messages that may seem dangerous, inappropriate or make them uncomfortable in any way.

### **System Security**

The security of the school's computers, networks and Internet service is a high priority. Any user who identifies a security problem must notify a supervising teacher. The user will not demonstrate the problem to others. Any user who attempts or causes a breach of system security will have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

### **Acceptable Use Policy for Students**

The School makes available access to the Internet, a worldwide computer network, for all students and their teachers. TRS is in compliance with the Children's Internet Protection Act. Through the use of the Internet, students can use hundreds of databases, libraries, images, email

and computer services from all over the world. Their teachers can also access current research, lesson plans and classroom materials. TRS believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While TRS provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for how the Internet is used.

## **INSTRUCTIONAL ASSURANCES**

When the Internet is being used, the following assurances will be made:

- Supervision will be provided at all times.
- All activities using the Internet will have a curriculum focus and well defined purpose.
- Internet safety and etiquette rules will be introduced before beginning an Internet project.
- All students will receive instruction in Digital Citizenship to ensure responsible use of the internet.
- All searching activities will be structured using age-appropriate search engines.
- “Free surfing” will not be allowed on the Internet in the classroom or computer lab.
- Chat rooms, email and other types of direct electronic communication will be filtered by the TRS and the use will be determined by the site and closely monitored by the teacher.
- Any information published or submitted through the Internet is not private; therefore, no students photos, addresses or student last names will be published on TRS Internet web pages.

### **The User Must:**

- Use the electronic information system for educational purposes only.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, threatening, racially offensive or illegal.
- Not attempt to harm, modify system files or data belonging to other users.
- Not attempt to gain unauthorized access to TRS systems or data, destroy software, or interfere with system operation or security.
- Register her or her password with the teacher and keep his/her password private.
- Notify a system administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Understand that e-mail should not be considered absolutely secure or private.
- Understand that computer activities, including e-mail, may be monitored and tracked.
- Not reveal student personal information.
- Not use the system to make any unauthorized purchases or to conduct any non-approved business. *TRS is not responsible for any illegal activity conducted by its members through the use of our network.*
- Abide by all copyright, trademarks, and license restrictions.
- Follow all TRS Policies and Student Handbooks as written.

Student use of information systems is acknowledged to be a privilege, not a right. Students must adhere to strict TRS guidelines. Administrator(s) will deem what is appropriate and inappropriate use of information systems. Any action by a student determined to constitute an inappropriate use subjects the student to disciplinary action. Depending on the seriousness of the user's offense, consequences will be administered as stipulated in the Student Handbook and/or TRS Policy. Students will also be subject to all applicable state and federal laws.

Students and parents/guardians of students must understand that their student may have access to the Internet. Through the use of filtering software and supervision, TRS limits access to inappropriate materials on the Internet. Students and parents should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student's responsibility to follow these regulations and the directions of staff.

I understand and will abide by the above terms and conditions of this acceptable use policy, and will use computer and electronic resources for curricular purposes only. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me and my parents or guardians. Should I commit any violation, I am subject to consequences of the school and TRS disciplinary code and of state and federal law.

***Parent or guardian may deny access - Parents may opt to not allow their child to use computers and the Internet while at school. Parents who wish to exercise this right should notify their school's principal in writing. Products that filter Internet access will be tested on an ongoing basis and may be substituted in the future.***



### **Key School Rules:**

No touching others: this includes no piggyback rides or carrying others  
No throwing objects (except for appropriate playing outside)  
No running or skipping (except for appropriate playing outside)  
Eating of food only in Cafeteria (includes no eating outside)  
No loud intentional noises, including screaming, loud burping, and scuffing feet  
No fighting  
No rough play  
No pretending to hit or hurt others  
No taking or damaging school property  
No taking or damaging other people's property  
No littering  
No gum chewing  
No insults  
No threats  
No vulgar language  
No touching windows  
No slamming doors  
No sitting on tables  
No standing on chairs or tables  
During the Pledge of Allegiance: Students may say the Pledge correctly or be silent

### **School Rules in all Classrooms**

Follow directions the first time they are given  
All classrooms have a seating chart  
Be in your assigned seat when the class starts  
Raise your hand to attract the teacher's attention  
Use must have the teacher's permission to:

- Talk
- Leave your assigned seat
- Sharpen your pencil
- Leave the classroom

Bring all required materials to class  
Cellphones and electronic devices must be put away in pockets, backpacks or purses  
No personal grooming in class  
No cheating  
One student out of a classroom at a time—with teacher's permission  
Students must sign out and note time when leaving room during class time  
Students must sign in and note time when re-entering room  
Individual teachers have additional rules and procedures

### **Expulsion Policy**

Any student earning 10 detentions within a 45-school-day period may be expelled. For serious offenses, students may be expelled or suspended without earning 10 detentions in a 45-school-day period.

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**Parent signature form for the Student-Parent Handbook.**

Student Name: \_\_\_\_\_

By signing below, I affirm that I have received the *TRS Student & Parent Handbook for 2016-17* and that my student and I will familiarize ourselves with the rules and policies in this handbook:

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_