

CASA VERDE HIGH SCHOOL PARENT & STUDENT HANDBOOK

2010 – 2011



<http://cvhs.cguhsd.org/>

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District Office Staff

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Mrs. Lori Gerkey, Director of Exceptional Student Services

Mr. Terrance Quest, Business Manager

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Mrs. Donna Zimmerman, Member

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SECURITY STAFF

JW Salazar, ISS Supervisor

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Vision

Excellence in the individual & education

Preparation for higher education & the globally thinking individual

Inspiration for achievement in each individual's talents and education

Challenge thinking and communication processes and within the curricula

Mission

Our mission is to provide an E.P.I.C. (Excellence, Preparation, Inspiration, & Challenge) Education for global thinking learners of the 21st century.

Goals

Excellence

- Develop responsible lifelong learners who are leaders within the global community
- Use Socratic seminars, inquiry teaching, and other best practices within the classroom

Preparation

- 100% of graduates pursue & complete higher education
- Develop a global perspective on cultural, social, political, and environmental issues

Inspiration

- Develop each individual's skills & talents to their full potential
- Create learners who strive to excel in all aspects of their education and life

Challenge

- Understand intellectual inquiry and uses in life
- Use critical & analytical thinking and work collaboratively with others
- Create and apply curricula that challenges all students in all aspects of learning

2010-2011 BELL SCHEDULES

Regular Week:

Monday			Tuesday & Thursday			Wednesday & Friday		
Start	End	Period	Start	End	Period	Start	End	Period
8:20	9:15	1	8:20	9:50	1	8:20	9:50	2
9:20	10:10	2	9:55	11:25	3	9:55	11:25	4
10:15	11:05	3	11:25	12:00	Lunch	11:25	12:00	Lunch
11:10	12:00	4	12:05	12:50	C.P.	12:05	12:50	C.P.
12:00	12:35	Lunch	12:55	2:25	5	12:55	2:25	6
12:40	1:30	5						
1:35	2:25	6						

Finals:

Finals Schedule		
12/16/10, 12/17/10, 5/24/11, & 5/25/11		
Start	End	Period
8:20	9:40	1st/2nd
9:45	11:05	3rd/4th
11:10	12:30	5th/6th

Thanksgiving half-day (11/24/10):

Early Release		
11/24/10 Thanksgiving Break		
Start	End	Period
8:20	9:00	1st
9:05	9:40	2nd
9:45	10:20	3rd
10:25	11:00	4th
11:05	11:40	5th
11:55	12:30	6th

Dates to Remember

School Pictures (Seniors) July 13-14, 2010

Meet your Teacher Night August 20, 2010

School Pictures (Underclasman) September 16, 2010

ASVAB September 21, 2010

ASVAB Interpretation TBA

End of first nine (9) weeks October 8, 2010

Fall Parent/Teacher Conference October 22, 2010

PSAT (at CGHS)

AIMS Retest (Writing, Reading and Math) October 26-28, 2010

PLAN Test (at CGHS)

Final Exams December 16-17, 2010

End of second nine (9) weeks December 17, 2010

Spring Parent Conference February 18, 2011

AIMS (Writing and Reading) March 1-2, 2011

AIMS (Make-up Writing & Reading) March 2-3, 2010

End of third nine (9) weeks March 11, 2011

Stanford -10 (9th Grade) April 5 2011

AIMS (Math) April 5 2011

AIMS (Science) April 6 2011

Make-up for AIMS Math April 12, 2011

Finals (Senior) May 18-19, 2011

Graduation May 23, 2011

Finals (Underclass) May 24-25, 2011

End of fourth nine (9) weeks May 25, 2011

Last day of School May 25, 2011

Site Council Meetings

August 20, 2010

September 9, 2010

October 7, 2010

November 9, 2010

December 9, 2010

January 13, 2011

February 10, 2011

March 3, 2010

April 7, 2011

May 4, 2011

Brown Bag Lunches with Parents

August 20, 2010

September 10, 2010

October 8, 2010

November 2, 2010

December 10, 2010

January 14, 2011

February 11, 2011

March 4, 2011

April 8, 2011

May 5, 2011

Dates Students Not In Attendance

Labor Day September 6, 2010

County In-service September 17, 2010

Fall Break October 11-15, 2010

Veteran's Day November 11, 2010

Thanksgiving Vacation November 24-26, 2010

Winter Break Dec. 20, 2010 – Jan. 2, 2011

Martin Luther King Day January 17, 2011

President's Day February 21, 2011

Spring Break March 14-18, 2011

In-Lieu Day April 22, 2011

Progress Reports*

1st quarter September 3, 2010

2nd quarter November 12, 2010

3rd quarter January 28, 2011

4th quarter April 8, 2011

*Eligibility checks for extra-curricular activities will occur each Friday at 2:30 PM.

Due Process

Students at Casa Verde High School have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied. If you fail to fulfill your responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, you are entitled to the following due process.

- *Must be informed of the accusations against you.
- *Must have an opportunity to accept or deny the accusations.
- *Must have the factual basis for accusations explained to you.
- *Must have a chance to present an alternative factual position if the accusations are denied.

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records.

Arizona Statute 15-210

A person who knowingly insults or verbally abuses a teacher on school grounds or while the teacher is performing his/her duties is guilty of a misdemeanor and is punishable by a fine and/or punishment.

Mandatory Reporting Of Criminal Activity to Law Enforcement

Due to the requirements of Arizona Revised Statutes (ARS 13-3620) schools and school employees are required to report criminal activity to local law enforcement and report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. The law requires schools to report threats, or rumors of threats, against schools, student and school personnel. Schools must also report all incidents of non-accidental injury which occur during altercations at school.

Parents Right to Know Title I School-wide and Title I Target Assistance Programs

Under NCLB Public Law 107, Section 1111.1, districts must notify parents of students attending Title I School-wide and Title I Targeted Assistance Programs that parents may request information on the professional qualifications of the student's teacher. The information must state if:

- ◆ the teacher meets State Qualifications/licensure requirements,
- ◆ the teacher is teaching under an Emergency Teaching Certificate,
- ◆ the teacher has a baccalaureate degree,
- ◆ the child receives services from a paraprofessional and
- ◆ the qualifications of the paraprofessional

El Derecho de los Padres para Saber Escuelas Título I y Programas Orientados con la Ayuda Título I

Bajo la Ley Pública NCLB 107, Sección 1111.1 los distritos deben notificar a los padres de los estudiantes asistiendo Escuelas Título I y Programas Orientados con la Ayuda Título I que los padres podrán solicitar información sobre los títulos profesionales del maestro del estudiante. La información debe declarar si:

- ◆ el maestro cumple con los requisitos Estatales de Título/licencia,
- ◆ el maestro está enseñando bajo un Certificado de Enseñanza de Emergencia,
- ◆ el maestro tiene un título o una licenciatura,
- ◆ el niño recibe servicios de un "paraprofessional" (persona capacitada para asistir a un profesional) y
- ◆ las aptitudes del "paraprofessional"

Code of Conduct

- Act in a Safe and Healthy Way
- Treat All Property with Respect
- Respect the Rights, Dignities, and Needs of Others
- Take Responsibility for Learning

Classroom Expectations

CVHS recognizes that the classroom is one of the most critical areas of an educational system. Each teacher establishes the rules and procedures for his/her classroom. Students are expected to observe the rules and procedures, and to comply with any

reasonable request/direction of the teacher. The course syllabus is the resource for each teacher to explain their individual classroom rules and expectations. Examples of these are (but not limited to): Food/Gum/Drink, Cell Phones, MP3 Players (I-Pods), Homework Deadlines, etc.

Closed Campus

Students: Students are to remain on campus from the time of arrival until after their last class of the day. Being off campus without permission will result in disciplinary action.

Non-students: For reasons of security, only those officially enrolled as students are permitted on campus during the school day. Parents and others wishing to conduct official business must report first to the administrative office. All others may be deemed as trespassers and are subject to arrest (ARS Title 13).

Student Parking

Students will be allowed to park on campus with a student parking permit. Parking permits can be purchased in the office. Rates are based upon GPA.

4.00-3.50 =Free

3.49-3.00 =\$10

2.99-0.00 =\$20

Parking will be located along the south wall of the back parking area. For the health and safety of others, student drivers are asked to drive cautiously. Driving fast or recklessly in the parking lot or around campus is not allowed and may result in loss of parking privileges. When buying a permit you will be asked to sign a safety contract.

Student I.D. Cards

All students must wear a current year Casa Verde High School I.D. on a lanyard at all times while on campus. One I.D. and lanyard are issued per student. If the card or lanyard are lost, forgotten or stolen, it will be replaced at a cost to the student. No more than 2 charges on your bookstore account for an ID will be allowed, ISS will be assigned until a new ID can be purchased.

Attendance

Absences

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work and higher education. Please make every effort to schedule routine medical appointments after school or when school is not in session. All absences must be DOCUMENTED. The Excused Documented absences are:

- MEDICAL (Doctor Note, Medical Receipt, or Pharmacy Charge)

- COURT (Court Document)
- BEREAVEMENT (Funeral Announcement, Obituary, or Death Certificate)

All other absences are considered undocumented (including parent calls) until the correct documentation can be provided to the CVHS office.

Chronic Illness, a letter from a doctor is good for one school year but the parent must still call in for each absence.

If a student misses more than 15 minutes of a class, a student is considered absent.

1st undocumented absence = Parents contacted by the school

2nd undocumented absence = Parents contacted by the school

3rd undocumented absence = Parents contacted by the school

4th undocumented absence = Student receives a No Credit (NC) for the class

Tardies

3 undocumented tardies = 1 undocumented absence.

In addition, undocumented tardies will result in:

1st Tardy = 1 Day Lunch Detention

2nd Tardy = 3 Days Lunch Detention

3rd Tardy = 5 Days Lunch Detention

4th Tardy = 7 Days Lunch Detention & Parent Conference

5th Tardy = 1 Day ISS + 5 Days Lunch Detention

6th Tardy = 2 Days ISS + 5 Days Lunch Detention

7th Tardy = 3 Days ISS + 5 Days Lunch Detention

8th Tardy = 2 Days OSS

9th Tardy = 3 Days OSS

Perfect Attendance

Students with Perfect Attendance will be eligible for awards and/or special privileges (please see the Principal's List).

Electronic Devices

Cell Phones

Cell phones use is permitted on a limited basis before school/after school/lunch and must be put away during class time (including the morning lab). Cell phones may be used for academic purposes, per teacher's discretion, only as long as it does not disrupt the educational process (see classroom rules listed on the course syllabus).

MP3 Players (I-Pods, and other devices)

MP3 player use is permitted on a limited basis before school/after school/lunch and must be put away during class time (including the morning lab). MP3 players may be used for academic purposes, per teacher's discretion, only as long as it does not disrupt the educational process (see classroom rules listed on the course syllabus).

Confiscation of Electronic Device

If a device (cell phone/MP3 player) is confiscated from a student per the syllabus, the device will be turned into the office by the end of the school day and parents will be contacted. **The school is not responsible for lost/stolen/damaged property.**

Electronic Device Misuse (Sexting & other)

We promote **appropriate** use of electronic devices. Students caught using electronic devices in illegal ways will be turned over to Casa Grande Police Department. Parents need to talk to their students about sexts (sexually explicit cell phone messages or photos). Understand that these types of materials may be considered exploitation of a minor and are a crime.

Field Trips and Other Excursions

Field Trips are planned for educational purposes to meet classroom objectives. Field Trips are a privilege. Off Campus activities may include, but are not limited to, pep assemblies, field trips, and other events. Decisions about eligibility to attend off campus events may be based on attendance, grades, and/or behavior. Students will lose trip privileges for too many absences, grades below 70%, failing to make up work or any other reason deemed appropriate by the principal and teacher. When representing the school at off campus functions please remember you are not only a reflection of yourself, your family and the community of Casa Grande. Be on your best behavior.

The Principal's List

The Principal's List program is intended to recognize, reward, and celebrate individual growth and development. At the end of each semester, students meeting the criteria:

1. Academic Excellence (No NC or No Credits)
2. Citizenship (No Discipline Referrals)
3. Attendance (No undocumented absences or tardies)

Graduation Requirements

In order to graduate from CVHS, a student must meet the below requirements and also meet the standard on the Writing, Reading, Math sections of AIMS test.. The CGUHSD Board of Governors has approved the following requirements.

COURSES	CREDITS
English	4
Mathematics	4
Science (lab)	3
Social Studies	3
Fine Arts	1
Electives	6
Physical Education	½
Health	½

Good standing means students must demonstrate satisfactory performance in all classes by having a 70% or above grade average, no excessive absences and tardies (see policy) and no discipline referrals.

Athletes Competing In College

NCAA regulations require 13 core classes, minimum of 820 on the SAT or 17 on the ACT, and an application for eligibility to play Division I or II college athletics.

Honors

A junior student who has a minimum grade point average of 3.5 and service points is eligible for screening for National Honor Society (N.H.S.). The four-(4) qualifications for faculty screening are:

1. Scholarship
2. Service
3. Leadership
4. Character

Academic Letters or Bars are awarded to students with cumulative GPAs of 3.5 or above.

Students having a cumulative GPA of 3.5 or above will receive a President's Education Award for Outstanding Academic Excellence.

Guidance Services

The guidance counselor is here for the benefit of every student. Counseling services are designed to serve the needs of individual students in preparation of academic schedules, long-range school programs, vocational or college planning, course adjustments and personal matters.

Honor Roll

The student must meet the following to qualify for the honor roll:

- Have a 3.0 grade average or better.
- Must be taking at least four subjects.
- Must not receive a “NC” in any subject.

Extra-Curricular Athletics/Activities

Casa Verde students may participate in athletics at Casa Grande Union High School or Vista Grande High School depending upon the students domicile residence. Please call the CVHS office with any questions about the school of participation.

All student athletes and some activities are required to take place in the random drug screening for the CGUHSD district. For more information contact Barbara Cardinal at Casa Grande Union High School (520) 836-8500 or Glenda Sulley at Vista Grande High School (520) 876-9400.

All student athletes are required to maintain grades in order to participate. Grade checks will be made every Friday for eligibility for the next week. Please contact the CVHS office with any questions.

Conduct and Discipline Code

The state law of Arizona makes the school responsible for the conduct and well being of pupils from the time they leave home in the morning until they reach home in the evening. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause. **Students are subject to discipline if infractions occur during any of the following:**

- Any Casa Verde High School or Casa Grande Union High School District activity/athletic event (home or away, day or night).
- To and from school or school activities.
- In classrooms or on any CGUHSD campus.

ZERO TOLERANCE

The District has a zero tolerance policy toward the following infractions that occur on or around school property. In addition, school rules apply to off-campus school-sponsored events and activities.

Weapons, including the use or possession of dangerous instruments and explosive devices*

Drug/alcohol related offenses**

Assault
Fighting
Obscenity/Profanity toward adults

The above infractions may result in out of school suspension and recommendation for a discipline hearing. These are only examples. Other serious misconduct and most second offenses may be given similar treatment.

*Governing Board policy states that students violating weapons policy JICI on or around school campus by carrying or possessing a weapon shall be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. Weapons mean any of the following: firearm, knife, destructive device, dangerous instrument, and simulated weapon that is displayed or represented as a weapon.

**Governing Board policy states possessing or distributing drugs on or around school property will result in recommendation for expulsion.

***State Statute mandates the school report to the local law enforcement aggravated assault, drugs, arson, homicide, kidnapping, bomb threat, school threats, sexual abuse/molestation, sexual assault, burglary, and firearms & weapons.

Dress Code

Students are not to dress in the following manner:

- shorts shorter than mid thigh
- see-through, tight or revealing clothing exposing abdomen, cleavage, chest, or buttocks
- halter tops, backless shirts, half-shirts, bare midriffs, spaghetti straps, sagging pants, and revealed midriffs under transparent blouses
- undershirts worn as an outer garment or visible undergarments (sagging)
- clothing with profanity, obscenity or drug, alcohol, or tobacco references
- hats or head gear of any kind including bandanas, headbands, hairnets, hoods, or do-rags.
- trench coats
- gang paraphernalia/memorabilia that is worn or carried
- t-shirts or dress that advertise or imply gangs or satanic membership or affiliation. This includes communication marks, drawings, painting, designs or emblems
- chains, including visible wallet chains
- visible safety pins or other sharp objects
- pajamas, house slippers or bare feet

Students caught with inappropriate clothing will remain in the ISS room until a parent brings a change of clothing.

Student Harassment

Verbal or physical acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. If you believe that you have been harassed, contact the office or administrator as soon as possible.

Discipline Procedures and Consequences

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are district guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history.

PROBLEM AREA	DEFINITION	SCOPE/ CONSEQUENCE
Alcohol, drugs, smoking, tobacco**	The use, possession, or sale of alcoholic substance. The use (including inhalation) possession or sale of marijuana, drugs, narcotics, tobacco or harmful substances represented as such and related paraphernalia.	Suspension / Expulsion
Arson**	Intentional burning of school and personal property.	Restitution / Expulsion
Automobile	The inappropriate use of an automobile on school property.	Conference / Suspension
Bomb threats/ Threats of violence or destruction**	Making plans or participating in an act of violence against school property that represents a potential danger to students, staff or patrons of the district.	Suspension / Expulsion
Bullying/ General Harassment	Intimidation of another student or staff member (physically, verbally, or use of gestures), including cyber-bullying.	Informal talk / Expulsion
Bus misuse	Not following designated bus rules	Verbal Reprimand / Bus and/or School Suspension

Cheating/ Plagiarism	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, or securing teacher materials or work in a dishonest or unauthorized way are all considered cheating.	<u>First Offense:</u> Phone call to parents, zero on assignment. <u>Second Offense:</u> Zero on assignment, referral for administration for a 3 day off campus suspension.
Classroom disruption	The act of being involved in behavior that disrupts the educational process of other students in the classroom or disregarding the suggestions and corrective efforts of the teacher.	BIP / Suspension
Contribution to an unsafe environment	Knowingly and willingly withholding information leading to a dangerous situation and/or threatening the safety of self or others. This includes, but is not limited to, weapons, drugs, alcohol, and gang activity.	Conference / Suspension
Destruction of property/ Vandalism	Destroying or damaging objects or materials belonging to the school, school personnel or other persons.	Restitution / Expulsion
Defiance of Authority Insubordination	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference / Suspension
Dress Code	Attire that suggests involvement in gang activity, any apparel that is suggestive, obscene or vulgar, and any that causes a disruption or distraction is prohibited.	Change Attire / Suspension
Electronic information services (Internet)	Misuse, abuse or blatant disregard of CGUHS ETS guidelines and procedures.	Conference / Expulsion
Emergency Alarms**	The discharging of an emergency alarm.	Suspension / Expulsion May result in criminal charges

Explosive Devices**	The use, possession or sale of firecrackers or other explosive devices.	Suspension / Expulsion May result in criminal charges.
Extortion	Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.	Suspension / Expulsion
Fighting**	Engaging in, or threatening physical contact for the purpose of causing harm to another person.	Suspension / Expulsion
Forgery	Writing and using the signature or initials of another person.	Conference / Suspension
Gambling	Participating in games of chance for the purpose of exchanging money or goods.	Conference / Suspension
Gang Activity**	Activities, acts, behaviors which display or imply gang affiliation or activity is strictly prohibited.	Conference / Expulsion
Hazing**	Any act that injures, degrades or disgraces (or tends to injure, degrade or disgrace) any student.	Conference / Suspension
Inappropriate display of affection	Any intimate physical contact.	Informal talk / Suspension
Littering	Leaving or depositing trash in places other than appropriate receptacles	Conference / Suspension
Misrepresentation of the truth	Knowingly giving false information or information intended to mislead.	Conference / Expulsion
Off campus violation	Leaving school grounds without checking out with the office.	Conference / Suspension
Physical Assault**	Physical attack by one person, or group of persons, upon another person who does not wish to engage in the conflict.	Suspension / Expulsion

Profanity & Obscenity	The inappropriate use of language or a gesture.	Conference / Suspension
Public Display of Affection.	Kissing, inappropriate contact with another student	Conference / Suspension
Sexual Harassment** (includes sexting)	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.	Conference / Expulsion
Tardiness	Late to class	See Attendance – Tardies listed above
Theft	Taking property or items that do not belong to you without consent.	Restitution / Expulsion
Trespassing	The unauthorized presence of any student on a campus. If the student refuses to leave upon request, it is a violation of state law.	Informal talk / Suspension
Truancy; ditching and unexcused absence	Any absence not excused by a parent or legal guardian AND approved by the appropriate school official. Leaving campus or class without permission any time during the school day is a violation of the Closed Campus Rule established by the governing board.	Conference / Suspension
Unauthorized Entry**	The entering of a student into an area without permission.	Conference / Expulsion
Vehicle Misuse	The appropriate use of an automobile, bicycle, skateboard/skates, or any other type of vehicle on school property. Vehicles are allowed only in designated areas.	Informal talk / Suspension
Weapons**	Possession of threatening use of any weapon, real or simulated, is strictly prohibited.	Conference / Expulsion

** May be required to report to local law enforcement; also to ADE

Disciplinary Action

Our objective for disciplinary action is to change behavior. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials.

Conference

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

Parent Conference

Parent(s) are notified by telephone, personal contact, letter or certified letter.

Community Service

Community Service (CS) will be assigned for:

- purchase of a new ID (2 hours)
- not displaying school ID's
- multiple violations of dress code
- and other infractions

Behavior Improvement Plan (BIP)

Students not meeting classroom expectations may be placed temporarily on a behavior improvement plan requiring removal from the classroom. Students are asked three questions after the first violation (What are you doing? What should you be doing? Where do you want to be?). A second violation during the same class period results in being sent to the suspension room where they identify the rule(s) being broken, create a behavior plan, and sign a contract accepting responsibility for their behavior. Students must negotiate their behavior improvement plan with their teacher before or after school prior to returning to class. Multiple BIP infractions will result in the following:

5 BIP = 1 ISS

10 BIP = 3 ISS & Parent Conference

15 BIP = 1 OSS

20 BIP = 2 OSS

25 BIP = 3 OSS

In-School Suspension

Temporary removal from regular classes and assignment to a person in charge of in-school-suspension for the entire day or any part thereof. While serving an in-school suspension, the student will not participate in any school activities. The student will receive credit for class work completed and submitted that day. Students assigned to ISS will spend their time studying, doing homework or class work.

Off-Campus Suspension

Removal from regular classes and assignment to a parent/guardian for the period of time specified by the administration. While serving an off-campus suspension, the student will not participate in any school activities, and will not be permitted on campus.

Expulsion

The student is informed immediately that he/she is subject to expulsion. Due process procedure is explained. The student's parent/legal guardian is notified by telephone and certified letter that the student is subject to expulsion. Notification includes clear instructions regarding due process procedures. The Superintendent or his/her designee will recommend to the Board of Education that the student be expelled. The expulsion does not become effective until the due process procedure has been completed.

Administration's Discretion

The administration retains the right and privilege to issue consequences for acts of behavior not specifically stated herein and to alter any consequences, as they consider necessary. Furthermore, the administration reserves the right to amend any provisions in this handbook which they deem to be in the best interest of the educational process. We promise that students are the focus of all our efforts.