

Omega Schools



STUDENT AND PARENT HANDBOOK

INFORMATION CONTAINED IN THIS HAND
BOOK MUST BE READ OR REVIEWED
30 DAYS OF REGISTRATION

2007 – 2008

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Dr. Patricia A. Bassett who serves as the organization's President/CEO founded Omega Schools. Omega opened its doors in 1997 as a charter school whose mission was to provide an optimum teaching/learning environment, which rekindles the joy of learning and working within all students. The curriculum and instructional strategies are supported with a state-of-the-art technology, innovative teaching pedagogy, and a comprehensive emphasis on academic mastery. Omega believes that this approach makes learning enjoyable and thereby assists students with reaching rigorous national and state standards.

MISSION

The mission of Omega is to use various multimedia delivery systems to increase student retention, academic achievement, develop meritorious character and leadership skills. Furthermore, Omega's paid and volunteer staff makes a professional and personal commitment to insure that every student learns, and experiences daily success. We further believe that:

- Teachers must design and present a variety of learning opportunities so that all students maximize their learning.
- The community is an active partner with educators and parents to develop responsible citizens and support academic success.
- Life experiences are essential for academic success. Thus, we require hands-on projects provide experiences whereby students can establish a foundation for strengthening learning.
- Continuous improvement, creativity and innovations are necessary elements of effective schools who desire to respond to the diverse and changing needs of students and the community.

GOALS

- To preserve the classroom atmosphere so that every student can reach her/his learning potential.
- To prepare students with life skills and work capabilities.
- To provide a safe, clean, secure learning environment where students can thrive academically.
- To involve parents, community, and business in the education of all students.
- To offer professional development to improve the quality of instructional competency of all personnel.
- To serve as an information center for adult education.

Alert Recall.com

Alert is an acronym for "Always Let Experts Respond Timely." The program is designed to empower students with the freedom to disseminate information that is occurring on their campuses while at the same time keeping their identity confidential. It is a mechanism that can keep our campuses, our students, and our community safe. To report an issue, simply go to the internet address: alertrecall.com

ASSAULT

Assaults include both verbal and physical attacks on other people, recklessly causing any physical injury to another person, intentionally placing another person in reasonable fear of physical injury, or knowingly touching another person with the intent to injure, insult, or provoke. An aggravated assault is an assault in which a person causes serious physical injury to another, or an assault on an employee of Omega. Any kind of assault will result in disciplinary action. **THE POLICE WILL BE CALLED.**

ATTENDANCE / ABSENCE / TARDINESS

ATTENDANCE/TARDY REQUIREMENTS

The right and privilege of attending school carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular, punctual school attendance. High school attendance and punctuality is ultimately the responsibility of the student and his/her family. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion and participation is lost forever to those who are absent. Tardiness disrupts the learning environment of everyone in the class. It must be emphasized that regular attendance/punctuality is the key to much of the success a student may gain from his/her school program.

If a student is absent and/or tardy for more than eight (8) class periods in any particular class in a term, the student may lose credit eligibility in those classes for the term. It is the policy of the district to grant exceptions to this rule when absences/tardies beyond eight (8) are due solely to a chronic health condition certified by a medical professional according to school procedure and/or state law.

PROCEDURES FOR ATTENDANCE/TARDY POLICY

ATTENDANCE

CLASSIFICATION OF ABSENCES

ABSENCES (NOT TO EXCEED EIGHT (8) WHICH INCLUDES TRUANCIES, TARDIES AND SUSPENSIONS PER YEAR): Absence is defined as a student's **non-attendance** in his/her assigned classroom during an assigned period and is a result of:

- A. Personal illness
- B. Doctor or dentist appointments which cannot be made up after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the office upon the student's return to school.
- C. Serious family illness or a death in the family
- D. Suspensions
- E. Prior notification by the parent to the administration

RECOGNIZED RELIGIOUS HOLIDAYS ARE NOT SUBJECT TO THE EIGHT (8) ABSENCE LIMIT, BUT DO REQUIRE NOTIFICATION TO THE ADMINISTRATION BY THE STUDENT'S PARENTS AT LEAST 24 HOURS IN ADVANCE.

GENERAL ATTENDANCE/TARDY ADMINISTRATIVE PROCEDURE

1. Omega expects parents/guardians to call the office each day a student is absent from school. Reasonable attempts will be made by the school, through phone calls or letters, to inform parents/guardians of a student's absence. This is a sincere attempt by Omega to work with the family in resolving a student's attendance problem.
2. To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the attendance policy only on the first occurrence of the fifth (5th) absence and/or tardy in any class period during the term.
3. Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.
4. Students who reach five (5) absences and/or tardies in one or more classes during any term will be automatically placed on ACADEMIC PROBATION. Students will be removed from ACADEMIC PROBATION at the end of the current term if the following conditions are met:
 - a. Eight or fewer absences for the current term with NO TRUANCIES, SUSPENSIONS OR TARDIES AFTER ACADEMIC PROBATION BEGINS.
 - b. ALL make-up assignments due to absenteeism are completed in a timely manner as determined by the teacher(s).
 - c. Classroom behavior is conducive to a learning atmosphere.
6. Students will be notified that they have been placed on ACADEMIC PROBATION and the student will be given written conditions of probation and a due process affidavit.
7. **A student who reaches his/her ninth (9) absence and/or tardy may lose credit eligibility in the class or classes in which the ninth (9) absences/tardies are recorded.**
8. On the ninth (9) absence/tardy the Dean will advise the student/parent/guardians of the following alternatives:
 - a. The student may stay in the class on an audit bases if they behave according to the teachers expectations.
 - b. The student may appeal the loss of credit to the Dean who will evaluate the circumstances surrounding the excessive absences/tardies.
10. Students who enroll in school after the fifth (5) day of the term will automatically be placed on ACADEMIC PROBATION.
11. Excused absences due to school activities (field trips, performing groups, student government, etc.) are excluded from the attendance/tardy policy.
12. Absences from scheduled classes as a result of on or off-campus suspensions will be included in the total number of absences for the term in which the suspension occurs.

THE ARIZONA JUDICIAL SYSTEM MAY REQUIRE PARENTS OF STUDENTS WHO VIOLATED THE ATTENDANCE POLICY TO ATTEND PARENTING WORKSHOPS.

AWARDS AND HONORS

Parents will be notified of all awards and honors assemblies. The decision of the administration concerning eligibility for and issuance of all awards and honors will be final.

BEFORE SCHOOL PROGRAM

This program is to provide parents a safer alternative to dropping their students off at the campuses early in the morning. The program is available on both campuses to K-8 graders, at 6:30a.m. and will last until 7:55a.m., Monday through Thursday. This is a fee-based program and applications are available in the school office on both campuses.

BICYCLES

All bicycles must be secured to the bicycle rack with quality chain and lock. Bicycles may not be parked anywhere else on school property. The school assumes no responsibility for bicycles brought on campus. Once bicycles are brought on campus, students must walk their bikes to and from the bike rack.

CONSEQUENCES FOR VIOLATING BICYCLE RULES

Students who do not follow the above rules may incur one or more of the following consequences:

- Conference with student/parent.
- After-school or lunch detention.
- Loss of bicycle riding privileges to and from school.
- Involvement with the police department if a law has been broken.

BREAKFAST/LUNCH

Omega offers breakfast/lunch on a daily basis. If your student receives free or reduced breakfast or lunch, Omega will honor one breakfast/lunch at the free or reduced rate. If the student eats more than the one breakfast/lunch, they will be charged the regular rate (cash or money order).

BUS SERVICE

The law no longer requires schools to provide bus transportation. It is a privilege to ride the bus. [Omega provides bus service for McDowell students, grades 1 through 8 and Northern students, grades 1 through 12.](#) McDowell students, grades 9 through 12, will be given city bus tokens on a daily basis. Parents of kindergarten students (both campuses) will be responsible for their transportation. [The state does not accept "missing the bus" as an excuse for being tardy or absent from school.](#)

The contracted bus company will determine the transportation route for Omega. Once the route is determined, parents are responsible to have their child at the pick up 10 minutes before and 10 minutes after. Bus drivers **are not permitted to** wait for students at the bus stop in the morning in order to stay on schedule. Students and parents should be aware that the bus driver has the authority to enforce rules of conduct on the bus. In addition, all school rules and consequences for breaking the rules are in effect at the bus stop. Students who behave inappropriately shall be disciplined and may lose their bus privileges. If problems occur at the bus stop, please notify the office for help in resolving those problems.

Once students arrive at the bus pick-up site, they must remain on campus in the designated area.

RULES & CONSEQUENCES OF MISCONDUCT ON THE BUS

Students who do not promptly obey the direction of the bus driver shall forfeit their right to ride on the bus. In cases of misconduct, referral slips will be issued by the driver and given to the Dean. One copy is given to the parent/guardian. The following are recommendations for the minimum disciplinary action on bus misconduct referrals. The Dean will contact the parent/guardian. Parents will be responsible for transportation to and from school during the bus suspension.

First Offense: The Dean will contact the parent/guardian. A bus incident report form will be sent home to the parent/guardian indicating the reason for the referral. This form must be signed by the parent/guardian and returned to school.

Second Offense: The Dean will contact the parent/guardian. The bus incident report form will be sent home warning that a three-day suspension from riding any school bus will be imposed if an additional referral is received. Two referrals within one week will result in a suspension from riding on any school bus.

Third Offense: The Dean will contact the parent/guardian. A three-day suspension from riding any school bus.

Fourth Offense: The Dean will contact the parent/guardian. A one-week suspension from riding any school bus.

Five or more Offenses: The Dean will contact the parent/guardian. A two-week or longer suspension from riding any school bus is determined by the number of referrals and the nature of offenses.

Severe Offense: Defacing school property, fight, verbal or physical abuse, possession of dangerous objects, alcohol, drugs, or tobacco on the bus will result in an immediate three-day suspension, or longer from riding any school bus. The offense may result in the filing of a police report. The Dean will make this decision.

Bus Rules

- Be on time for the bus before and after school (10 minutes before pickup).
- Remain seated and face the front of the bus with feet on the floor while the bus is in motion.
- Be courteous to the driver and other students
- Use a low conversational tone at all times.
- Get on and off the bus at their designated stops. Any desired changes must be noted in a letter by parent/guardian and approved by the bus transportation company.
- Students must follow all directions issued by the bus driver.
- Cross streets only at specified crosswalks while the bus stop sign is displayed and the bus lights are flashing.
- Keep bus clean and aisles clear.
- Do not damage the bus.
- Keep windows closed (if air conditioned bus).
- Do not eat or drink on the bus. Leave food in lunch container.
- Keep feet and hands to self.
- Give your name to the bus driver when requested to do so.
- No glass, tobacco, alcohol, gum, candy, aerosol sprays, skateboards, matches, lighters, radios, water guns, tape recorders, pagers, cell telephones, CD players, animals, insects, or electronic toys (games) are allowed on the bus.
- Students must refrain from demonstrating public affection (kissing, hugging, etc.) on or around bus.
- School dress code will be in effect on all buses for all students.

CAFETERIA

The school cafeteria encourages good nutrition and serves approved Federal/State well-balanced meals. Students may purchase breakfast or a lunch. Free and reduced breakfasts/lunches are available to those students who qualify.

Cafeteria Rules

- Be courteous and respectful toward the authority of cafeteria workers and duty teachers.
- Throw all debris into waste cans and pick up food you drop or spill.
- Have a pleasant but quiet conversation.
- Students must purchase their own food items. Someone else cannot buy your food or drinks for you.
- Everyone is responsible for the cleanliness of the cafeteria.

CLOSED CAMPUS POLICY

Omega operates under a “closed campus” policy. This means that once a student is on bus or campus for classes, s/he is not permitted to leave campus or bus without prior written permission from the parent/guardian and administration. In addition to these, here are some other guidelines for behavior on school grounds:

Students may not be dropped off on campus before an adult is present to supervise. Students must leave campus promptly after school ends unless they are staying for a club meeting, athletic event, detention, tutoring, or enrolled in an after school program. If staying for one of these activities, the student must report promptly to the teacher who will be supervising her/him.

COMMUNICABLE DISEASES

Any student having or suspected of having a communicable disease as defined in the Arizona Department of Health Services (R9-6-603) guidelines shall be excluded from school for the period of time designated. Students returning to school following an illness involving a disease requiring exclusion will be asked to provide a written statement from a physician before returning to school.

COMPUTERS

All students are expected to abide by the guidelines established for use of computers. All students are required to have a parent/guardian signed technology contract on file in order to use the Internet. Improper or inappropriate use of any school equipment may result in disciplinary action.

SOFTWARE DUPLICATION AND PRIVACY

Copying or installing any software on any computer is illegal and prohibited.

Deleting any software from any computer is illegal and prohibited.

Making any copies of any school owned property is illegal and prohibited.

COMPUTER FILE SEARCHES

The computers, their disk drives, printers and other equipment are property of the school and are provided to the students without charge. Students are expected to assume full responsibility for the security of their personal files. The Dean's designee will periodically audit the computer to determine system usage, to search for unauthorized software, and to investigate complaints by other users.

CONSEQUENCES FOR COMPUTER MISCONDUCT

- Anyone found to be in possession of another individual's user password (or anyone found attempting to access the files of another user) will be subject to disciplinary actions. These actions will range from parent notification and access restrictions for first time offenders to the total loss of access privileges and in-school suspension for repeated offenses.
- National and international laws protect computer software. Duplicating software protected by these laws is considered a criminal act.
- Anyone found installing or attempting to install any unauthorized software on school computers shall forfeit that software and will be expected to surrender the original software license and any existing copies of the software.
- Where those licenses are not owned by the student, the student will be expected to purchase and surrender an appropriate license in order to protect the school from claims for compensation by the software publisher and/or the Software Publishers Association.
- In addition, students will have their computer access restricted or suspended and will be subject to in-school suspension or off-campus suspension in the case of severe or repeated offenses.

COUNSELING

Should a student need counseling services, she/he should contact the Prevention teacher or nurse for a referral.

CUSTODY

In most cases, natural parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official school records. It shall be the responsibility of the natural parent who has a court order restricting the rights of the other parent to access a child or the child's official school records, to notify school officials of the conditions and to provide school officials with a current copy of the court order.

In the cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested in the absence of court action granting the natural parent's specific rights.

In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing the school with all pertinent written documentation or changes.

DISCIPLINARY POLICY

Statue states that a teacher may remove a student who disrupts the classroom (15-841.A.2). Furthermore, a student may be expelled for disruptive behavior (15-841.B). Furthermore, a school can refuse to take an expelled student (15-841.C). The purpose of discipline policy is to create and maintain an atmosphere conducive to academic and behavioral learning, order and safety. A complete discipline program must contain both developmental and corrective elements with the primary objective being always to teach, not punish. Orderly conduct of students is necessary in every school situation so that maximum learning may occur. Effective discipline is a necessity for quality learning. Any student formally dismissed from the Omega is not permitted to return to the campus except to meet with the School Board to appeal their dismissal. If reinstatement is denied, any personal items left behind will be forwarded to them.

Expected Behavior:

- Students are to show respect and consideration for the rights of others, including but not limited to the right to take advantage of available educational opportunities without interference of others.
- Students are to attend school daily, be prepared for class, complete homework assignments, and fully participate in classroom activities.
- Students must use appropriate language and voice volume at all times.
- Students must respect school property and avoid littering.
- Food is allowed **only** in the cafeteria unless otherwise designated.
- Students not under direct supervision of a teacher must have a pass.

- Skateboards, roller skates, shoe skates, or in-line skates may not be ridden on campus at any time.
- Motorized vehicles, such as go-peds or go-carts, may not be ridden or driven on campus at any time.
- Spitting is not allowed.
- Throwing rocks or objects is not allowed
- Walk; do not run on all sidewalks and in buildings.
- Remain on school grounds until dismissed or given permission to leave by an adult.
- Use of radios, tape recorders, CD players, electronic games, cell phones, and pagers are not allowed on campus. If brought to school, the item(s) will be confiscated and will only be returned to the student's parents/guardians at the end of the school year.

NEW DISCIPLINE REPORTING REQUIREMENTS:

In accordance with Title IV, Part A, Subpart IV, Section 4155 or the Elementary and Secondary Education Act of 1965 as reauthorized by the No Child Left Behind Act of 2001 the following goes into effect immediately:

Student disciplinary records, with respect to suspension and expulsion, shall be transferred when a student seeks or intends to enroll in another public or private school.

The transfer of disciplinary records policy pursuant to this requirement, must be consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. 1232). FERPA does allow for a school to disclose education records without parental consent when a student is seeking or intending to enroll in another school (See 34 CFR # 99.31 (a)(2) and 99.34.

Charter schools are public schools and therefore are required to provide for the transfer of student's records if the student in enrolling in either a public or private school. Violation of this provision will make our school ineligible for funding under the No Child Left Behind Act.

NEW ARIZONA DISCIPLINE LAWS

- School boards have the job of supporting and assisting teachers in the enforcement of rules (A.R.S. § 15-843.D.1.-4).
- A teacher may remove a student from the classroom who is disruptive. (A.R.S. § 15-841.A.2.)
- A school may reassign a pupil to an alternative program if the pupil refuses to comply with rules (A.R.S. § 15-841.E.;A.R.S.15-841.F).
- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior, or for violent or dangerous behavior. (A.R.S. § 15-841.B.)
- A school may refuse to admit any pupil who has been expelled from another public school. (A.R.S. § 15-841.C.)

DESTRUCTION OR THEFT OF PROPERTY

The destruction, theft, or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable physical force to protect school and personal property. (ARS 15-843)

DUE PROCESS AND APPEALS

The purpose of this statement is to assure due process rights for students involved in disciplinary action at Omega, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before he/she may be suspended or expelled. Each school is to establish its due process procedure within the following guidelines.

SUSPENSION

1. When a student has been referred to an administrator for a violation of school regulations, the administrator must first determine the nature of the violation and the possible disciplinary action to be imposed if the charges are found to be accurate. The administrator must decide whether the alleged violation would subject the student to the possibility of short-term suspension (one to ten days) or to long-term suspension (more than ten days).
2. If responsibilities for the alleged violation could result in a short-term suspension, the student may have an informal hearing with the administrator to determine whether the charges were accurate. The student will be informed of charges against him/her. The hearing will consist of interviews with appropriate witnesses, interviews with the student and an investigation into the facts. After the hearing, the administrator will either suspend the student for up to ten (10) days or exonerate the student. A record of the hearing shall be kept and parents/guardian shall be notified.

3. The student will be allowed to remain in school until after the hearing unless the student poses a clear and present danger to himself/herself or others or the school property, in which case, upon being charged he/she may be suspended summarily and the informal hearing conducted within ten (10) school days of the violation.
4. If the offense is one which could result in a long-term suspension, the administrator must set up a formal hearing before a hearing officer who is appointed by the Governing Board. If the student poses a clear and present danger to himself/herself or to others or to school property, he/she upon being charged, must be suspended summarily and a formal hearing must be conducted, as expeditiously as possible, but within ten (10) school days of the violation.
5. A formal hearing consists of the following minimum requirements:
 - a. Written notice of the hearing must be given to the student and parents or guardians at least five (5) school days prior to the hearing.
 - b. The written notice shall contain specifics of the charge.
 - c. The student may be represented by counsel of his/her choice.
 - d. The student, his/her parent, guardian or counsel may present witnesses and may cross-examine witnesses presented by the school district.
 - e. The school district has the burden of proving the offense.
 - f. The hearing must be recorded on tape and record kept.
6. After the hearing, the hearing officer will render his/her decision within one (1) school day.
7. The decision must be written and sent to the parents of the student and to the President/CEO.
8. The suspension must be reported to the Governing Board.

APPEAL PROCEDURES

1. If a parent/guardian/student wishes to appeal a decision rendered by the Dean a written appeal must be filed with the President/CEO or her designee within one (1) school day after receipt of the initial decision. The President/CEO or designee shall conduct an appeal hearing within five (5) school days of the time he/she receives the written appeal. The President/CEO or designee shall rule on the appeal within one (1) school day following the appeal hearing.
2. If a parent/guardian/student wishes to appeal a decision rendered by the President/CEO or designee, a written appeal must be filed with the Governing Board within three (3) school days after receipt of the President/CEO or designee's decision. The Governing Board shall review all documentation relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/ parent/guardian.

EXPULSION

1. In all action concerning the expulsion of a student, the Governing Board shall decide in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the Governing Board for action. Should the Governing Board determine that it will not designate a hearing officer it will also decide whether the hearing shall be held in executive session. The Governing Board shall give written notice, at least five (5) working days prior to the hearing by the Governing Board or the hearing officer or officers designated by the Governing Board, to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the Governing Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the rights of the parents or legal guardians to indicate their objection to the Governing Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Governing Board.
2. No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing is held by the Governing Board or a designated hearing officer.

SUSPENSION

SHORT-TERM SUSPENSION

Short-term suspension means the temporary withdrawal of the privilege of attending school in the district for a period of ten consecutive days or less. The Dean or Dean's designee has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exist to support the allegation. The student will have an opportunity to explain his/her version of the facts. The school official may then suspend the student for ten (10) days or less, choose another disciplinary alternative, or exonerate the student. A written record of the decision will be kept in the student's disciplinary file. There is no right to appeal a short- term suspension, without mitigating circumstances.

In addition to imposing a short-term suspension, the school administrator may recommend to the President/CEO or Board that a long-term suspension or expulsion be imposed.

LONG-TERM SUSPENSION

Long term suspension means the withdrawal of the privilege of attending school in the district for a set period of time of eleven (11) or more consecutive school days. After following Informal Due Process, the administrator may choose to recommend long-term suspension, choose another disciplinary action, or exonerate the student. If a long-term suspension is recommended, a written notice shall be mailed or hand delivered to the parent. This letter will explain the offense, the recommendations, and the rights of the parents to request a formal hearing.

EXPULSION

Expulsion means the permanent withdrawal of the privilege of attending school in the Omega District. The student and parents/guardians will be informed when a student is subject to expulsion from school. Expulsion requires official action of the Governing Board or a Board appointed hearing officer. Formal notification will include instructions regarding the due process procedure. All documentation will be recorded in the students conduct file.

DISCIPLINE/DISABILITY ACT

DISCIPLINE OF STUDENTS AFFORDED PROTECTION UNDER SECTION 504 OF THE REHABILITATION ACT AND/OR THE INDIVIDUALS WITH DISABILITY ACT

Omega Schools shall adhere to federal and state requirements as they pertain to the discipline of students with disabilities.

DRESS CODE FOR STUDENTS

Omega has a uniform dress code. Students are expected to wear their uniforms at all times while on campus. Students who violate the dress code are subject to disciplinary action which may include, but is not limited to, any one or a combination of the following: informal talk, conference, parental involvement, detention, or off-campus suspension.

Uniform:

Students in K-4 are to wear navy blue polo shirts with khaki pants, skirts or shorts. Students in grades 5-8 are to wear burgundy polo shirts with navy blue pants, skirts or shorts. Students in grades 9-12 are to wear hunter green polo shirts with navy blue pants, skirts or shorts. Pants are to be straight leg, no oversize and no pockets on the legs. Skirts are to be knee length and shorts are to be no more than 4 inches above the knee. Leather or plastic (no metal) belts must be worn with pants. Only sweaters and sweatshirts the color of the top of the uniform will be permitted to be worn in the classroom (no jackets, coats or vests). All students must wear closed toe and heeled shoes for safety (no sandals or house shoes will be permitted).

Make up and hair color shall not be excessive. Wearing hats, sunglasses, caps, bandanas, hairnets, chains, spikes or any type of sharp objects will not be permitted. Jewelry, tattoos, belt buckles, or other personal items shall not display lewd, vulgar, obscene, offensive, or gang/cult language or symbols.

Gang/cult related dress, grooming, language, and/or behavior on campus and at Schools events is contrary to the educational mission and purpose of the Schools and is therefore prohibited.

Students who arrive without proper uniform attire will be sent home. After the second offense, disciplinary action will be taken.

DROPPING OFF AND PICKING UP STUDENTS

Proper traffic flow through our parking lots is essential for the safety of all concerned. Students must be picked up and dropped off in the designated areas only. Do not park or leave your car unattended in the drive-through lanes. If you must wait for a student or get out of your car for any reason, please wait in an authorized parking slot.

DRUG FREE ZONE

In order to ensure a safe, drug-free environment for all, Omega is a designated “Drug Free Zone”. By complying with the “Drug Free School Zone” statutory requirements, the District has the authority to prosecute any individual student and/or adult for the non-medical use, possession, or sale of drugs within 1,000 feet of the school campus.

Law enforcement officials will be notified and charges will be filed against any individual found using, possessing, or selling drugs/illegal substances for non-medical purposes. Non-medical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition.” The “Drug Free School Zone” includes the area within 300 feet of a school or its accompanying grounds, any public property within 100 feet of a school or its accompanying grounds, at a school bus stop or on any bus which transports students to school. The term “drugs” shall include but not be limited to:

- All alcohol beverages
- Cigarettes
- All dangerous controlled substances prohibited by the law.
- Hallucinogenic substances
- Inhalants
- Any prescription or patent drug, except those for which permission to use has been granted pursuant to Governing Board policy.
- All “look alike” illegal substances.

EARLY RELEASE

Parents/guardians should notify the school in writing of an early release. Early dismissals are permitted only for appointments that cannot be scheduled for any time other than during school hours. We encourage medical or dental appointments are made for Friday. Class attendance is crucial to avoid gaps in your child’s instructional and learning process. We will not release students to anyone other than those persons authorized by parents/guardians in writing and those individuals specifically listed by parents/guardians on the Health Services Emergency Information Card.

EMERGENCY CLOSINGS

In the event of an emergency, the school will follow the advice given by governmental and local authorities which may include lock down procedures.

ENROLLMENT PROCEDURES

Enrollment is accepted as long as room is available. Completion of the enrollment process is to include: All registration forms. If you are a guardian signing in place of the parent, you must include a notarized guardianship document; all special education records; birth certificate/social security card; up-to-date immunization record; last report card; and copies of assessment data (i.e. AIMS or Tierra Nova) from previous school.

EXPULSION (See page 10)

FIELD TRIPS

Field trips are a vital part of the learning experience at Omega. While on field trips, students are expected to dress in school uniform and behave. Parents are encouraged to serve as chaperones. Because of insurance restraints, chaperones may not bring younger siblings along on the field trip. The field trip permission slip is part of the enrollment packet. If this is not on file for your child they will not be allowed to attend the field trip.

FIRE ALARMS & EQUIPMENT

Tampering with or setting off a fire alarm is a criminal offense. Violation of this code is punishable by a police department referral, detention, and financial restitution for any fines incurred by the Schools. Tampering with other fire safety equipment will also be grounds for detention and assessment of fines to recover the cost of replacement or replenishment of the equipment.

FIRE DRILLS

Periodic fire and other evacuation drills will be held to prepare students and staff for an emergency.

GANG ASSOCIATION OR ACTIVITY

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who: (1) have a name; (2) claim a territory; (3) have rivals/enemies; (4) interact together to the exclusion of others; and (5) exhibit anti-social behavior often associated with crime or a threat to the community. Behavior which initiates, advocates or promotes activities which threaten the safety or well being of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

GRADES

Academic grades are evaluation of student's progress in terms of quality of work that meets academic standards; interpretation and application of facts, principles, and standards; grasp and demonstration of standards; and originality and timeliness. Each year a calendar indicating progress report dates is provided. Parents/ Guardians must sign in at their child's classroom. At that time you will receive a copy of your child's report.

HANDICAPPED PARKING

Handicapped parking spots are available. Unless you are disabled and have a handicapped tag on display, avoid parking in slots designated for the disabled. Fines will be levied and permission to drive on campus may be revoked against those who park illegally.

HARASSMENT

All individuals associated with Omega (students, volunteers, teachers, parents, board members, assistants, clerical, administration, hourly employees) and members of the public while on campus are expected to conduct themselves at all times so as to provide an atmosphere free from sexual and other kinds of harassment. Harassment may include, but is not limited to: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, intimidating, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons; Ethnic/racial/gender statements, oral or written, which are derogatory of another's gender or racial/ethnic background; unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when made by another person; and/or statements verbal or written or actions which intimidate, threaten, bully or injure another person.

Disciplinary and/or legal actions may be taken if a person displays any of these behaviors while on school property, at the bus stop, at a school sponsored event, and/or on a school vehicle.

HOMEWORK

Homework is an important part of the total education of your child. Ask your child specifically if they have homework in a certain area. Encourage him/her to accept the responsibility for completing assignments neatly, accurately and in a timely manner. The homework schedule is:

Math/Science homework on Monday/Wednesday

Social Studies/ English homework on Tuesday/Thursday

Other academic areas may assign homework as needed.

HONOR ROLL

Awards are based on all academic subjects in Language Arts, Math, Science, Technology, Social Studies

The Presidents List: Students who have a 100%-92% Mastery level A + - A -

The Dean's List: Students who have a 91%-83% Mastery Level B+ B-

HOURS OF OPERATION

School hours (all grades): Monday-Thursday- 8:00 AM and ends at 3:30 PM. When funds become available, high school students may have the day extended one hour for AIMS tutoring for students who have not passed the AIMS test.

ID CARDS

Student ID cards may be used only for identification purposes of the individual whose name and photo appears on the card.

IMPACT 21ST CENTURY GRANT

The Impact 21ST Century Grant is a federal grant that will provide funds to establish and operate a school-based community learning center that is safe, drug free, well supervised, and cost effective. Impact brings 16 community service organizations together in this collaborative effort. Schools at Omega that have Afterschool certification are eligible for services. Some activities may require a small fee.

INAPPROPRIATE ITEMS

The following items are not allowed at school: aerosol cans, alcohol, balloons, beepers/pagers, chains, tobacco in any form, "Discman's", drugs, eggs, glass containers, hair coloring solutions of any kind, personal alarms, pornography, pepper spray/mace, shaving cream, "silly string", "slam" books, snap caps, smoke/stink bombs, inappropriate stickers, sunflower seeds, toys, "walkmans", water guns, weapons, fireworks, watches with alarms, laser pointers, and any other questionable items. Cell phones may be brought to school but must not be used during school hours. Anyone caught talking or texting will have the battery confiscated and it must be picked up by a parent/guardian.

These items will be confiscated and must be picked up by a parent/guardian. Students will be assigned appropriate consequences for possession of these items. Inappropriate use of the following school supplies is not allowed: Correction fluid, paper clips, glue, rubber bands, scissors, staples, and water based felt tip markers/pens, paint, permanent markers.

INJURIES

Any accident or injury on school grounds or in school vehicles must be immediately reported to the adult supervisor or nurse. The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. In the event of an emergency, the school will call the paramedics, notify the student's parent/guardian or designated person identified on the enrollment card. The school is not responsible for subsequent treatment. Parents are responsible for all medical expenses incurred and for providing the school with accurate and/or changes for emergency contact numbers.

INSURANCE

School day or twenty-four hour accident insurance is the responsibility of the parent/guardian and is available through private insurance agencies across the valley.

INTERROGATIONS

Omega has legal custody of students during the school day and during approved curricular and extra curricular activities. It is the responsibility of the school administration to make an effort to act on behalf of the parents/guardians in their absence with respect to interrogations by law enforcement officials. A parent/guardian or school administrator will be present during these interrogations, except when a child protective services worker pursuant to ARS §8-224(b) and §8-546.01(2) conducts interviews.

If a student is arrested, the arresting officer shall be requested to notify the student's parents/guardians. While school officials shall make reasonable efforts to notify parents/guardians when an arrest is made, the school no longer has jurisdiction over the student.

Questioning of students at school concerning suspected child abuse/neglect by Child Protective Services, social workers and law enforcement authorities does not require parent/guardian notification prior to the interview.

Police authorities will be called to become involved in violations that break the law. Parents/guardians will be notified whenever there is police involvement. Therefore, parents/guardians are responsible for making sure that the school has current work, cell, pager, and home telephone numbers.

LOST AND FOUND ITEMS

All backpacks and items of clothing are to be labeled with the student's name. A "Lost and Found" box is located on campus. Items not claimed by the end of the term will be discarded or donated to a non-profit organization.

MAKE-UP WORK POLICY

Total responsibility for acquiring and completing make-up work lies with the student. Classification of an absence does not affect the student's right to make-up work missed; however, this should not be interpreted to mean that identical activities or tests be given for make-up after an absence. Reasonable alternatives will be available for all work missed as the result of an absence. The student has the right to make-up any class activity for which a grade is given.

Students should NOT expect to do make-up work during regular class time. Any assignment missed as a result of an absence from a class will be due at the end of the period on the second school day following return to class.

If a student is going to be out of school for five or more days, the student or their parents should call their campus Dean to request that homework be collected. For absences fewer than five days, students are encouraged to call classmates for homework missed or they may pick up their assignments from their teacher when they return to class.

MEDICATIONS

The school nurse or Nurse's Office designee will administer patent or proprietary medication, commonly referred to as "Over-The Counter" (O.T.C.) medication to the student when required during school hours per ARS §15-344. In order for the school nurse to administer O.T.C. medication, the following legal requirements must be met:

- The parent/guardian must complete and sign the Omega Schools Medical Reference Card and the Parent's Consent for Giving Prescription and Over the Counter Medication at School form.
- The Omega Schools Medical Reference Card must be renewed annually. This form is valid for the school year.
- The Omega Schools Medical Reference Form is to be filed in the student's accumulative health record.
- Verbal/Telephone permission is acceptable for one day only.

Medications will not be administered if the above requirements are not met.

Students on prescriptive medication, which must be administered during school hours, must follow these guidelines. Only the school nurse or a designee shall administer medication. In order for the school nurse or Nurse's Office designee to administer medication, the following legal requirements must be met:

- The parent or guardian must sign The Parents Request for Giving Prescription Medication at School.
- The Parent's Consent Form must be renewed annually. A new Parent Consent Form must be submitted if the medication regiment is changed.
- The medication must be in its original container and labeled by the pharmacy with the student's name, medication, directions for use and physician's name and date of prescription.
- A signed prescription from the physician must be given to the Nurse's Office for any changes to the original medication regiment i.e.: dosage change, time of administration change.
- Verbal/Telephone permission is acceptable for one day only. Signed Parent's Consent must be obtained.

Medications will not be administered if the above requirements are not met.

MESSAGES FOR STUDENTS

Telephone messages for students will be accepted only from a parent/guardian. Parents/guardians are asked to refrain from bringing in lunches, money, gym clothes or flowers during class time.

NURSE

If a student is deemed too ill to remain in class, the school nurse or front office will notify the parent/guardian. Therefore, all emergency telephone numbers must be kept current for the nurse to contact parents/ guardians. If the nurse cannot contact a parent/guardian in the event of an emergency, a decision could be made to call an EMS team, CPS, or the local police department to assume care of the child and the parents/guardians will be responsible for any cost incurred.

PARENTAL VISITS AND CONFERENCES

Parents/guardians are welcome at Omega and may schedule appointments with faculty members for conferences. Please, contact the front office to schedule an appointment. From time-to-time, Omega hosts a "Visitors' Day." On that day, we suspend the foregoing requirements. However, parents/guardians must still sign in at the front office.

PARKING AND VEHICLES

Students driving to school must present, in writing, permission from a parent /guardian to do so. Proof of insurance, registration, and a valid driver's license must also be on file in the school office. A parking permit will be issued to each student driver. It is to be displayed in the driver's side lower left-hand corner of the front window. All student vehicles are to be parked in the student parking lot. Vehicles, which are parked in any other location, are subject to removal. The driver is subject to disciplinary action.

Should student drivers be transporting individuals outside their immediate family to school, written permission from the driver's parents and the passenger's parents must be on file in the front office. Omega Schools assumes no liability for student drivers or their passengers during trips to and from school.

Student parking on the Northern Campus is confined to the front (south) parking lot. The front lot is available to students, staff, and guests. The back (north) lot is reserved for staff only. Limited visitor and handicapped parking is available in front of the Administration Building located on the east side of the buildings and in the middle of the campus.

PARTIES

No birthday celebrations or treats from home will be allowed. Only pre-approved, written activities will be allowed in the classroom. If the parent's want to acknowledge a child's birthday, please feel free to donate a new book, classroom supplies or other types of learning material that is age appropriate in your child's name.

PASS POLICIES

All students must have a pass from a faculty/staff member when out of class. If a student is asked to present this pass to a staff member and refuses to do so, student may be subject to disciplinary action. Students should carry their student I.D. cards to provide identification while on campus.

PERSONAL PROPERTY

The school assumes no responsibility for stolen, lost or damaged personal property while on campus or while in transit to or from the campus. Cars, motorcycles, and bicycles should be locked at all times.

PLAGIARISM — CHEATING

Plagiarism is the copying of another person's work and submitting as one's own. Cheating is wrongfully securing and/or using information or assisting another to do so. These behaviors may result in the student receiving a failing grade, losing credit for assignment, and/or receiving disciplinary action.

PROMOTION / RETENTION

High School progress is credit driven. See the High School curriculum page.

SATURDAY MORNING TUTORING MAY BE AVAILABLE FOR STUDENTS WHO MISS SCHOOL AND/OR HAVE DISCIPLINE ISSUES TO MEET INSTRUCTIONAL STANDARDS.

PTBA - PARENT-TEACHER-BUSINESS ASSOCIATION

The Omega PTBA is actively involved in providing extracurricular activities, family events, and volunteer opportunities to help create and promote a community environment. Parents/Guardians are encouraged to take an active role in their child's school by becoming a member of the Omega School PTBA. The Omega PTBA has four general membership meetings throughout the school year.

REPEATING A CLASS

Students who receive a failing grade in a course will meet with a counselor to determine when the course will be repeated. If approved, it will be so noted on the student's permanent record and previous grade will be deleted once the course is completed and a higher grade has been earned.

REPORT CARDS AND MONTHLY PROGRESS REPORTS

The primary function of a progress report is to communicate information to parent/guardians about their child's current achievement status regarding specific learning objectives in each curriculum area. Progress reports are distributed each month at Parent/Teacher Conferences. (Review the calendar). This is an opportunity for

parents and teachers to discuss the student's academic situation. Multiple reporting periods are intended to make parents and students aware of any deficiencies.

SEARCHES

Students have the right to privacy, as well as the freedom from unreasonable search and seizure of property, guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

The school administration reserves the right to search and seize personal and school property temporarily assigned to students, with or without notice, with or without cause, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Items provided by Omega for storage of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision.

SECTARIAN MATERIAL

Any student, parent, faculty, administrator, or volunteer who distributes sectarian, partisan, or denominational material on campus or school vehicles shall be in violation of criminal code ARS §13-2911.

SIGN IN/OUT PROCEDURES

In the event your child must leave school during class hours, a parent or guardian must sign him/her out at the front office in order for Omega to comply with the state guidelines regarding our responsibility for student safety. The sign-out sheet is located in the front office. If it is necessary for an adult, other than a parent or guardian, to check out your child (in a non-emergency situation), the school must be notified **in writing** prior to the child leaving.

If you need to check your child out early for an unavoidable appointment please:

- Notify the office by 9:00 am
- Come to the office to let the office staff know you are here to pick up your child
- Sign your child out with a first initial, full last name, date and time
- Please do not go to the classroom. The school secretary, principal, or director will go into the classroom and quietly remove your child so as not to create a disturbance.

SMOKE FREE — FREE CAMPUS

Omega is a "Smoke Free-Tobacco Free" campus. The use, possession, or sale of tobacco of any kind is prohibited on school property, its 10-acre premises, on parking lots, in all school vehicles and at any school activity. Tobacco products include but are not limited to cigars, cigarettes, pipes, chewing tobacco and snuff.

SPECIAL EDUCATION

The Omega offers special education programs for students who qualify in accordance with state laws. Students being considered for special education placement are screened, evaluated, and placed by a multi disciplinary team that includes the parents/guardians. Parents/guardians also are involved in developing individual education plans for their children. Omega aims to assist students in special education programs to achieve grade level performance.

Referral Procedure for Special Education Services

Referral to Counselor

- Review records
- Conduct and document pre-referral activities
- Notice to parent

Initial Evaluation and Determination of Special Education Eligibility by Multi-Evaluation Team

- Prior written notice to parent documenting decision to test
 - Parental consent for the evaluation is mandatory
- Multi-evaluation team, which includes the parent, determines eligibility for special education services
- Prior written notice documenting decision of the MET Team

Individual Education Plan (IEP)

- Developed if student is eligible for special education
 - Parental notification is required
 - Parental participation is essential
- Prior written notice documenting decisions of the IEP Team

Initial Placement with Parental Consent

Implement IEP in the Least Restrictive Environment

Review and Revise IEP annually

- Parental notification is required
- Parental participation is essential
- Prior written notice documenting decisions of the IEP Team

Re-evaluation of Re-determination of Eligibility

- Must be held three years from the initial evaluation
- Parental notification and participation is required
- Prior written notice documenting decisions of the IEP Team

Dismissal From Special Education

- Re-evaluation requirement except for graduation
- Prior written notice regarding termination of services

All students should generally expect to be disciplined pursuant to the same standards of conduct and due process procedures. However, students with disabilities whose parent(s) or guardian(s) have requested and signed a permission for a full and individual evaluation to determine eligibility for Special Education, have all the rights and protections of a Special Education students until the evaluation process is completed. Such students, as defined by the Individuals with Disabilities Education Act (IDEA) as amended, (20 U.S.C. 1400 *et seq.*) receive additional legal rights in some instances. A separate process has therefore been developed to determine what discipline to impose on students with disabilities that is consistent with the requirements of the IDEA.

Emergency Suspension and Temporary Exclusion from Class of a Student with a Disability

A student with a disability may be temporarily removed from class and/or may receive an emergency short-term suspension using the same procedures as for a student without a disability.

Short-Term suspension of a Student with a Disability

A short-term suspension may be imposed on a student with a disability pursuant to the following procedures:

Discussion with the Student

A school administrator authorized to suspend a student from school shall inform the student with a disability of the alleged misconduct and shall describe to the student the evidence known at the time to support the allegations of misconduct. The notice may be given to the student orally or in writing. The administrator shall invite the student to discuss with the administrator his/her version of the situation. The student has an opportunity to rebut or explain the allegations of misconduct.

Discussion with a Special Education Professional

The school administrator must contact the Special Education Facilitator designated by the district as being responsible for managing or administering special education. The school administrator shall discuss with the facilitator the student's alleged misconduct. The facilitator shall advise the school administrator on the procedures to be followed in effecting a short-term suspension and ensuring that an actual or constructive change of placement does not occur without a review of placement.

Decision to Impose Suspension

If, as a result of the above discussions, the administrator determines that the student engaged in the misconduct and a short-term suspension is imposed, the student's parent(s) shall be informed of the suspension. A student with a disability cannot be given intermittent short-term suspensions during one academic year that cumulatively would constitute a change of placement without conducting a review of the student's educational placement.

Decision to Review Placement

The parent, administrator, designee or teacher may request an Individualized Education Placement (hereinafter referred to as "IEP") review at any time to review the student's special education program and revise it if necessary. A review of placement must be held each time a suspension of more than ten (10) days is imposed or each time the number of cumulative suspensions effectively results in a change of placement for the student. The school does not have to provide Special Educational services for removals of ten days or less in a school year.

Long-Term Suspension and Expulsion of Students with Disabilities

Mandatory Review of Placement

Before a student with a disability receives a long-term suspension or is expelled, a review of the Student's Educational Placement shall be conducted, followed by a long-term suspension hearing or expulsion hearing where appropriate. The purpose of the review of placement is to determine whether the student's alleged misconduct is or is not the manifestation of his/her disability, whether the student's educational placement is appropriate, and to develop or review the functional behavioral assessment and behavioral intervention plan. The review of placement shall be conducted by the Individualized Education Program (IEP) Team, as defined by the IDEA (20 USC 1400 *et seq.*) and must include the campus administrator who is responsible for discipline.

The IEP Team must ensure that any change in the student's educational placement complies with the least restrictive environment provisions of the IDEA. All of the appropriate placement options available

on campus must be explored prior to the student being referred to an off-campus placement. The continuum of placement options shall include, but not be limited to, regular education classes with development of a behavioral intervention plan, more restrictive regular education classes, special education resource support, special education self-contained classes, in-school suspension where the IEP continues to be implemented by qualified staff, or revising the IEP to add or increase the level of support services.

A behavioral intervention plan must be developed and implemented for every student who exhibits significant behavioral problems.

Notice of Review of Placement

Notice of the review of placement shall follow the notification requirements of the IDEA (20 USC 1400 *et seq.*).

Decision that Discipline May Be Imposed

A due process hearing for long-term suspension or expulsion may occur only after the manifestation determination review of placement has been held. If it is determined that the student's misconduct is not a manifestation of the student's disability the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removals for a student with a disability under IDEA (20 USC 1400, *et seq.*)

Decision That Discipline May Not Be Imposed

If the IEP Team determines that the misconduct is a manifestation of the student's disability, the student may not be suspended or expelled for that behavior. The IEP team shall conduct or update the student's functional behavior assessment and develop or review the student's behavioral intervention plan to determine whether revisions are needed and whether a change in the student's educational placement is necessary in order to meet his/her special education needs.

Emergency Procedures for Weapons and Drug Violations

When a student with a disability is charged with drug or weapons offenses or infliction of serious bodily injury on another, any emergency provisions permissible under the IDEA may be employed. These emergency provisions allow for a unilateral placement in an interim alternative educational setting, for up to 45 school days, with the continuation of IEP services until a mandatory review of placement and a hearing can be held.

Appeal of Administrative Decision

The student's parent(s) may appeal the decision made at the review of placement pursuant to the provisions of the IDEA (20 U.S.C. 1400, *et seq.*) and the regulations hereunder.

The procedural safeguards of the IDEA apply to all decisions, which affect the identification, evaluation, placement and provision of a free appropriate public education to students with disabilities including disciplinary decisions. A copy of the procedural safeguards shall be provided to the parent(s) each time a review of placement occurs.

STUDENT COUNCIL

Students interested in serving as a student council representative should respond to announcements identifying when and where meetings and elections will be held.

STUDENT PUBLICATIONS

Students shall be required to submit publications to the administration for approval prior to distribution.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain right with respect to the student's educational records. They are:

- THE RIGHT TO INSPECT AND REVIEW THE STUDENTS EDUCATIONAL RECORDS WITHIN 45 DAYS OF THE DAY THE DISTRICT RECEIVES A REQUEST FOR ACCESS. Parents should submit to the Dean written requests that identify the record(s) they wish to inspect. The Dean will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENTS EDUCATION RECORD THAT THEY BELIEVE IS INACCURATE OR MISLEADING.

Parents should write to the Dean, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent, the district will notify the parent of the decision and advise them of their rights for a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- THE RIGHT TO CONSENT TO DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENTS EDUCATIONAL RECORDS, EXCEPT TO THE EXTENT THAT FERPA AUTHORIZES DISCLOSURE WITHOUT CONSENT.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her or his tasks. A school official has a legitimate educational interest if the official needs to review an education in order to fulfill her or his professional responsibility.

Upon request, the district discloses educational records without consent to officials of other school districts in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.) Parents have the right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

SUMMER SCHOOL

Student who fail subjects or who have completed less than the required number of classes for graduation will be required to attend summer school. The student must pay for classes taken during summer school. If the student has failed a class, the grade earned in summer will replace the grade given during the regular school session.

TELEPHONES

Students may request that a call be made for them in the department or front office after 3:45 P.M. If it is an emergency due to illness, the school nurse is authorized to make the call for the students to the student's home.

TRESPASSING/UNAUTHORIZED AREAS

Trespassing means that a person has been caught on campus without authorization. Students should not be in any area considered off-limits to students, including teacher's work areas and other off-limit campus areas. Students caught trespassing or in unauthorized areas without permission from a teacher or administration are subject to disciplinary action.

TRUANCY

Students must be in school each day of the academic year. Any absence, which has not been excused by a parent/guardian and approved by the administration (includes leaving class or outside the campus grounds without permission) will be considered truant. Truancy will be reported to an appropriate outside agency and may result in court action.

WEAPONS POLICY

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the district. School premises means the school, school grounds, school buses, bus stops, on the way to and from school, or any premises, grounds, or vehicles used for school purposes and includes premises where school sponsored events (e.g. athletic games and competitions, music competitions, etc.) are held away from district property.

Any employee or student who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to a school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with district policies and shall immediately report a violation of this policy to the peace officer, pursuant to A.R.S. 10-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm, deadly weapon, explosive, or prohibited weapon shall be suspended for the period of not less than a year, or expelled and not be readmitted within a one-year period, if ever. A student who violates this policy by any other means than carrying or possessing a firearm, deadly weapon, explosive or prohibited weapon shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action to a student with one or more disabilities shall be applied on a case-by-case basis in accordance with district policies and state and federal special education laws.

Students using, displaying, knowingly carrying or possessing any dangerous instrument or simulated weapon shall be subject to suspension or expulsion. Students knowingly transporting any dangerous instrument to campus shall be subject to suspension or expulsion. Any student who knowingly assists another in violating this policy may be subject to the same disciplinary actions as the student who violates this policy. For the purpose of this policy:

- Deadly weapon means anything designed for lethal use. This term includes firearms. Explosive means any nitroglycerine, black powder, or similar explosive including plastic explosives. Firearm means any loaded or unloaded, operable or inoperable handgun pistol, revolver, rifle, shotgun, or other weapon which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- Prohibited weapon means any of the following: Explosive, incendiary or poisonous gas, a bomb, grenade, mine or rocket having the propellant charge of over four ounces.
- A device designed to muzzle a firearm.
- Instruments, such as a nunchuck, used in the practice of martial arts. A breakable container containing flammable liquid.
- Any collection of parts that could be assembled to form a deadly weapon, firearm, or prohibited weapon. Any knife designed for lethal use.
- Dangerous instrument is any instrument perceived by a reasonable person to be capable of causing injury or death given the manner in which it is possessed, used, attempted to be used, or threatened to be used. This would include, but not be limited to, such items as a folding knife with a blade length of two inches or less, CO2 or air powered BB or pellet gun, razor blades, clubs, fireworks, brass knuckles, sling shots, nail clippers, etc.
- Simulated weapon means an instrument, which has the appearance of or is displayed or represented as a weapon.

WITHDRAWALS

If it becomes necessary that the student must withdraw from school before the end of a school term, the parents/guardians must request early withdrawal in writing at least ONE WEEK IN ADVANCE from the Dean.

At the time of the withdrawal the parent/guardian should sign a withdrawal form.

APPENDICES: **Definition of Terms:**
Student Attendance

Attendance

A student is to be counted present if (a) he/she is in attendance more than half a class period or (b) if he/she is participating in a school-authorized activity.

Absence

Absence is defined as nonattendance in an assigned class or activity for more than one-half of a period. Suspensions will not be coded as unexcused absences.

Tardy

Tardy is defined as not being in the assigned class or activity when the tardy bell has finished ringing. Enforcement of a tardy policy is the classroom teacher's responsibility with administrative assistance as requested by the teacher. Each campus may institute a program to address excessive tardies, which may include temporary exclusion from class. The Superintendent or designee must approve such programs.

Excused Absences

A health care professional (doctor, dentist, health plan, etc. must verify student absences. See Procedure 13) or verified by parent(s), legal guardian(s) or person(s) responsible for student, with submittal of a signed excuse stating the reason for the absence upon the student's return to school. Parents are to call the school's attendance office, if possible, on or before the day of the absence.

Academic Misconduct

Academic misconduct includes, but is not limited to cheating, forgery and plagiarism

Bullying

Bullying occurs whenever a student treats another abusively or threatens another through actions or statements that are reasonably interpreted as a serious expression of a purpose to inflict harm.

Clear and Present Danger

Case law has defined a clear and present danger as a threat to the health, safety, or welfare of the public. "Clear" has been interpreted to mean that the threat of danger is real or actual, not speculative or imagined. "Present" means that which currently exists as opposed to what does not yet exist or has ceased to exist.

Detention

"Detention" is defined as any one or more of the following activities to which a student may be assigned for a specified number of days as a penalty for misconduct. Before school/after school or Saturday detention: A student may be required to report to a specific school location for a specific period of time.

Work Detail

"Work Detail" is defined as a student being required to perform tasks assigned by a school official. These tasks may be assigned to be completed before school, after school, during lunchtime or on Friday or Saturdays and should be designed so as not to endanger the health and safety of the student.

Disruptive Conduct

"Disruptive Conduct" is defined as behavior that disrupts the educational process: intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk. Examples include, but are not limited to:

- Refusal to obey school rules;
- Refusal to obey reasonable instructions from school personnel or other persons in authority;
- Intimidating, bullying, loitering, cheating, lying;
- Leaving campus or class without permission;
- Excessive displays of affection;
- Use of pagers, laser pointers, cellular telephones (calls/games), other similar electronic devices (Walkmans, CD players) in class or as a disruption;
- Fighting or engaging in violent behavior;
- Threatening physical contact for the purpose of inflicting harm;
- Making unreasonable noise;

- Using abusive or obscene language or gestures toward students, staff members (A.R.S. § 15-507) or other community members;
- Obstructing pedestrian or vehicular traffic;
- Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose;
- Making statements (in verbal or written form) or engaging in conduct that a reasonable person would foresee would be interpreted by those whom it is communicated as a serious express of intent to harm or assault. (Alleged threat will be considered in light of their entire factual context, including the surrounding events and the reaction of the listener;) and
- Making statements (in verbal or written form) or engaging in conduct that hinders the ability of others to be secure, or that materially disrupts class work or involves substantial disorder or invasion of the rights of others.

Due Process

Due Process consists of a set of constitutionally required procedures designed to ensure that every student is treated fairly in determining whether or not the student's conduct justifies discipline.

Hazing

"Hazing" is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution; and
- The act may contribute to a substantial risk or actually cause physical injury, mental harm or personal degradation.

"**Organization**" means any group that is affiliated with Omega and whose membership consists primarily of students enrolled at that campus.

New Evidence Discovered

"New Evidence Discovered" is defined as evidence consisting of a new and important fact, testimony, or information that is discovered after a decision has been made.

School Day

A "school day" is defined as any day school is in session.

School Year

The "school year" is defined as 3 terms and summer school.

Sexual Harassment

Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Any student who engages in sexual harassment while acting as a member of the school community or while on school property shall be in violation of this policy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a student to another student or staff member. Sexual harassment may include, but is not limited to:

- Touching, pinching, grabbing, impeding or blocking movement, and lewd gestures.
- Continuing to express sexual interest after being informed that the interest is unwelcome.

Any student who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the dean or his designee(s).

A substantiated charge against a student at Omega shall subject that student to disciplinary action, which may include suspension or expulsion.

Sexual Misconduct

"Sexual misconduct" is defined as inappropriate conduct of a sexual nature, within a school community.

Threatening an Educational Institution

“Threatening an Educational Institution” is defined as interfering with or disrupting an educational institution by engaging in any one or more of the following, including but not limited to:

- Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
- Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
- Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others; and
- Refusing to obey a lawful order to leave the property of an educational institution.

The general category of “Threatening an Educational Institution” may include, but is not limited to the following, depending upon the circumstances of each case:

- Assault on another student;
- Aggravated assault/assault on a staff member;
- Arson/reckless burning
- Bomb threats;
- Destruction or defacement of property;
- Endangerment;
- Explosive devices;
- Extortion’
- Threat, intimidation, verbal abuse of a student;
- Threat, intimidation, verbal abuse of a staff member;
- Incitement; and
- Weapons

Omega is required by law (A.R.S. § 13-2911) to expel from school for at least two (2) semesters a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case-by-case basis if the student takes responsibility for the result of the threat. Omega shall adhere to all federal and state requirements and procedures for students afforded protection under Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act (IDEA).

Trespassing

“Trespassing” is defined as unauthorized presence on school property.

Due Process Rights of Students

As directed by the United States Constitution and interpreted by the courts, every student is entitled to due process before he/she may be suspended or expelled from school. Such action requires a reasonable basis for the imposition of discipline.

Exclusion from Class

If a student’s conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day.

The teacher shall explain to the student the reason he/she is being excluded from class and issue the student a pass to the appropriate administrator.

A Discipline Referral form will be completed by the teacher and given to the appropriate administrator explaining the offense committed by the student.

For any situation that necessitates the exclusion of a student from class, the teacher shall complete a proper pass directing the student to the appropriate administrator.

A conference shall be held with the student by an administrator to determine what actions shall be taken.

A teacher may remove a student from the classroom if either of the following conditions exists:

1. The teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with other students in the classroom or interferes with the ability of the other students to learn; or
2. The teacher has determined that the student's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other students in the classroom or with the ability of the other students to learn.

The placement review committee will determine the placement of the student if the teacher refuses to readmit the student beyond one period. The placement review committee process, to determine the placement of the student in a new class or replacement in the existing class, shall not exceed three business days from the date the student was first removed from the teacher's class. **(In the case of a student with a disability, the placement review committee will defer to the IEP team.)**

Emergency Suspension

An emergency suspension occurs when a student is removed from school without prior use of formal due-process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person(s) or property or an ongoing threat of disruption to the academic process.

Appeal Process

Parent(s) or guardian(s) have five (5) school days to appeal a long-term suspension. This appeal should be written to the principal of the school indicating any violations of due process during the long-term suspension hearing or any new evidence not presented during the hearing.

Pending the final resolution of such appeal(s), the student shall be returned to class or placed on in-school suspension and required to complete assignments unless it is determined that he/she is a clear and present danger to self or others.

The Dean shall review the evidence and respond to the parent(s) or guardian(s) appeal within five (5) school days after receipt of the appeal letter.

Parent(s) or guardian(s) may appeal long-term student suspensions to the Superintendent or designee. This may be done only after the principal has made a determination. Appeals to the Superintendent or designee must be made within five (5) school days after receipt of a decision regarding long-term suspension from the local campus principal. Parent(s) or guardian(s) may appeal the Superintendent's or designee's decision to the Governing Board.

To arrange such an appeal, the parent(s) or guardian(s) of the suspended student or the student must deliver to the superintendent a letter directed to the board within five (5) school days after receiving written notice of the decision from the hearing officer regarding the long-term suspension. The letter must describe any objections to the hearing or the decision rendered.

Application for Re-Entry Following Expulsion

After the lapse of two (2) semesters, a student who has been expelled may appeal of re-entry to school by making written application to the Governing Board through the Superintendent. The student's application for re-admittance shall contain information indicating resolution of the problems that resulted in the expulsion. It is the prerogative of the Governing Board to grant or deny re-admittance or to stipulate appropriate conditions for re-admittance.

The Governing Board, in its discretion, may, but is not required to, hold a hearing on any application for re-admittance to school. Re-admittance may occur only at the beginning of a semester.

Parents must be notified of all infractions (Discipline Issues)

Repeat/multiple violations may result in more severe penalties than the guidelines for a single offense.

Violation	Discipline for any of 1 st , 2 nd , or 3 rd Offense
1. Academic Misconduct A.R.S. §15-841	Detention, suspension or expulsion.
2. Alcohol, drugs, and paraphernalia, possession or using A.R.S. §13-3411	1) Suspension for up to nine (9) school days. 2) Suspension for 18 school days. May be removed to alternative school. 3) Suspension for two (2) semesters. May be removed to alternative school.
3. Alcohol and drugs, selling, dispensing, or dealing A.R.S. § 13-3411	Notification to parents/guardians and police. Recommendation for expulsion.
4. Arson A.R.S. § 13-2911 A.R.S. §13-1701	Up to long term
5. Assault A.R.S. §13-1203 A.R.S. §13-2911	May result in police notification and/or parent filing criminal charges.
6. Attendance/Tuancy A.R.S. §15-802 A.R.S. §15-803	Sweep while awaiting Hearing Officer determination
7. Defiance of authority A.R.S. §13-2911	Detention or suspension or long term.
8. Disruptive conduct A.R.S. §13-2911	Detention or suspension or long term.
9. Dress and appearance A.R.S. § 15-841	1) Change of clothing 2) Additional offenses may be assigned to detention or suspension or loss of credit.
10. Emergency alarms and fire controls A.R.S. §13-2911	Suspension for five to nine (5 - 9) school days. 2) Suspension for the balance of the semester. 3) Expulsion and notification to law enforcement agency. 4)Restitution
11. Endangering the health and safety of others. A.R.S. §13-1201 A.R.S. §13-2911	Detention, suspension or expulsion.
12. Fights A.R.S. §13-1202 A.R.S. §13-2911	Suspension up to nine (9) school days. Referral to an alternative school. Suspension for up to two (2) semesters or expelled.
13. Forgery A.R.S. §13-2001	Detention, suspension, up to long term suspension.
14. Gambling A.R.S. §13-3301	Detention or suspension for up to nine (9) school days.
15. Harassment/Bullying A.R.S. §15-802 A.R.S. §15-803	Detention, suspension, up to long term suspension. Police may be called; Parents may choose to file police report
16. Hazing and initiation A.R.S. §13-1202 A.R.S. §15-2301	Detention, suspension, up to long term suspension.
17. Improper Computer usage A.R.S. §15-727	1) Assignment to detention or suspension for three (3) to nine (9) school days. 2) Suspension for ten to twenty (10-20) school days. 3) Suspension for balance of the semester.

Violation	Discipline for any of 1st, 2nd, or 3rd Offense
18. Multiple and Repeated Violations	Detention, suspension, up to long term suspension.
19. Obscenity, profanity, defamation, or abusive language A.R.S. §13-2911	Assignment to detention or suspension for up to nine (9) school days. Long term
20. Sexual harassment/sexual misconduct A.R.S. §13-1405	Detention, suspension or expulsion.
21. Theft A.R.S. §13-1802 A.R.S. §13-2911 A.R.S. §13-1804	1) Restitution or suitable arrangements. Suspension for three (3) school days or longer. 2) Same as first plus suspension for up to two (2) semesters. 3) Recommend expulsion.
22. Threatening an educational institution A.R.S. §13-1202 A.R.S. §13-2911	Immediate expulsion.
23. Tobacco possession or use of lighters, matches A.R.S. §13-3622 A.R.S. §36-798	1) Assignment to detention or suspension for three (3) to nine (9) school days. 1) Assignment to a stop-smoking-cession group.
24. Traffic rules (use of a motor vehicle) A.R.S. §28-3473	Detention, suspension or expulsion. Driving and parking privileges may be suspended or revoked.
25. Trespassing A.R.S. §13-1501	Contact campus and/or Police referral
26. Unauthorized entry/Burglary A.R.S. §13-1506	Police referral
27. Unauthorized visits to other campuses A.R.S. §15-841	Referral to home school for discipline.
28. Vandalism, destruction of property A.R.S. §13-1602	Restitution, Detention, suspension, up to long term suspension
29. Violation of school procedures and rules A.R.S. §15-841	Detention, suspension - long term. May be expelled
30. Weapons and dangerous items A.R.S. §13-2911 A.R.S. §13-3102	Long term suspension for up to two (2) semesters, with loss of credits or may be expelled.