

Saguaro High School Discipline Referral Procedures

Saguaro High School has set high expectations for academics and classroom behavior. Students have been informed about the discipline plan and understand consequences set forth below.

We believe that no student has the right to be disruptive to the degree that he or she may infringe upon the rights of other students. Saguaro's staff and Site Council developed this plan. We need your support to be effective.

Serious Violations

Serious violations will be reported immediately to building security and the administration and handled with consideration of student supervision, student safety, respect, confidentiality, detailed and accurate reporting, and district policies and procedures.

Examples of serious offenses include, but are not limited to, the following:

- abuse of staff
- insubordination
- closed campus violation
- obscene behavior
- dangerous behavior/instruments
- possession/use of tobacco, drugs or alcohol
- fights, assaults, theft/vandalism, gang activity
- unauthorized use of medications
- harassment
- hazing
- intimidation
- pranks
- weapons violation

Classroom Referrals

Common classroom violations include, but are not limited to, the following:

- classroom rule violations
- disruptive behavior
- disrespectful behavior
- academic dishonesty
- any action that disrupts the effective delivery of instruction
- failure to bring necessary materials to class.

Class rule violations will usually result in one of the following actions:

1. student/teacher conference
2. parent contact
3. referral to the office

It may be necessary to refer a student immediately to the office on the first violation if the behavior, in the view of the teacher, warrants immediate removal. The staff member who refers a student to the office for discipline will contact the parent, typically within 24 hours.

Administrative Action once student is referred:

1. Contact parent and assign detention.
2. Contact parent and assign In-School Suspension (ISS).
3. Contact parent and assign Out-of-School Suspension (OSS).
4. Contact parent and remove student from class.

All steps in administrative action phase will require the student to address how he or she will change his or her behavior so that future violations do not occur and will require a student signature acknowledging the plan. A parent conference will be required on the second violation. SST referral may be initiated on the third referral to help determine the causes of the disruptions.

Dress Code Violations

Scottsdale School District's Uniform Code of Student Conduct directly addresses student dress. Additional dress code standards at Saguaro High School state that no tank tops, spaghetti straps, muscle shirts, half shirts, halter tops will be worn.

Also, straps on shirts must be a minimum of two (2) inches in width on top of the shoulder. Regardless of current fashion, our dress code also states that headwear such as bandanas, hairnets and do-rags will not be permitted. Finally, hats, visors and sunglasses may not be worn in the classroom.

Dress Code violations will result in:

1. referral to the office, potential parent contact and change of clothes, if possible
2. referral to the office, parent contact and detention
3. (and subsequent violations) referral to the office, parent contact and ISS or OSS.

Tardy

1st Tardy Student and teacher will conference about expectations.

2nd Tardy Teacher will conference with student.

3rd Tardy Teacher will initiate appropriate consequence.

4th Tardy Teacher will initiate appropriate consequence.

***Teacher will contact parent prior to 5th tardy and referral to the office.**

5th Tardy Referral to the appropriate administrator. Administrator will contact parent and assign detention.

6th Tardy Referral to the appropriate administrator. Administrator will contact parent and assign detentions. Administrator will also advise parent that next tardy will result in loss of class and credit.

7th Tardy Student will be withdrawn from class without credit. Mitigating circumstances may allow for flexibility as determined by teacher and administration. Administrator will contact parent.

Unexcused or Unverified Absences

1st UNX/V Office staff will notify parent if possible.

2nd UNX/V Office staff will notify parent as soon as possible and refer student to administration for conference.

3rd UNX/V Administrator will contact parent and advise that student will be removed from class for next UNV (Unverified) or UNX (Unexcused) absence.

4th UNX/V Student will be removed from class without credit. Parent contacted by administrator.

Saguaro's efforts are intended to keep students in class and focused on curricular material. Our intent is to contact parents or guardians as frequently as necessary to bring about appropriate behavior. Your assistance in that endeavor is appreciated. Please feel free to contact your child's teachers, counselor or administrator whenever communication is warranted.