



# STUDENT PARENT HANDBOOK

2016 - 2017

STAY INFORMED. BECOME INVOLVED. JOIN OUR STUDENTS' JOURNEY.

WEBSITE: [www.srhs.srpmic-ed.org](http://www.srhs.srpmic-ed.org)

FACEBOOK: [www.facebook.com/srpmicschools](http://www.facebook.com/srpmicschools)



## SALT RIVER HIGH SCHOOL

### Welcome Letter

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Dear Parents/Guardians:

Thank you for choosing Salt River High School for your student's education. I would argue that there is no higher honor than instilling the trust in us for your student's safety and educational growth.

In speaking for the staff at SRHS, I am confident that you will rarely find an educational environment that is more supported through resources and personnel to see successful student results. Success for students is on an individual basis and can be seen and viewed on multiple levels. Similarly, your student is seen and assisted with in this individual manner and not just as a number. From personal and initial enrollment meetings to coming to school on a daily basis, it is important for us that you, your family and your student feels welcome at SRHS.

When I became an administrator years ago, I wrote my personal philosophy on education and it still holds true for me today:

*My philosophy in education is to create a culture of respect and improvement. It is my desire to instill into students the drive and will to want to be better tomorrow than they are today, regardless of obstacles. I strive to assist students in finding passion in a field of their choice while making strides towards success. I feel that character defines an individual. Given this attitude, we help students to achieve in an atmosphere that does not condone excuses for failure. I believe we can all have a positive impact in this world.*

At SRHS, we look forward to partnering with you as families and strengthening this team effort for the overall education and success of your student. A school community coming together for every student is a strong, influential and powerful action. Through this intentional effort, the sky is the limit. I for one, am humbled to be a part of this journey.

Our doors are always open to you.

Respectfully,

Jon Gentile

Salt River High School Principal



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# Mission Statement

Salt River High School strives to provide a culturally rich and challenging educational environment that empowers students with the skills for a successful journey of life-long learning. We are committed to the whole student by enhancing their spiritual, mental, emotional, and physical well-being while actively involving family and Community members. Salt River High School fosters an atmosphere of respect, self-determination and tribal sovereignty to ensure each student’s role as a responsible citizen.

# Directory

<b>Salt River High School</b>		
4827 N. Country Club Rd. Scottsdale, AZ 85256 (480) 362-2000		
<b>KEY STAFF MEMBER DIRECTORY</b>		
Principal	Jon Gentile	(480) 362- 2061
Assistant Principal	Rob Barnes	(480) 362- 2067
School Counselor	Nola Johnson	(480) 362-2066
School Counselor	Tammy Newell.	(480) 362- 2050
Curriculum and Instruction Specialist	Gayl Howell	(480) 362 - 2020
Athletic Director	Brandon Tauscher	(480) 362 - 2021
School Nurse	Jessica Patterson.	(480) 362-2065
School Resource Officer	Seth Graham	(480) 362- 2124
Registrar	Samantha Mielkey	(480) 362- 2057
Attendance Liaison	Na Humma	(480) 362- 2052
Assessment & Compliance Coordinator	Brian Flanigan-Arthurs	(480) 362-2018
Parent &Community Liaison	Alvin Saenz	(480) 362-2069

# Bell Schedules

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**Breakfast served daily 7:15 – 7:40 A.M.**

Daily Bell Schedule			
	Regular Day	Late Start (Blue)	Early Release (Purple)
Period 1	7:45 – 8:37	10:53 – 11:23	7:45 – 8:17
Period 2	8:40 – 9:28	11:26 – 11:55	8:20 – 8:52
Period 3	9:31 – 10:19	11:58 – 12:27	8:55 – 9:27
Period 4	10:22 – 11:10	12:30 – 12:59	9:30 – 10:02
Period 5A	11:13 – 12:01	1:02 – 1:31	10:05 – 10:37
JH Lunch	11:13 – 11:39	N/A	
Period 5B	11:42 – 12:30	N/A	
HS Lunch	12:04 – 12:30	N/A	
Period 6	12:33 – 1:21	1:34 – 2:03	10:40 – 11:11
Period 7	1:24 – 2:12	2:06 – 2:35	11:14 – 11:45
Eagle Hour	2:15 – 2:35		

## School Calendar

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Please view the school calendar online at <http://srhs.srpmic-ed.org>

## Registration

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### Registration

### Enrollment/Re-enrolling

Start of the school year enrollment- To register a student for the first time in the Salt River High School, students will need all of the following documents:

- Completed Enrollment Packet\*
- Current Immunization Records and/or signed Exemption form\*
- Birth Certificate\*
- Tribal Enrollment (if applicable)\*
- Record's Request
- Guardianship/Custodial Parent/Court Order Notices (If applicable)\*

- Official Withdrawal Form from previous school (if applicable)\*
- Transcript from previous school (grades 9 thru 12)\*
- Current Report Card/Progress Report (grades 7 and 8)\*
- Attendance Records from previous school\*
- Disciplinary Records from previous school\*
- AZ Merit/AIMS Test Results (if applicable)\*
- IEP/504/MET (If applicable)\*
- Arizona Proof of Residency (Driver's license, current utility bill, see attached list)\*
- PHLOTE Home Language Survey
- Title VII Student Eligibility Certification
- Enrollment Meeting with Administrators

Returning student enrollment - When you re-enroll your student at Salt River High School, we will need you to fill out a returning student registration application and submit all the following documents:

- Returning student info sheet
  - Nurse Forms (Dental, Flu, Health)
  - Guardianship/Custodial Parent/Court Order Notices (If applicable)
  - Arizona Proof of Residency (Driver's license, current utility bill, see attached list)
  - PHLOTE Home Language Survey
  - Digital and Non-Digital Student Image (likeness) and Voice Release Form
  - Technology Acceptable Use Agreement for Student(s) and Parent(s)
- Students who transfer from another school into Salt River High School after the first 10 days of school must be academically & behaviorally in good standing and meet SRHS attendance standards in order to enroll.
  - Students, who withdraw or are dropped from the SRHS enrollments may not re-enroll for the remaining school year (unless transfer criteria is met-see above).

## Emergency Contacts & School Communication

Upon a student's enrollment in school, parents/guardians are asked to provide personal as well as contact as well as emergency contact information. At a minimum, parents/guardians are asked to provide the following information:

1. Primary Household Phone (Required)  
This is the phone number that serves as the initial and primary point of contact for all school communications.
2. Primary Guardian Phone and E-Mail (If available)  
This contact information is used for school communications as well as for notification in the event of an emergency.
3. Secondary Guardian Phone and E-Mail (*Optional*)  
This contact information is used for school communications as well as for notification in the event of an emergency.

4. Two Emergency Contacts (Required). You may have up to four.  
Parents/guardians are asked to identify who is authorized to be contacted in the event of an emergency.  
Emergency contacts are authorized to pick up a student in the event a parent/guardian cannot be reached.  
This includes the individual's name, relationship, phone and e-mail.

Parents/guardians are responsible for ensuring this information is current and correct. Parents/guardians will contact the school's front office **immediately** whenever this information changes.

Information will be reviewed by the School Registrar, School Counselor, and Administrator to ensure that your student receives the proper placement and appropriate services at SRHS. An enrollment meeting will be scheduled if necessary to discuss expectations and answer any questions you may have.

This information and your participation in this process prior to enrollment will ensure that your student's achievement and success at Salt River High School begins with their first day of school.

Returning student enrollment - When you re-enroll your student at Salt River High School, we will need you to fill out a returning student registration application and submit all the following documents:

- Returning student info sheet
- Custody/Court Orders (If Applicable)
- Utility Bill I.E. (Electric, Phone, or Gas)
- Signed Student Handbook Page
- Digital and Non-Digital Student Image (likeness) and Voice Release Form
- Technology Acceptable Use Agreement for Student(s) and Parent(s)

Information will be reviewed by the School Registrar, School Counselor, and Administrator to ensure that your student receives the proper placement and appropriate services at SRHS. An enrollment meeting will be scheduled if necessary to discuss expectations and answer any questions you may have. This information and your participation in this process prior to enrollment will ensure that your student's achievement and success at Salt River High School begins with their first day of school.

## Homeless Students

Please inform the school if a student is homeless (*"lacks a fixed, regular, and adequate nighttime residence"*, *McKinney-Vento Education of Homeless Children and Youth Assistance Act*).

- SRHS adheres to the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.
- SRHS follows the Salt River Pima-Maricopa Indian Community Schools Homeless Policy which promotes educational stability and immediate school access/enrollment for homeless youth and children.
- The SRHS Parent and Community Involvement Specialist, Alvin Saenz is the SRHS Homeless Liaison and will work with the parent/guardian of homeless youth and children to coordinate needed services.

## Confidentiality

Salt River High School complies with both Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA), federal laws that protect the privacy of student medical and educational records. Parents and students have specific, protected rights regarding the release of records and information.

## Withdrawal

To voluntarily withdraw, a parent/guardian must complete and sign the Arizona Official Notice of Pupil Withdrawal form. A copy of the withdrawal form will be given to the student (if an adult) or parent/guardian for their records. Students absent for ten consecutive school days, except for excused absences, will be automatically withdrawn from the school.

Students, who withdraw or are dropped from Salt River High School (SRHS) enrollment, may not be accepted for re-enrollment for the remainder of the current school year. Upon withdrawal, the student must return all books and other property to the school. Refer also to Student Rights and Due Process.

## Student Identification/Activity Card

All students are issued a photo ID card and must present it at the request of any faculty or staff member. Students may be required to have the ID card in their possession at activities, athletic events, and student dances. If a student's ID card is lost or stolen, a replacement card can be obtained.

## Textbooks, Instruments, Equipment & Fees

SRHS does not charge for textbooks, instruments or equipment. However, students may be charged for items that are lost, damaged and/or unreturned. Lab, activity classes and items to purchase (yearbooks, t-shirts, etc...) may charge fees for materials. Students shall pay for all items not turned in. Money may be refunded when the items are returned with the receipt that was issued when the student and or guardian paid the original fee for the loss book, instruments or equipment.

If a student plans to pay fees by check, the check must be payable to "Salt River High School" for the exact amount of the fee. The check writer must have a valid driver's license and the license number should be written on the face of the check. Students will be informed in advance whether a fee is required for a class.

## School Property Damage

No student shall damage or deface SRHS property. If school property is damaged, the consequences imposed for damaging school property will depend upon the level of damage and circumstances. Students may be subject to suspension for willful destruction of school property. Willful destruction occurs when a student knowingly damages, defaces, or destroys school property. In cases in which a student engages in conduct that results in damage to school property, SRHS may notify the Community Police and make formal charges for the purpose of having the Community Court order the student, or his parents/guardians, to make full or partial restitution to SRHS in accordance with Community law.

## Schedule Change Procedures

Students are advised of their program of study. Course selection should be carefully planned. Course offerings and staffing are based on students' requests and graduation requirements, as well as the identified learning needs of students. Consequently, schedule corrections will be made only when errors are apparent or change is absolutely necessary. Schedule corrections will be permitted for the following reasons:

- Class size balancing
- Clerical errors



- Graduation requirements
- Enrollment in alternative program (night school / summer school / EVIT / Concurrent College enrollment)\*
- Medical reasons\*
- Employment / Seminary or other Religious classes\*
- IEP/504 Requirements\*

*\*Documents must be provided in these cases.*

Additional corrections or adjustments may be made with administrative approval. A student may AUDIT any class with administrative approval.

NOTE: Drop/Add periods are announced at beginning of each semester for students to adjust elective choices.

## College and Career Programming Courses

The classroom students are given the opportunity to participate in College and Career Programming courses through the Salt River Education Division. The Education Division will pay the associated fees of participating students. Students are responsible for informing the instructor and/or coordinator of the College and Career Programming courses of any outstanding fees. Participating students are also required to provide any receipts associated with the fees. Please see your H.S. Administration for questions.

## Student Services

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### Health Services

SRHS has an on-site school nurse. In the event a student becomes ill while at school the nurse will evaluate the student and notify the parents/guardians if necessary. In cases of medical emergencies, paramedics will be immediately notified.

Students who need to see the nurse must have a signed pass from the classroom and then report to the Front Desk and sign in at the Nurse's Office.

A parent/guardian will be notified by the school nurse if their student is ill/injured and needs to go home. The student may be picked up by the parent/guardian or anyone listed on the emergency contact list. A picture identification, such as a driver's license, will be required when signing a student out of school. Students who leave school because of illness without first reporting to the office will be considered truant.

The parent/guardian should notify the school if a student has a medical problem (e.g., epilepsy, asthma, diabetes) at the time of registration or diagnosis.

It is the responsibility of the parent/guardian to transport medications between home and school. The parent/guardian will be required to fill out a Medication Administration Permission Form (available in the Nurse's Office) before medications can be administered at school. Students may not carry medications (over-the-counter or prescription) on their person. Medications shall be stored in the Nurse's Office. Unauthorized medication (even prescription medication that has not been registered with the Nurse) is not allowed on campus at any time and may be subject to disciplinary action.

When a student needs to be excused from physical education due to medical reasons, a doctor's note is required to be filed at the Front Office/Nurse's Office. Depending on length of medical release an alternative assignment or schedule change will be required.

Should not come to school if they have a temperature over 100 degrees. Parents/Guardians should not send a student with a temperature above 100 degrees (F) to school until his/her temperature has returned to normal for 24 hours. It is the responsibility of the student to make up all work missed during the absence.

Students with a contagious illness will be excluded from school until the condition is treated and is no longer considered contagious. If a student becomes ill with a contagious disease, while at school, they will be sent home (see: When student is ill/injured and needs to go home).

## Immunizations

All students entering school in Arizona must have proof of all required immunizations, or valid exemption, in order to attend school. The immunization record for each vaccine dose must include the date and name of doctor or clinic which are diphtheria, poliomyelitis, Tdap, (MMR) Measles, Mumps, & Rubella, Hepatitis B, Varicella and Meningococcal. No student will be permitted to enroll in school unless verifiable documentation of immunizations is presented at the time of enrollment. Exemptions from immunizations will be permitted for personal belief, or medical reasons. A parent/guardian must certify in writing the reason(s) for the exemption. When certifying a medical exemption, a physician must sign the exemption request.

Exempted students will not be allowed to attend school during periods of disease outbreak for which they are not immunized, as determined by the state or the Community's health department.

Information on immunization schedules and clinics offering free immunizations can be obtained by calling the Public Health Nurse Office at (480) 362-5710 or (480) 946-9066.

## Counseling

SRHS affirms that parents are a student's first teacher and that we serve to strengthen family and parental support. Counselors work closely with parents and school personnel to find and remove barriers to student learning. Parents are encouraged to contact a school counselor to discuss any concerns about their student's school experience. School counselors provide services in three major areas: academic guidance, career guidance and personal/social counseling. Some of the topics covered are:

- Creating a four year plan
- Creating an Education and Career Action Plan (ECAP)
- Choosing a college and preparing academically and financially for that choice
- Improving study habits
- Assist with making social adjustments
- Crisis Intervention
- Career exploration

## Library/Media

The Media Center offers many resources to students: books, electronic database, periodicals, and reference works.

**Using the Library:** Library hours will be from 7:00 A.M. – 4:00 P.M. allowing students to use the facility before and after school. While in an assigned class period a student must have a pass to be admitted to the library.

**Check-Out Materials:** If students desire to check out any items or materials, they must present their school ID. Fines and overdue materials must be cleared before students check out any other materials.

## Cafeteria

SRHS does not charge for breakfast or lunch. Breakfast is served at approximately 7:15 a.m. until 7:40 a.m. Salt River High School has two lunch periods; one for junior high students and one for high school students. SRHS is a closed campus. Students are not permitted to leave campus during the 30 minute lunch period. SRHS cafeteria adheres to all National School Breakfast and Lunch Program guidelines. Students should report any food allergies to the nurse and cafeteria personnel.

## Parking

Students are permitted to drive their own vehicle to school. Salt River High School is a closed campus. Student drivers MAY NOT check themselves out, without administrator approval, during the day and must remain on campus until the dismissal bell rings for their last scheduled class. Student Parking is located east of the student entrance and Gymnasium, by the softball and football fields.

## Security

In order to ensure a safe learning environment, SRHS has established school-wide security staff, and a SRP-MIC School Resource Officer. The Security Staff routinely assist teachers and other school personnel in managing disruptive student behavior. In addition, the Security Staff maintains campus-wide safety, security, and manages fire and lock down drills

1. Video Camera

In order to maintain campus safety, video cameras have been set up across campus. Unless specifically authorized, no person(s), including SRHS personnel, has viewing privileges.

2. Security Checks

In order to maintain campus-wide safety, the Security Staff conducts security checks at the following times:

- Morning bus arrival: Students may pass through a Security Check that may include a metal detecting system and bag and/or backpack check.
- Arriving on campus at any other time: After the first morning bell, students must enter campus through the main entrance. After checking in at the Front Office and before going to class, the student will be greeted by a Security Staff member who may conduct a search using a metal detector hand wand. In addition, the Security Staff member may search handbags and backpacks.
- After initial student check-in, all students are subject to search at any time with administration present.

## Attendance

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Tribal law (Article XI.sec.11-309) requires that students attend school between the ages of five (5) through eighteen (18). SRHS enforces a strict attendance policy. The primary responsibility for attendance rests with the student and parents/guardian. Students are required to attend every class for which they are registered.

### Summary of Expectations

The following student attendance information is the expectation for the betterment of each student's education and will serve as a guideline for Salt River Junior High and High School students, guardians, parents and families.

1. **Parent/Guardian is expected to call the school in the case of a student absence.**
2. **If no parent/guardian notification is received by Salt River High School, SRHS will attempt to make contact with the parent/guardian.**
3. **Notifications of daily accumulated student absences (per semester) and school response to intervention:**
  - a. **3 Absences (Excused and/or Unexcused)**

- i. 1st formal attendance letter mailed home and school contact by School Attendance Liaison.
- b. **6 Absences (Excused and/or Unexcused)**
  - i. 2<sup>nd</sup> formal attendance letter mailed home (with tracking), school contact by Parent and Community Involvement Specialist to schedule a required meeting. The student may not return to school until a meeting is scheduled.
- c. **9 Absences (Excused and/or Unexcused)**
  - i. 3<sup>rd</sup> formal attendance letter mailed home (with certification), school contact made and referral made to SRPMIC Attendance Officer.
- d. **15 Absences (Excused and/or Unexcused)**
  - i. Student may be recommended to be withdrawn from Salt River High School. Letter of notification mailed home (with tracking) and school contact made.
- e. *Parents/Guardians who anticipate extended absences should contact the school. If they do not, the student may be withdrawn from school after missing 10 consecutive school days.*

### **Parent/Guardian Responsibility to Notify School**

To excuse an absence, parents/guardians should call prior to or on the day (by 10 a.m.) of the absence. The Attendance Office telephone number is (480) 362-2052 and has a 24-hour answering machine. Notes are accepted, if they can be verified by a follow-up call by the Attendance Clerk. The Attendance Office will notify parents/guardians of accumulated student absences.

#### **What is an absence?**

A student who is not present or who arrives more than ten (10) minutes late is considered absent from class for that period. All students shall be in class unless, they are ill.

#### **What is an unexcused absence?**

If a parent/guardian does not notify the SRHS Attendance Office within three (3) days that the student is absent for an excused reason, that absences will then be considered an unexcused absence, outside of any irrefutable documentation.

### **Excusable reasons for absences:**

***(Irrefutable documentation, such as notes from a doctor or dentist will be taken into consideration.)***

- Student is ill (After three consecutive sick days, the student must present a doctor's note)
- Student has a medical/dental appointment that cannot be made before or after school
- Death in the immediate family
- Religious holiday
- Student is participating in a cultural/ceremonial/traditional event

Any student that is absent during district or standardized testing will be required to make-up the test(s) within a specified timeframe. This timeframe may include testing on Saturday.

Students will be allowed the number of days absent (excused absences only) to make up missed assignments. Work that was assigned prior to an absence will be due upon return to class. SEE Homework

Any unexcused absence is considered a disciplinary situation. SEE Truancy Intervention

## Adult Students & Attendance

Students, 18 years and older, are considered adult student learners. Adult students that attend SRHS are held accountable for all absences and will be required to sign an adult agreement. If a student who is 18 years and older and still resides at home with parent/guardian, we still prefer to remain in contact with student's parent/guardian, as a courtesy.

## Attendance Policy & Earning Credit

It is important that parents/guardians and students recognize the direct relationship between academic success and regular class attendance. Lectures, discussions, participation and student interactions with teachers are lost when students are absent. For that reason, a student will be placed on audit status when ten (10) absences are reached in any individual class during a semester. The student will be placed on audit status, which is a probationary period (outlined below under Truancy Prevention) and if the student fails to meet the criteria and requirements of the audit status, he or she may lose credit and/or be withdrawn from Salt River High School. This is one crucial component of the required meeting at 6 potential absences.

## Tardiness

At SRHS there are a series of bells indicating when class ends and begins. There is no warning bell prior to the bell that starts each class. Students are considered tardy if they are not inside their assigned class when the final bell rings. Tardy sweeps may occur. Students not in class may be placed in tardy sweep, lunch detention and/or afterschool detention.

## Truancy Intervention

In accordance with Tribal law (Article XI.sec.11-309) SRHS attendance patterns will be closely monitored. Every period, attendance is taken and reported to the Attendance Clerk. SRHS Truancy Intervention Program process is as follows:

1. For every absence, the SRHS Attendance Liaison will attempt to make personal contact with the student's parent/guardian.
2. **3 Absences (Excused and/or Unexcused)**
  - a. After three (3) full day absences or twenty-one (21) accumulated period absences, the first formal attendance letter mailed home and school contact will be attempted by School Attendance Liaison.
  - b. SRPMIC Attendance Officer will be notified.
3. **6 Absences (Excused and/or Unexcused)**
  - a. After six (6) full-day absences, combination of or forty-two (42) accumulated period absences, a second formal attendance letter mailed home (with tracking), school contact will be made Parent and Community Involvement Specialist requesting a required meeting.
  - b. **STUDENT WILL NOT BE ALLOWED TO RETURN TO SCHOOL UNTIL THIS MEETING IS SCHEDULED.**
  - c. SRPMIC Attendance Officer will be notified.
  - d. Student will be recommended to attend the Salt River High School Saturday School Program.
4. **9 Absences (Excused and/or Unexcused)**
  - a. After nine (9) full-day absences or sixty-three (63) accumulated period absences, **the third formal attendance letter mailed home (with certification), school contact made and referral made to SRPMIC Attendance Officer.**
  - b. **Student will now be placed on AUDIT Status / Academic Probation and is in jeopardy of NOT earning credit for the class(es). An AUDIT Meeting will only be considered to be held where a student is passing his/her class(es) and under fifteen (15) absences by the end of a semester.**
  - c. Student will be recommended to attend the Salt River High School Saturday School Program.
5. **15 Absences (Excused and/or Unexcused)**

- a. Student may be recommended to be withdrawn from Salt River High School. Letter of notification mailed home (with tracking) and school contact made.
  - b. It will be recommended the student return to his/her home school. The School and Community Relations Department can and is willing to assist with this process.
  - c. **Irrefutable documentation, such as notes from a doctor or dentist will be taken into consideration.**
  - d. The student and parent/guardian have the right to appeal to the school principal.
  - e. The student and parent/guardian have the right to appeal to the Superintendent / Director or Designee.
6. If the student and family/guardian wishes to reapply to enroll at SRHS the following semester or school-year, the student and family/guardian must provide documentation of successful academic grades and attendance while attending his/her most recent school (Reference
  7. **Excessive absences that are limited to one (1) to three (3) class periods, are in line with the criteria above and potentially fall into an AUDIT status may result in loss of credit, removal from class and placed into a study hall (no credit) and/or be placed on a modified schedule.**

*All correspondence regarding student attendance may be held in student file and may also be communicated with SRPMIC School and Community Relations Department.*

## Homework

Homework is an important part of your total education. The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences, as well as, teaching responsibility. Therefore, students should assume the major responsibility for:

- Reading 20 minutes every day
- Understanding the assignments before leaving every class
- Turning in all assignment by the due date
- Asking the teacher for assistance if unable to accurately complete homework assignments
- Homework assignments not turned in on time may result in being assigned Lunch Time Homework Detention the day of.
- Failure to attend Lunch Time Homework Detention may result in being assigned After School Detention (ASD) the following day.
- Students who are assigned ASD for a third time will be assigned In School Suspension (ISS) in place of ASD.

Parents and guardians can support their student by providing the student with time necessary to complete the assignment and by providing a quiet, well-lighted place to study. If you need assistance or suggestions on how to encourage timely completion of homework assignments, please contact your student's teacher(s).

Please take advantage of our on-site Step-up Tutoring Program available Monday-Thursday on a weekly basis.

## Homework Request during Absences

When requesting homework during a student's absence, please call the front desk at 362-2000. Parents/guardians are requested to allow adequate notice for preparation of homework material. Homework may be picked up the following day after 3 p.m. Parents/guardians may email teachers directly.

# School Procedures

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## Closed Campus

SRHS is a closed campus. Students may not leave the campus during the school day. Student drivers may not leave the campus during the school day. In order for a student to leave the SRHS campus, a parent/guardian is required to “check-out” a student in-person at the front office. Adult students MAY NOT check themselves out during the day unless an administrator has given permission / consent. Students must remain on campus until the dismissal bell rings.

## Release Time

For specific reasons, students may be granted release time by the school administration. Typically, released time is granted only to seniors for attendance at work, college, or other indicated needs.

## Visitors

For the safety of students, as well as the staff, the Front Office must be aware of everyone’s identity and location on the SRHS campus. This includes visitors. A visitor is anyone who is not a student, school faculty or staff member entering the SRHS campus for school business. All visitors must check in at the Front Office before they are permitted to enter any classroom or school grounds.

## Telephone Usage & Electronic Devices

Office personnel will not disrupt class to deliver messages to students. Only in cases of extreme emergency will a student message be delivered or a student called from class.

Electronic devices are not allowed to hinder the instructional process. They may be confiscated and stored for the day or until a parent/guardian can pick up. Head phones will ONLY be allowed in the lunchroom and if the teacher permits it during a specific activity in their classroom.

## Internet Use

All classroom computers are equipped with Internet access. Every effort has been made to filter inappropriate information. However, students accessing the Internet have the ultimate responsibility to regulate themselves and to follow the rules and regulations governing computer usage/Internet access. Parents/guardians and students will be required to sign a document agreeing to this condition and stating their understanding of it before the student may access the Internet. Please refer to *Technology Acceptable Use Agreement for Student(s) and Parent(s)*.

## Student Records

Parents/Guardians have access to their student’s school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. SRHS follows the Federal Education Rights & Privacy Act. (FERPA) Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in your student’s best interest.

## Hall Passes

Students are to remain in the classroom for the entire instructional period. . Teachers will sign student passes only when absolutely necessary. Passes are required when moving about campus during class times. SRHS adheres to the “No Fly Zone, during the first 10 minutes of class-no passes are issued. Students may be placed on a “No Pass List” at the discretion of administration.

## Lost & Found

Salt River High School and employees are not responsible for ANY lost or stolen property. Lost and found items will be kept at the front office Reception Desk.

## Regulated Items

The following items will be regulated during school hours:

- Backpacks and purses must not have any inappropriate colors for SRHS on or in them. All backpacks and purses are subject to search.
- I-pods, ear buds/headphones, CD's/Electronic Devices, Cell Phones are not permitted to hinder the instructional process. Students are advised to keep such items packed away during those hours. Any items in plain view may be confiscated.

## Emergency Procedures

The most important priority is to ensure the safety of students and staff. Therefore, the schools and the surrounding education buildings will practice the fire drills, lockdown drills, bus evacuations and mass evacuations.

A school emergency may involve a power outage or other situation that is limited to the campus. Sometimes there is a neighborhood incident that may indirectly affect the school but require a precautionary lockdown or evacuation. In all emergencies, the Division supports your student's school with needed resources, such as snacks, water, transportation and security. The school works directly with police and fire officials if there are graffiti threats or neighborhood incidents.

The school will provide you with information as quickly as possible, but the first concern will always be to ensure the safety of students and staff. Please do not contact the school, where staff is focused on taking care of the students and working with police and fire officials. Do not contact your student by cell phone. If you receive a call or text message from your student, direct him or her to follow instructions from school officials.

Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the School building and the School buses.

Every educational site must complete the following drills:

- Fire drill – one (1) per month
- Lockdown drill – one (1) per quarter (every 3 months)
- Bus Evacuation – one (1) per school year
- Mass Evacuation – Each site will rotate one (1) per school year
- Parent/ Legal Guardians are welcome to participate in these drills especially if you plan on participating in any school-sponsored field trips.
- Please support the School by talking with your student about the importance and seriousness of drills and evacuations and following the necessary procedures.

For more information regarding drills and evacuations, please refer to Article IV – Students Policy which is located publicly at – <http://www.srpmic-ed.org>



# Academics

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## Progress Reports

Progress reports are mailed to the parents/guardians during the middle of each grading period. Progress reports indicate whether a student is failing, may fail, or is performing satisfactorily. Parents/guardians should receive notifications by mail in the middle of each quarter.

## Grade Reports

Grade reports are mailed to the parents/guardians at the end of each grading quarter. Parents/Guardians should receive notifications by mail at the end of each quarter. Please see calendar for dates.

Parents/Guardians should receive semester grades which indicate earned letter grade and credit earned (grades 9-12) by mail at the end of each semester. Please see calendar for dates.

## Grading

The evaluation of student work is a vital part of the educational process. Students and parents should be aware of their progress as they proceed with their studies. Teachers are responsible for inputting two grades a week and should be visible through the student/parent portal at the beginning of the following week for viewing.

The numerical grading scale is as follows:

Mark	% Equivalent	GPA Credit Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 or below	0

The Honor Roll for both the middle school and high school will be announced and awarded to students at the end of the first and second semester. The tiers for the Honor Roll are as follows:

3.0 - 3.49 - Honors

3.5 - 3.99 - High Honors

4.0 + - Principal's List

## Parental Access to Grades

Parents will be assigned a confidential access code to Power School that will allow them to see their student's grades, assignments, and attendance in each class. To take advantage of this powerful tool, parents should go to POWERSCHOOL PARENT PORTAL (<https://powerschool.srpmic-ed.org/public/home.html>) and enter their ID and password. You can receive your ID and password from the front office.

# Graduation Requirements

August of 2012, your cohort year is 2016 because your expected graduation date is 2016.

(each class taken and passed each semester will earn .5 credits)

Courses	Credits
English	4
Math	4
Science	3
Social Studies	3
CTE/Fine Arts	1
PE	1
Electives	6

\*Please be sure and meet with your counselor for specific graduation requirements for you.

\*University entrance guidelines are different than the graduation requirements. If you plan on going directly to a University out of high school please meet with your counselor or Student Learning Advocate and let them know. Your coursework track will be different.

University requirements are always changing. For further or specific information contact your school counselor.

## Transferring to Accelerated Learning Academy

A student may be recommended to be withdrawn and referred to Accelerated Learning Academy if the student is 17 years or older AND has fewer than 13 credits AND/OR has earned less than 1.0 credit in a single core subject area.

## Special Education

All special education students are required to complete the course of study as prescribed in their Individual Education Plan (IEP) or 504 Plan.

## Commencement Participation

A student shall not participate in the commencement ceremony until the School has verified that all graduation requirements have been met. Senior must complete all academic course work 1 week prior to the graduation date in order to walk at the graduation ceremony. Seniors failing to meet graduation requirements by the commencement date must meet with a School Official to make alternative plans for receiving his/her high school diploma; students not meeting graduation requirements will not be allowed to walk in the graduation ceremony.

## Junior High Promotion

Salt River High School requires that students in a regular academic program be able to demonstrate average competency in all Language Arts and Math classes in order to achieve an academic promotion.

In instances where a student has not shown sufficient maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the student to repeat the grade. At our school, we will convene a retention team when and if a student receives more than one failing grade per semester.

This team will consider the following prior to making a decision:

1. Careful consideration of the student's growth in all areas of school work;
2. Careful study of test results;
3. Conferences with teachers and parents.

## Awards & Recognitions

At SRHS, outstanding student achievement and improvement is encouraged and recognized in the following ways:

- Honor Roll
- Most Outstanding/ Improved Eagle Principal Luncheon
- Athletic Banquets
- Senior Banquet

## Activities

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### Dances

Student ID's may be required to be presented at the door. Students not properly identified may not be admitted to the dance. All students must be properly dressed. Dance guidelines will be announced prior to the date of the dance. If students are not appropriately dressed, they will be denied admittance.

### Assemblies

Assemblies will be a regular part of the school program. Appropriate student conduct is the most significant contributor to the success of the assembly.

**Please maintain:**

Appropriate behavior at assemblies

Support and participate in all activities

Be quiet and attentive when appropriate

Refrain from obscenities

Support your fellow students

### Field Trips/Trips off Campus

All SRHS rules and its Student Code of Conduct apply to students and student behavior while they are on fieldtrips, at athletics events (participating and as spectators), and at any school sponsored event or activity.

# Athletics

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## Academic and Attendance Rules

Students are required by school board policy as well as AIA & CAA rules and regulations to be in attendance and make satisfactory academic progress in order to participate in any athletic program.

To be eligible for participation in extra-curricular activities, a student must be passing all subjects each week with a minimum 2.0+ GPA, with NO Failing grade

(See Extra Curricular Activities Handbook for detailed information)

## Transportation

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The Salt River Pima-Maricopa Indian Community (SRP-MIC) provides transportation as a privilege to the SRHS students. Bus transportation is provided before and after regular school hours. Bus transportation will be made available to students living within the SRP-MIC boundaries. Information on bus routes and pick-up times may be obtained from the Front Office at (480) 362-2000.

It is the student's responsibility to board the correct bus. SRHS does not assume responsibility for ensuring that students board the correct bus AND does not assume responsibility for the student who chooses not to ride a bus.

Students who ride a school bus are responsible for behaving in accordance with the bus driver's rules, as well as those of the state, local and tribal authorities and the SRPMIC School's Transportation policy.

## Bus Rules

Obey the driver's instructions without hesitation. In the morning, arrive at least 10 minutes in advance and wait at the designated pick-up location.

In the afternoon, go directly to the bus loading area and wait until your assigned bus arrives. Only students assigned to ride the particular bus may board it unless the School administrator has granted written permission to a student to take an alternate bus. Requests for a student to take an alternate bus must be received from the parent/guardian, in writing, stating the reasons why the student will not be taking his/her regular bus; e.g., for social and student care reasons.

Board the bus in an orderly fashion and promptly take a seat. If the bus driver assigns the student a seat, the student must sit there until the bus driver permits the student to sit elsewhere.

- Refrain from talking loudly, arguing or causing a commotion.
- At all times, students must keep arms and head and personal belongings inside the window.
- Refrain from talking to the bus driver or in any way distracting the driver from his/her work.
- Refrain from throwing paper or garbage on the seats or the floor.
- Upon request of the driver, the student must properly identify him/herself.

- No food or beverages are allowed on the bus, unless specifically approved.
- Fighting is grounds for loss of transportation privileges.

**IF STUDENT DOES NOT FOLLOW ONE OR MORE OF THE BUS RULES, BUS TRANSPORTATION MAY BE SUSPENDED OR DENIED THAT STUDENT.**

Students who present a danger to themselves or others, or students who commit vandalism on buses, are subject to temporary suspension until due process is completed. In addition, the Community's Police may be contacted. Students, who cause vandalism to a bus and/or their parents/guardians, will be held liable for damages done to the bus.

## Salt River Community Schools Rules for Bus Riders

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Students will have a safer trip if drivers can concentrate on driving, not discipline. Students under the authority of the bus driver are expected to observe these rules:

- Obey the driver's instructions and request.
- Remain seated until your stop.
- Keep your hands, arms, feet, legs & head inside the bus.
- Talk quietly. Do not use loud, vulgar or abusive language.
- Don't throw anything inside the bus or from the bus.
- Don't eat or drink unless the bus driver allows you to do so.
- Don't carry weapons, tobacco, alcohol, drugs, or anything else prohibited by school on the bus.
- Do not abuse or deface the bus or school property.
- Keep cases and band instruments under control at all times.
- Don't play radios, tape recorders, or any other electronic devices without headphones.
- Don't go under the bus for any reason.
- Maintain appropriate standards of conduct while traveling to and from school and at the bus stop.
- Riders must depart the bus at their designated stop unless a signed note by parent/guardian has been turned into the school office.
- Be Courteous.
- Keep aisles clear.
- Keep your hands off others.
- Sit in assigned seat, if applicable.

## Bus Behavior Expectations

### Student Responsibility

Students are required to follow the rules for bus riding.

## **Parent Responsibility**

Parent/Guardian are requested to review bus rules with student, sign and date the form and encourage appropriate behavior at all times.

## **School Responsibility**

The school will instruct students to obey bus rules and will assist students and bus drivers with problems that occur.

**Student Liability:** Students who violate rules of conduct may be denied bus-riding privileges. Students who harm persons or district property may be suspended or expelled from school. Students may also be reported to the Police Department.

**Parent Liability:** People who damage Community property will be held liable for those damages, according to state/tribal law. In the case of minor students, their parents/guardians are liable. Parents/guardians may be billed for the cost of damage. SRO 5.5-101.

REMEMBER - Bus Riding Is A Privilege-- Not A Right!

Please initial and sign handbook page that you have read and understand the above. By doing so you agree that you are responsible for reviewing the bus rules with your student(s) and will encourage appropriate behavior on the bus at all times.

## **Policies & Procedures related to Student Behavior**

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Please refer to SRS Student Conduct and Discipline handbook regarding student behavior and discipline, which is located at <http://www.srpmic-ed.org>.

The complete Article IV – Students Policy and all other Education Board approved policies are located on the Education’s public website – <http://www.srpmic-ed.org>.



## SCHOOL YEAR 2016-2017

### School Compact

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Salt River High School values the importance of working with the parents and community to help students achieve high academic and social standards. This compact is a voluntary agreement that supports the partnership in educating our students.

**Student Agreement** - I will do my personal best to:

- Attend school each day and on time.
- Complete and return homework assignments.
- Set aside time to study.
- Respect others, my environment, and myself.
- Learn and apply classroom lessons to daily life.
- Adhere to the dress code.

**Parent/Guardian Agreement** - I will do my personal best to...

- Support the guidelines of the Student/Parent Handbook.
- See that my student attends school daily and on time.
- Establish a time for homework and review it.
- Encourage my student's efforts.
- Stay aware of what my student is learning.
- Read with my student on a regular basis.
- Support the education provided by Salt River High School.

**Teacher Agreement:** I will do my personal best to...

- Provide appropriate homework assignments for students.
- Provide necessary assistance to parents so that they can help with assignments.
- Encourage students and parents by providing on-going information about student progress.
- Support the teaching of Arizona Academic Standards.
- Nurture the students emotionally, socially and academically.

**Principal Agreement** - I will do my best to:

- Provide an environment that allows for positive communication between the teachers, parent and student.
- Encourage teachers to provide homework assignments that will reinforce classroom instruction.
- Support the teaching of Arizona Academic Standards.
- Nurture the students emotionally, socially, and academically.
- Support Salt River High School Staff emotionally, socially, and academically.
- Support parents by providing opportunities for active participation in promoting student achievement.

**School Board Agreement** - I will do my best to:

- Appreciate and respect the students, parents, teachers, and administration of Salt River High School.
- Encourage an integrate parent and community interest to improve Salt River High School.
- Encourage and integrate the Salt River High School staff interests to improve Salt River High School.
- Support students by actively participating in their school at least once a month.



## **SCHOOL YEAR 2016-2017**

### Expectations/Consequences for Absences & Truancy (Article XI.sec.11-309)

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Parents/guardians/custodians of students 5 to 18 years of age are required to have their students enrolled in school.

Parents/guardians/custodians are responsible for having their students in school on all days in which school is in session. Students are required to arrive to school on time.

Parent/guardians/custodians are responsible for contacting their student's school when their student is absent to verify the reason for that absence. If the school is not contacted, the absence will be considered unverified.

When a student is absent for a reason that is not a legally excused absence, that absence will be unexcused.

Any student with an unexcused/unverified absence may be assigned to After-School Detention. If a student does not attend the assigned After-School Detention, he or she will be referred for further intervention and/or disciplinary action.

Any student who is considered truant will be referred to the school's truancy intervention program.

Any days of out-of-school suspension will count as unexcused absences for purpose of the school's attendance policy.

Students who are truant are not eligible to attend and/or participate in school-sponsored activities.





**SCHOOL YEAR 2016-2017**  
**Student/Parent Acknowledgment**

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This is to certify that I, \_\_\_\_\_ (Print student first & last name) can access this 2016-2017 Salt River High School Student/Parent Handbook online at [www.srpmic-ed.org](http://www.srpmic-ed.org). I also acknowledge that if I want a copy of the handbook printed then I will make that request by calling the front office.

I also understand that I must comply with the Education Board approved policies, including Article 4 – Students. I understand that all Education Board Policies are available on the public website [www.srpmic-ed.org](http://www.srpmic-ed.org)

I have read and understand the SRPMIC Tribal Attendance Policies; Salt River Community Code, Article III- Incorrigible Acts.

My student and/or I understand the policies and realize they must be obeyed at all times. We also understand that certain consequences will occur when the policies are not followed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Guardian Signature (if under 18 years old)

\_\_\_\_\_  
Date



## Digital/Non-Digital Student Image (likeness) & Voice Release Form

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I \_\_\_\_\_ (Print student first & last name) give my consent for the reproduction of my voice and / or likeness, without regard to said reproduction being digital or non-digital, for purposes related to business conducted by the SRPMIC Education Division. Uses will include but may not be limited to the following: images and / or video content used for the Education Division Community School(s) web site(s) or approved social media sites, yearbook photography, posters and content related to school promotion or broadcast(s) both internal and external including news outlets; as approved, where necessary, by Education Division Leadership.

Reproduction of my voice and / or likeness shall not be used with or without my name for any other purpose whatsoever without my express written consent.

I acknowledge that the Salt River Pima-Maricopa Indian Community is the owner of all rights and copyrights in and related to the reproduction thereof. All digital and non-digital copies or originals shall constitute the property of the owner solely and completely.

The EDUCATION DIVISION shall have the right to retain and maintain the property (as identified herein) subject to the direction of the Community or an authorized representative thereof, in order to protect or safeguard such property on behalf of the Salt River Pima-Maricopa Indian Community.

I understand that I shall receive no compensation for my appearance and participation.

I represent that I am (Check one):

- 18 years of age, or older, and have the right to enter into this agreement.
- Under 18 years of age and my parent or guardian has consented to my execution of this release by signing below.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (*if under 18 years old*)

\_\_\_\_\_  
Date



## Technology Acceptable Use Agreement for Students & Parents

Rev 7.8.2014

### 1. Introduction

Electronic information resources are available to students and parents, who are assigned a resource access account. These resources included, but are not limited to the following items, access to electronic devices, Internet access and access to various Education Division related resources. Our goal in providing resource access to students and parents is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use.

### 2. Terms and Conditions of this Acceptable Use Agreement

The student and/or parent signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and/or parent has carefully read and understands the terms and conditions of appropriate use and thereby agrees to abide.

- a) **Acceptable Use:** Acceptable use means that student and/or parent uses the Education Division provided resources and connectivity to third party resources, such as the internet, in an appropriate manner, abiding by the rules and regulations as described in this agreement.
- b) **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of resources provided by the Education Division may result in disciplinary action (including but not limited to suspension of account privileges or possible expulsion), and/or referral to legal authorities. Education Division Administration, Site Leaders, and/or the Education Division Information Technology Department, may limit, suspend or revoke access to electronic resource access at any time.
- c) **Resource Access Etiquette:** Each student and/or parent is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
  - **Be polite.** Never send or encourage others to send abusive messages. Use appropriate language. (Items that are written, sent, or received on an isolated terminal have the potential to be viewed globally.)
  - **Use electronic communications appropriately. There shall be** no sales, advertisements or solicitations, chain letters, etc. are allowed. Communication is not guaranteed to be private. Anyone making use of Education Division's technology resources has potential access to a variety of communications based systems. Activities relating to or in support of illegal or inappropriate activities are considered a violation of this agreement and therefore must be reported to the Education Division Administration, Appropriate Education Division Site Leader(s) and / or the Education Division Information Technology Department.
  - **Tolerance.** . There is zero tolerance for the act(s) of bullying, sending or receiving explicit materials, sending or receiving explicit messages, copyright infringement, representing another's work as one's own work or disruption of the Education Division Technology resources.
- d) **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law, Community or Education Division policy is strictly prohibited. This includes, but is not limited to: material protected by federal law; copyrighted material; threatening or obscene material; material protected by trade secrets;

commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for public office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language or images of any type. Illegal or inappropriate activities, including games, use of the technology resources in any way that would disrupt use by others, or activities of any kind that do not conform to the rules, regulations and policies of the SRPMIC Education Division, are forbidden. It is unacceptable to participate in any activity such as the exchange of information or graphics sent or received that include/suggest sexting, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement.

- e) **Transportation of Community Information:** No student and/or parent may duplicate any portion of Community owned, stored or held electronic information for the purpose of transportation beyond SRPMIC Community property without proper permission from the Education Division Administration and permission from SRPMIC and /or Office of General Counsel via written/electronic communication or contract. Exemptions do apply to student and/or parent work that falls under activities or assignments related to completion of school work, commonly referred to as “homework assignments”.
- f) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy any electronic data, property of the Education Division or of any other Community owner assets. Vandalism also includes, but is not limited to abusive overloading of data on the server, intentional uploading, downloading or creation of computer viruses, spyware, malware or other malicious software. Any engagement in vandalism constitutes unacceptable use and will subject the student and/or parent to appropriate disciplinary action.
- g) **Security:** Securing SRPMIC Education Resources is a high priority. You understand and agree that you shall attempt to use any other resource access account, beyond your assigned account, local or remote to access any system(s), device(s) or resource(s) while accessing the SRPMIC Education network(s). Any security concern shall be reported to Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department, no later than 24 after the observed occurrence. SRPMIC Education Division makes reasonable effort to comply with CIPA and other regulations for filtering internet based content which may be available to students or parents. However, in the event students and/or parent are able to access dangerous or inappropriate material, students and/or parents must take responsibility for their own safety by exercising safe browsing and by reporting any inappropriate content he/she finds to the Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department no later than 24 after the observed occurrence.
- h) **Privacy:** It is required that students and/or parents not reveal personal information which may not be limited to; however, does include the following: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to information of organizations including but not limited to the SRPMIC Community and the SRPMIC Education Division. It is understood that all communications, internet browsing and data accessed or created are subject to review, monitoring and auditing. Also, should I choose to “publish” on the Internet, I will make certain I have obtained at a minimum proper permission from the Education Division Administration and possibly may also be required to acquire permission from the SRPMIC Community, SRPMIC Education Board and / or Office of General Counsel, where applicable.

### **3. Student and/or Parent Signature of Agreement**

Rules of conduct are described in this “*Salt River Pima-Maricopa Indian Community Schools Technology Acceptable Use Agreement for Student(s) and Parent(s)*” apply when making use of SRPMIC Education Technology resources. This applies to but is not limited to usage while located at Community facilities or Education Division Community schools or while remotely accessing the Community School Resources. I understand any violations of the above provisions will result in the loss of my user resource access account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of

technology resources to the appropriate persons mentioned in this document.

**I have read the Technology Acceptable Use Agreement for Student(s) & Parent(s) and understand that all electronic communications, internet browsing and data accessed or created while using Education Division issued electronic devices or while using Education Division Networks are subject to review, monitoring, logging and auditing. I hereby agree to comply with the above described conditions of this entire document.**

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Student Signature

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Date

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Parent/Guardian Signature (if under 18 years old)

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Date

# Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records

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The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education 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 School 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 School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Arizona Department of Education  
Exceptional Student Services  
1535 West Jefferson Street  
Phoenix, Arizona 85007

Please sign the handbook acknowledgement page that you have read and understand the above; by doing so you agree that you have received the annual notification as designated by law.