

RSD HIGH SCHOOL

YOUR CHOICE FOR A QUALITY EDUCATION STARTS HERE

In our computerized environment, students learn at their own pace with academics delivered through virtual, computer-based curriculum that meets Arizona State Standards.

Highly Qualified and Certified Teachers on staff to assist students through their core and elective courses towards their school diploma.

- **Our program is enhanced with ZOOM small group or individual instructional support in subject areas such as English, Reading and Math.**
- **We offer a dual enrollment English 101 class partnered with the Arizona Student Opportunity Collaborative and Prescott College, where students earn both high school and college credits at the same time!**
- **Our open enrollment policy allows you to enroll and start attending class the same day.**
- **A flexible schedule allows you to be in control of your school schedule for virtual courses with 24/7 access to your classes.**

Our staff is dedicated to the success of every student attending our school.

Contact us at 602-993-5225 or visit our website at www.rsdhighschool.com for more information.

RSD HIGH SCHOOL

MISSION

Success For Every Student through an individualized educational program that addresses all life/learning styles from exceptional to struggling learners including credit deficiencies, pregnancy or parenting, adjudicated or at risk of dropping out of school by preparing students to be lifelong learners and successful productive citizens.

VISION

To provide each student with an individualized, quality education with an emphasis on character development, and skill attainment necessary to successfully reach lifelong goals through the use of relevant technology, and rigorous curriculum aligned to National Standards, effective teachers, and career planning, made possible through a fiscally sound school environment.

BELIEFS

We believe that each child must develop physically, mentally, morally, and socially in order to become a productive, contributing member of society.

We believe ALL students can succeed.

We believe learning values and ethics are an important part of a student's education.

We believe education is an ever-changing, lifelong process, and people need to view themselves as lifelong learners.

We believe that a student's positive sense of self is critical for school achievement and success throughout life.

Dear Parent/Student,

Thank you for making the choice to attend RSD High School to meet your high school requirements and earn your diploma.

We are proud of our dedicated staff that is here to ensure that all students receive the quality education that they deserve. Our staff consists of carefully selected highly qualified and certified teachers for all required core subjects.

Our philosophy is to focus on the whole student learning experience and to help prepare them for their future. Our curriculum meets the Arizona Department of Education College and Career Readiness and Standards. We offer dual credits that may be earned through the Arizona Student Opportunity Collaborative, which has partnered with Prescott College. This program allows our students to earn high school and college credit concurrently.

In addition to the academic success of each student, we focus on getting to know our students one on one, what challenges they face, individual personal situations and post high school goals. We strive to provide them with the tools to be lifelong learners and be successful in all their future endeavors.

Our commitment to partner with parents/guardians and students by communicating academic progress, absences and positive feedback on a regular basis will help ensure your child's success at our school.

We encourage parents to join us in this partnership by participating in parent/teacher conferences, contacting our staff with your questions or concerns, joining the parent involvement committee and ensuring that your child is prepared to attend school daily.

Sincerely,

Sandra Davis
Director

SPECIAL CONSIDERATIONS

Students who received a medical or extreme personal hardship withdrawal and wish to return to RSD High School are given the highest consideration when re-registering. In addition, we also give special consideration to siblings of current or former students. In an attempt to reduce Arizona's dropout rate, we provide special consideration to any student who is either of adult age (18 and over) or who can be classified by credits earned as a "senior."

SAFE ENVIRONMENT

RSD High School's policies and procedures promote an environment that is safe, disciplined, tobacco and alcohol and drug-free.

MASTERY BASED EDUCATION

All students are required to demonstrate mastery in all core academic subjects required by the Arizona Department of Education. Our mastery level is set at seventy percent (70%) for a passing ("C") grade.

SKILL DEVELOPMENT

Our students are expected to develop social and personal skills enabling them to successfully participate in school and work-related activities. Students will demonstrate these skills by showing accountability for their successes and failures in areas like attendance and maintaining productivity. Our policy stresses the importance of respectful behavior and encourages students to practice both professional and business-like attitudes while attending school. It is our goal that our graduates enter the next stage of their life with strengths in prioritizing, time management and possession of both the technical and independent work skills necessary for employment or higher-level education.

ACADEMIC ASSESSMENT

Using various assessment tools, all new students are tested to assess their knowledge in the core subject areas of reading comprehensions, math computation, mathematics application, language and spelling. The test results and any transcripts from other schools attended will be used to develop the student's Program of Study. Should your student's results show significant below-grade-level performance in a core skill area, the student's teacher will contact you to discuss placement in one or more concept courses. Placement in these courses requires that the student meet specific eligibility criteria. The placement criteria include, but are NOT limited to assessment results, students' past performance/motivation, and teacher's recommendation. Your student will be assigned appropriate skill development courses to bring his/her skill levels up to the levels that will allow him/her to succeed in required core courses. Students earn elective credits for each concept course completed. Students will be assessed multiple times a year for academic growth reviews. These assessments provide a baseline functioning level and show year-to-year growth for each student.

STATE REQUIREMENTS

RSD High School adheres to all Arizona State requirements including mandated testing and 45-day screening for all incoming students. The 45-day screening provides information that may indicate a student's need for further testing by our Special Education Department. All referrals are kept confidential, and parents notified. All freshmen are required to take the ACT Aspire test. All Juniors are required to take the ACT test.

COMMUNITY INVOLVEMENT

As a school, we encourage students to become active participants in community service. Students gain awareness of community needs through the service projects and the collaborative efforts of staff and community service organizations.

PARENT INVOLVEMENT

Our School recognizes the importance of parental involvement and encourages parent participation. It is the staff's desire to offer all interested parents an opportunity to meet their child's teachers and other support staff to promote the successful education of their child. Parents may request to review staff resumes by contacting RSD High School Administration. In addition, Parent-Teacher conferences are virtual and will be scheduled 2 times a year. Parents can also contact the school staff via email. Please contact your child's teacher or administrative office for more information.

CAREER PLANNING

All students will participate in ECAP, (Education/Career Action Plan) for their post high school goals. Students and parents will meet with a staff member at least annually to plan their education and career goals. Counseling staff is available to provide guidance and resources for post-secondary options.

INSTRUCTION

RSD High School defines instruction as "Facilitating and guiding students toward developing skills that promote self-directed, lifelong learning skills and the enhancement of employability."

Instruction includes:

- Identifying individual learning capabilities
- Providing the best learning opportunities for student success
- Identifying student goals
- Guiding students towards completion of their goals
- Guiding development of student problem solving abilities and skills
- Monitoring student "time management skills"
- Providing positive adult models
- Providing curriculum content that meets the Arizona State Standards and National Common Core Standard

Instructional methods may include:

- Using pre-designed materials
- Providing independent learning experiences
- Emphasizing Internet research
- Promoting distance-learning opportunities
- Encouraging group project work
- Providing peer-mentoring opportunities
- Initiating and monitoring teacher led group instruction
- Using one on one instruction provided by a teacher

Instructional material and curriculum content is determined by the School's instructional staff and is aligned with Arizona State Standards, College and Career Readiness and National Common Core Standards. Integrated Instructional Software provides the foundation for much of the School's curriculum and includes RSD High School modifications, augmentation and supplemental materials. Members of the administrative and instructional team continually develop course syllabi and course materials to aid students in project-basis learning.

IMMUNIZATION REQUIREMENTS

The School adheres to all admission requirements provided by Arizona's Department of Health Services. Students must meet these requirements prior to entry into any public school. Those who claim exemption for medical or personal beliefs must complete the appropriate paperwork. Please visit www.azdhs.gov or contact the administration office for updated immunization requirements.

SAFETY ISSUES

Any student or parent who has concerns regarding the safety of its students is encouraged to call the Administrative Office and provide the school with sufficient information (specific concern, name of involved students, and detailed incident) so that staff can investigate the concern. There is no requirement for the person reporting the concern to identify him or herself.

STUDENT RESPONSIBILITIES

RECORD KEEPING

Maintaining personal records of work completed is the student's responsibility. Lost or missing assignments are the responsibility of the student. Handwritten notes must be taken in each class to receive credit. Students are responsible for notifying teachers when a non-computer lesson has been completed for grading purposes.

PRODUCTIVITY

Students find success in this self-paced, performance-based learning environment by setting individual goals and remaining productive. Student's must demonstrate positive movement toward graduation or be subject to consequences. We are proud of our commitment to provide an atmosphere that maintains a focus on achieving goals and building a strong work ethic. All students are provided with the opportunity to function responsibly as emerging adults. Students learn that with this privilege, they are expected to use their time efficiently and effectively. **SELF PACE DOES NOT MEAN "NO PACE"! Students who do not make appropriate academic progress may be subject to a class or classes being reset.**

Academic Progress Interventions

In the event of insufficient progress, there is a sequence of interventions in place to help improve student progress

- Student and teacher review progress and reset goals
- Student, teacher and counselor meet, and concern is communicated to parent/guardian
- Academic team (student, teacher, counselor, and parent) conference
- Academic contract

TECHNOLOGY ACCOUNTABILITY

RSD High School provides the LAN/WAN networks with Internet access for students/users. This access can be used to conduct research for academic purposes as determined by the school curriculum. Access to networks and the Internet is a privilege. RSD High School reserves the right to deny continued access based on incidents involving abuse. Students will be held accountable and responsible for any misconduct. The network administrators will review all files, communications and system storage space in order to ensure system integrity. Teachers and site staff will be kept informed of all student misuse. Students and parents should understand that files accessed, downloaded or stored on school servers are not private; all Internet communications are public in nature. Students may come in contact with material that may be controversial or inaccurate from anywhere around the world. RSD High School will make all reasonable attempts to provide internal security on Internet content. However, the School has no control over the nature or content of information residing on other computer systems, and disclaims any responsibility to exercise such control. Parents may revoke their child's Internet privileges at any time by notifying the school's administrator in writing.

Abuse in the technology area includes **but is not limited to**:

- Sending, accessing, downloading or displaying offensive messages or pictures. This includes but is not limited to drug, alcohol, sites or messages that are sexual in nature, sites and messages that promote racial or ethnic violence or hatred, sites and messages that promote gang activity.
- Copying and printing lessons from the computerized curriculum, such activity is considered cheating.
- Damaging systems networks
- Violating copyright laws
- Using another person's password, trespassing into others' work folders or files
- Using the network for commercial purposes
- Violation of software registration, pirating of software (the illegal copying of licensed software)
- Providing personal information such as names, addresses, phone numbers, or credit card numbers

PLAGIARISM WARNING AND ACADEMIC INTEGRITY

Students are expected to act within the guidelines of the fundamental values of honesty, trust, fairness, respect, and responsibility. Cheating and plagiarism are two primary examples of dishonesty. The teachers will exercise their professional judgment in determining violations of academic integrity.

Cheating is the act of gaining an unfair advantage or misrepresenting one's knowledge. It includes, but is not limited to:

- Wrongfully using or taking the ideas or work of another. For example:
- Getting advance information about quizzes, tests, or examinations.
- Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests or examinations.
- Lying about any of the above.

Plagiarism is to use the work of another person and claim it as your own work. This includes text, stories or narratives, thoughts, or to represent the artistic creation or graphics of others as one's own.

Except in situations where the assignment or project specifically states that work may be done jointly as in a group project, every student is expected to produce his/her own, original, independent work. Any student who violates this policy (cheating, copying, or plagiarism) will be subject to disciplinary action. Students are not allowed to copy and print lessons from the computerized curriculum, such activity is considered cheating.

MAINTAINING ENROLLMENT

Maintaining enrollment lies solely with the student. He/she must maintain good standing regarding his/her attendance and avoid behaviors expressly forbidden in the signed Behavior and Academic Agreement. In addition, students must demonstrate positive movement towards graduation. The staff expects all students to handle themselves and their education with responsibility and respect and to display respect for all staff members and their fellow students.

Attendance is defined as 25 hours per week, the school week is Monday through Sunday

Students are expected to make attendance a priority. Due to the computerized curriculum, a student's attendance is critical to his/her success. Parents/Guardians are charged with the responsibility for their student's attendance for the full time school is in session (A.R.S. 15-802).

Students who are 18 years or older and living at home, will follow the attendance policies. This includes the requirement for a parent to notify the school for necessary time missed which interferes with meeting the 25 hours per week requirement. Students who are 18 years old and living on their own (with proof), are required to follow the attendance policies.

All students, regardless of age, must make the commitment to attending school on a full time basis according to the policy.

WITHDRAWALS

The School recognizes the seriousness of any withdrawal and encourages students and parents to use this course of action only in extreme situations. This course of action will only be initiated as deemed necessary and when all the appropriate actions have proven to be inadequate. Although the Administrators have the authority to withdraw any student at any time, they will make all reasonable attempts to avoid this action with the support and involvement of parents.

RSD High School maintains the right to withdraw any student who is not in compliance with School Policies and/or Arizona State Law.

- **Voluntary Withdrawal:** Any withdrawal initiated by the student or parent.

- **Medical Withdrawal:**
A withdrawal initiated by a parent/guardian, adult student or emergency contact for an adult student. This withdrawal may be used in the event a student becomes ill or injured and circumstances make it necessary for them to be absent from school longer than 10 consecutive days. The responsible party must notify the School Administrator requesting a medical withdrawal before a student acquires excessive absences. A student who is not in "good standing" may not be eligible for this withdrawal. This type of withdrawal carries no penalty; however, the following steps must be taken for re-entry to RSD High School:
 - Complete and return new registration form
 - Provide a medical release
 - Wait for notification of date to return to school

- **Personal Hardship Withdrawal:**
This withdrawal is reserved for the most serious situations that would cause a student to be absent from school longer than 10 consecutive days. The School Administrator will decide on a case-by case basis if this type of withdrawal is appropriate. This type of withdrawal is considered only when done prior to a student accumulating excessive absences. A student who is not in "good standing" may be ineligible. The student's School Administrator must complete a "hardship form" including a brief explanation before this withdrawal can be granted. Students must follow the following steps to re-enroll:
 - Complete and return new registration form
 - Provide the "hardship form" completed by the Administrator
 - Wait for notification on when to return to school

Please note that no student will be provided with withdrawal paperwork until an exit interview has been conducted by the schools Administration Personnel.

Withdrawal due to GRADUATION: Once a student has completed their last course for meeting graduation requirements, they will remain enrolled and attending school for an additional three days. During this time the student will take a final assessment test, work on writing and practicing their final senior speech. On the third day, the student will present their speech through the ZOOM platform.

THE FOLLOWING POLICIES APPLY TO ANY INTERACTIONS A STUDENT MAY HAVE WITH STAFF OR OTHER STUDENTS WHETHER VIRTUAL, IN A ZOOM SESSION OR IN PERSON AND ARE STRICTLY PROHIBITED DURING ANY SCHOOL RELATED ACTIVITIES. THE DEFINITION OF SCHOOL PREMISES APPLIES TO ALL VIRTUAL, ZOOM ACTIVITIES AND IN PERSON DURING ALL SCHOOL RELATED ACTIVITIES.

HARASSMENT

Every student is entitled to work in an environment that is free from threat and intimidation. In order to create and maintain such an environment, students are expected to behave in a manner that is respectful of other students' rights. Behavior that is in any way threatening or intimidating will not be tolerated and will result in disciplinary action. Issues of intimidation and threats of violence will be dealt with as identified in the School's Discipline Rubric as set out in A.R.S. 15-341 (40) and the Arizona Penal Code. The School maintains the right to contact the police when staff deems it necessary.

There are five major types of Harassment. None of them will be tolerated from a student or staff member at RSD High School. All harassing behaviors are intended to make the other person feel threatened, unsafe, "less than" and not valued. After each major type of harassment listed below there are a few examples of harassing behaviors. These examples are not exclusive.

SEXUAL HARASSMENT

- Unwelcome sexual advances
- Unwanted physical contact
- Attempts to block the other person's movement
- Derogatory (sexual) comments at another person's expense
- Promoting that one gender is superior to the other
- Unwanted sexual jokes
- Spreading rumors of a sexual nature
- Pictures or cartoons displaying sexual material
- Obscene notes

RELIGIOUS PREJUDICE

- Negative comments about another student's choice of religion
- Promoting that one religion is superior to any other
- Written or verbal slurs
- Name calling

RACIAL/ETHNIC PREJUDICE

- Name calling/Teasing
- Promoting that one race or ethnic group is superior to any other
- Written verbal slurs
- Making fun of someone's culture
- Making fun of the color of someone's skin

VERBAL HARASSMENT

- Name calling
- Profanity used in a threat
- Threatening remarks
- Making fun of another person's appearance
- Verbal or written threats

ALL harassing behavior will be the subject of disciplinary action. The severity and nature of the harassing behavior will be handled on a case-by-case basis and may lead to suspension or expulsion

TOBACCO USE

RSD High School is a tobacco and smoke-free educational institution. In accordance with School policies and the laws of Arizona, smoking and the possession of tobacco products on school premises are strictly forbidden. All tobacco products found will be confiscated immediately and not returned.

ALCOHOL

RSD High School maintains a **zero tolerance policy** regarding the possession of alcohol on school premises. Students who violate this policy are subject to prosecution under the Arizona Penal code and **will be expelled**. Any student that attends school while under the influence of alcohol is subject to disciplinary action that may include but is not limited to a Long-Term Suspension. The severity of discipline will remain at the discretion of the School Administrator. Parents will be required to meet with Administration. The student may be asked to submit to a "drug screen" if the School Administrator deems the request to be necessary.

DRUGS

RSD High School maintains a **zero tolerance policy** regarding the possession of drugs on school premises. Students who violate this policy are subject to prosecution under the Arizona Penal code and **will be expelled**. Any student that attends school while under the influence of an illegal substance or mood-altering chemical is subject to a drug screening (see "Drug Testing" in the "consequences for Misconduct" section for additional information) and disciplinary action that may include, but is not limited to, a long Term Suspension. The severity of the disciplinary action is at the discretion of the School Administrator. Parents will be called and asked to immediately come to school for a conference and to remove the student from the school. Talking to other students about drugs or drug use during class may result in an immediate search of students involved in such conversation.

DRUG TESTING

Any student whose behavior and/or physical demeanor has raised suspicions regarding the use of alcohol and/or drugs while attending school may be asked to submit to a drug screening test. Students will be required to be tested at TASC within 24 hours of the schools request. If this request is not completed within the 24 hour period, it will be deemed as admission of guilt and the discipline rubric will be enforced. If the test reports a "diluted" result, it will be treated the same as a positive test. By completing the request for testing the student will be considered innocent until test results are received. Once results are received the student/parent will be notified and appropriate action will be taken. It will be the parent's responsibility to pay the testing fees upfront, and the parent may request a reimbursement for a negative result only.

WEAPONS

RSD High School maintains a **zero tolerance policy** regarding the possession of any weapon on school premises. Students who violate this policy will face immediate disciplinary action and may face prosecution under the Arizona Penal Code.

Prohibited weapons include but not limited to: guns, knives, brass knuckles, paint ball guns, pellet guns.

Firearms: RSD High School zero tolerance policy is in accordance with Arizona State's "Gun Free School Act" (ARS 15-841G) as well as the Federal Statute; 20USC8921(d)). **Students who violate this policy will face immediate expulsion.**

IMMINENT DANGER

Interruption of the educational process or endangering others will not be tolerated; this includes but is not limited to physical or verbal assaults. The School Principal, designee or other administrative staff may immediately suspend a student when the student's presence creates a danger to any student or staff, including their personal property.

School personnel may immediately restrain a student when they feel there is imminent danger.

Students will not violate the No Weapons policy at any time; this includes defending ones personal property, self-defense or defense of others. Excessive or deadly force will not be tolerated in defending personal property.

SUSPENSIONS, EXPULSIONS, & DUE PROCESS

Parents/adult students will be notified about pending suspensions/expulsions. Due Process will take place and appeals must be submitted in writing, detailing specific concerns, or phone call from the Administrator to arrange a due process meeting. At that time student behavior will be discussed, consequences will be confirmed, and parent will be given written notification or per parent request, information can be sent by mail.

SUSPENSIONS

- 1. Short Term Suspension - 9 days or less out of school.**
- 2. Long Term Suspension – longer than 10 days out of school.**

EXPULSION

An expulsion is for actions so serious in nature that the student will not be allowed to re-enter any RSD High School programs. Expulsion is the final step in disciplinary action, it is used in extreme cases when all other actions have failed or are considered inappropriate. An expelled student can be refused admission to any school in the state of Arizona.

DUE PROCESS

All students, parents and guardians have the right to a hearing to review all charges and proposed punishment in disciplinary actions. The student, parent/guardian, must contact the school's administration within three days after receipt of phone call or letter regarding the disciplinary action.

Steps of Due Process:

- Contact school administration personnel regarding the issue within three days to see if a mutual agreement can be reached.
- Write a letter within three days of the issue to the attention of: RSD High School Director, 4600 E. Washington Street, Suite 300 Phoenix, Arizona 85034. The Director will conduct an investigation and respond within ten days of receipt of the letter.
- If the issue has still not been resolved, write a letter within three days of receipt of the letter from the Director to: RSD High School Governing Board, 4600 E. Washington Street, Suite 300 Phoenix, Arizona 85034.
The Governing Board will convene within thirty days and you and your student must be present for your hearing. The decision of the governing Board will be final.

LIABILITY AND RESTITUTION

Any student who damages school property will be held accountable and liable for those damages.

State law holds parents/guardians liable for the actions of a minor child. The school will present a bill of cost to the student's parents/guardians of liability when it is determined. Official Transcripts may be held until restitution has been received.

DISCIPLINE RUBRIC

The Discipline Rubric was created to provide general guidelines using the discipline process. RSD High School reserves the right to base all disciplinary action on a case-by-case basis. Both severity and frequency of the offense will be taken into consideration.

DISCIPLINE RUBRIC

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Excessive Absences <i>may result in</i>:	Attendance warning issued	Attendance contract issued	Meeting with School Administration
Sexually inappropriate behavior/PDA	Parent notification	Parent notification, a short-term suspension	A long-term suspension or Expulsion
Abusive language-Verbal Harassment	Parent/Student meeting/Short Term Suspension	Parent/student meeting/Long Term Suspension	Expulsion
Harassment (to include inappropriate topics, talking, gestures, drawings, etc.)-Sexual, Religious, Racial	Parent/student meeting	Parent notification, short-term/long term suspension	Long term Suspension/ Expulsion
Possession or use of tobacco products on school grounds/school sponsored activities	Parent notification	Parent/student meeting, a short-term or long-term suspension	A short-term or long-term suspension, Expulsion
Cheating/Plagiarizing	Parent/student meeting, Restart of classes.	Short-term or long-term suspension, Restitution, Legal action	Expulsion, Restitution Legal action
Vandalism, tagging and/or destruction of property	Short term suspension, Parent/student meeting, Restitution, Legal Action	Restitution, a short-term or long-term suspension, Legal Action	Expulsion, Restitution, Legal Action
Abuse of technology, and Internet	Parent/student meeting, Loss of Internet privileges, Legal Action	A short-term suspension Legal Action	Expulsion Legal Action
Under the influence of alcohol on school grounds/school sponsored activities	Parent notification, a short-term or long-term suspension	A long-term suspension	Expulsion
Under the influence of illegal drugs on school grounds/school sponsored activities	Parent notification, Drug screening, a short-term or long-term suspension	A long-term suspension	Expulsion
Intimidation and/or threatening behavior-Physical Harassment	Parent/student meeting, a short-term or long-term suspension	Expulsion	
Physical aggression – Physical Harassment	Parent notification, a long-term suspension or Expulsion		
Possession of Illegal substances	Parent notification, Police contacted, Long Term Suspension/Expulsion	Police contacted, Expulsion	
Violation of Arizona Penal Code or possession of a weapon	Parent notification, Police contacted, Expulsion		

REVIEW OF ACADEMIC RECORDS

An RSD High School Program of Study is developed for each student from previous transcript(s). The Educational Services staff evaluates the transcript(s) and develops the students program of study. (RSD High School reserves the right to deny course credits that do not fit within the guidelines of RSD High School standards.) The Instructor reviews the program of study and entry assessments with the student and assigns courses needed to fulfill RSD High School requirements. As a student completes a course, the teacher will record the final grade and credit value on the master program of study. School staff is responsible for updating the students program of study with any course completions.

REPORT CARDS

Progress reports are mailed directly to the parents **two** times a year. Credits earned during a semester will be reflected on the Report Card at the end of the semester. All courses that remain “In Progress” will be reflected on the Report Card with I/P. The student can complete any class in progress at the end of a semester in the following semester. No lessons are lost from one trimester to the next if the student is actively on task.

GRADUATION REQUIREMENTS

Class of 2013 and above	
Subject	Credits
English	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
CTE/Fine Arts	1.0
Electives	7.0
Total Required	22

MISCELLANEOUS INFORMATION

“CREDIT RECOVERY”

Students attending RSD High School for the sole purpose of making up credits to return to their previous school; do so with the understanding that the responsibility to investigate what credits will be accepted in a transfer lies with them. All schools reserve the right to accept or deny course credits and set their own requirements for graduation within Arizona guidelines.

PUBLIC NOTICES

CHILD ABUSE/NEGLECT REPORTING REQUIREMENTS

Pursuant to ARS 13-3620(A) RSD High School and its staff are required by state law to report, or cause to be reported, any suspected incidents of child abuse or neglect to the authorities (police and/or Child Protective Services). This includes those minor students who are engaged in a relationship with an individual who has attained his or her majority (age 18 or older). This reporting requirement is non-negotiable and RSD High School supports the reporting requirement. Additional reporting is mandated if the birth certificate is not received within 30 days of the students first day of attendance, RSD High School is mandated by state law 15-828(D) to send written notification to the parent/guardian that they have an additional 10 days to produce the document or the school will report to the local law enforcement agency (police and/or Child Protective Services) that the student may be a missing, abducted or exploited child. Once a report is made to Child Protective Services or the police department the responsibility to notify parents of the report falls on those agencies. In no way is RSD High School or its staff responsible for notifying parents of the report.

CHILDFIND

The school is responsible for identifying, locating and evaluating all children with disabilities including children aged 3 to 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

RULES GOVERNING SPECIAL EDUCATION

On May 19, 2003 the State Board of Education approved changes to the rules that govern special education in Arizona. Among the changes implemented the following became effective and is in compliance with Federal requirements (R7-2-401(I) (2): "Parents shall be fully informed about the requirements of IDEA (Individual with Disabilities Education Act) 300.127, including an annual notice of the policies and procedures that the PEA (Public Education Agency) must follow regarding storage, disclosure to a 3rd party, retention, and destruction of personally identifiable information."

This change will not affect the current practices of RSD HIGH SCHOOL. As in the past, RSD High School will continue to provide parents/students with policies and procedures including those governing record retention, storage, information disclosure, and destruction of any personally identifiable information. Please contact the school's Special Education Department for more information.

NOTIFICATION REGARDING RIGHTS TO VIEW INSTRUCTIONAL STAFF'S CREDENTIALS

RSD High School provides upon request the opportunity to review any instructional staff member's resume. Please contact your School Administrator to set up an appointment.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

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.

They are:

1. The right to inspect and review the students' education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit the Educational Services Department a written request that identifies the record's they wish to inspect. The Educational Services Department 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 rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the Educational Services Department, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the Charter School 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education records in order to fulfill his or her professional responsibility. Upon request, the Charter School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements 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

ANNUAL NOTIFICATION TO PARENTS REGARDING THE CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

RSD High School has established a written policy regarding the collection, storage, retrieval, use and transfer of student education information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' rights of privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h, and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;
- The Individuals with Disabilities Educational Act; Title 20, United States Code, Sections 1412(2) (D) and 1417 (C); and the Federal Regulations (34 CFR 300.610-300.627) issued pursuant to such Act; and
- Arizona Revised Statutes, Title 15-Section 141.

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of

school programs; and for legitimate educational research. The student records may include, but are not necessarily limited to, identifying dates; report cards and transcripts of academic work completed; standardized achievement test scores, attendance data; reports of psychological testing; special education records; health data; teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

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

You have the right to inspect and review any and all records related to your student, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their student's records should contact the Registrar for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student's education records will be made available to parents when it is not practicable for them to inspect and review the records at the school.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made or to add comments of your own. If, at any time, agreement between the School Administrator and parent cannot be reached, contact the RSD High School Corporate Office and request a meeting with School Administration personnel.

You will be informed when personally identifiable information collected or maintained, is no longer needed to provide educational services to your student.

Copies of the Student Education Record Confidentiality Policies and procedures may be reviewed in the Special Education Office. Federal law also permits a parent to file a complaint with the Family Education Rights and Privacy Act Office in Washington D.C., if you feel the school is violating public school records policies and statutes. FERPA 01 3/99.

DISCLOSURE OF STUDENT IDENTIFYING INFORMATION

Legislation passed by Congress requires schools to provide military recruiters, upon request, the names, addresses and phone numbers of juniors and seniors. This legislation was designed to help recruiters share with young Americans information about potential military opportunities including scholarships. This new requirement is contained in the No Child Left Behind Act of 2002 and the National Defense Authorization Act for the Fiscal Year of 2002. Both laws override any previous restrictions found in the Family Rights and Privacy Act about disclosing student information to military recruiters. In compliance and upon receiving a request from an armed service recruiter, RSD High School will make available personal information including full legal name, home address and home phone number for students ages 16 and up. Parents and students may "opt out" or object to information being released. Forms are available at the school.

GOVERNING BOARD MEETINGS

RSD High School will post all public meeting notices on our website (HB 2209).

RSD HIGH SCHOOL BEHAVIOR & ACADEMIC EXPECTATIONS

- I agree while attending school, I am a representative of RSD High School and will conduct myself in a manner that shows respect for the school and myself.
- I agree not to come to school under the influence of any mind or mood altering chemicals or jeopardize RSD High School by bringing alcohol or illegal drugs on its premises. I understand that if I violate this agreement, I may be asked to submit to a “drug-screening test”, be subject to a search and/or face possible prosecution under the Arizona Penal Code and probable expulsion. I further understand that my failure to be “drug tested” will result in serious disciplinary action to include expulsion.
- I agree not to use, nor bring any tobacco products onto any RSD High School facilities.
- I agree not to use a cell phone in a manner that disrupts the educational process during class.
- I agree not to jeopardize RSD High School, its staff or its students by having a weapon during school related activities. I understand that if I violate this agreement, I may be subject to a search, possible prosecution under the Arizona Penal Code and will face certain expulsion.
- I understand that failure to attend school regularly may result in an attendance and/or academic contract and possible disciplinary action. (Please see Disciplinary Rubric in the Parent/Student Handbook for additional information.)
- I accept the responsibility for keeping copies of academic products (other than test and testing material)
- I agree to maintain scores of 70% mastery or better in my academic work.
- I agree not to abuse the technology available at RSD High School as explained in the Parent/Student handbook.
- As a student at RSD High School, I will not engage in the following behaviors;
 1. Intimidation (both physical and verbal)
 2. Physical and/or emotional abuse
 3. Gang related activities (tagging, throwing signs, ect.)
 4. Harassment (sexual, racial etc.)
 5. Theft or damage of RSD High School property

Your signature indicates that you have received, read and understand the above student policies, and procedures in the Parent/Student Handbook. Furthermore, RSD High School reserves the right to change these policies, procedures, or discipline rubric at any time.

Students Name (Printed): _____

Students Signature: _____ **Date:** _____

Parents Name (Printed): _____

Parents Signature: _____ **Date:** _____

TITLE ONE PARENTAL INVOLVEMENT POLICY

Parental involvement is a key element in the academic success of students. The purpose of the Parental Involvement Policy is to establish guidelines and outline programs for enhancing parental involvement. This policy was developed by parents, teachers, and the Title I Coordinator. Additionally, other stakeholders were asked to review the policy. Parents are partners in the education of their children. Parent Involvement programs and materials will assist parents in understanding the physical, intellectual, and emotional needs of their child. Various agencies and resources in the community will be utilized to assist in this effort.

RSD HIGH SCHOOL will annually develop (revise) and implement a Title I required Written Parental Involvement Policy using the following inclusion steps:

1. Parent Orientation Meeting- The school will invite parents to an orientation meeting at which the Title I Parental Involvement requirements will be discussed and at which an ad-hoc committee will be formed.
2. Parent/School Sub-Committee- The sub- committee will develop a draft of a written Parent Involvement Policy.
3. Draft Written Policy - Copies of a draft policy will be disseminated to parents (of Title I students) for their consideration and approval.
4. Final Written Policy – If there are no content changes (only grammatical or punctuation) the final written policy, after being approved by the school board, will be available on the school’s website and at the school. If there are content changes, a final copy will be mailed to all parents.

It is the policy of RSD HIGH SCHOOL to:

1. Convene a meeting by October each year for all parents of participating children at which the Title I Application and program will be explained.
2. Provide meetings as per a year-long parental involvement calendar developed jointly by parents and the school.
3. Provide agendas for the meetings above which cover:
 - (A) Timely information (budget, program reports, etc.);
 - (B) School performance Profiles [Annual Yearly Progress (AYP), etc.];
 - (C) Updates on instructional curriculum;
 - (D) Brainstorming sessions for parental input planning and review; and
 - (E) Timely responses to parents’ suggestions.
4. Provide a process for documenting parent concerns and suggestions on school plans.

Shared Responsibility for Student Performance

It is the policy of RSD HIGH SCHOOL to implement a School-Parent-Student Compact.

The purpose of a School-Parent-Student Compact (which has been developed jointly with parents for all students served by Title I) is to outline how parents, the entire school staff, and students will share the responsibility for working to improve each student’s achievement. It also establishes the means by which the school and parents will build and develop a partnership to help students achieve the State’s standards.

Building Capacity for Involvement

It is the policy of RSD HIGH SCHOOL to:

- (1) Provide assistance to parents in such areas as:
 - National education goals
 - National student performance standards
 - State content standards
 - State student performance standards
 - State and local assessment
 - Title I law and requirements
 - Monitoring a student’s progress
 - Working with educators
 - Participating in decisions related to their student’s education.

through the following activities:

- Holding various orientation and information meetings throughout the year.
 - Providing summaries and explanations of each area and each document mentioned above.
 - Providing training in as many areas as needed.
 - Bringing in knowledgeable speakers to speak on one or more of the items above.
 - Providing materials and training such as literacy training to help parents work with their students to improve their academic achievement.
- (2) Educate teachers, and other staff, with the assistance of parents, in:
 - The value and importance of contributions from parents,
 - How to reach out to, communicate with, and work with parents as equal partners; and
 - Implement and coordinate parent programs and build ties between home and school.
 - (3) Coordinate and integrate parent involvement programs and activities.
 - (4) Develop appropriate roles for community-based organizations and businesses in parent involvement activities, including providing information about opportunities for organizations and business to work with parents and schools.
 - (5) Conduct other activities, as appropriate and feasible, such as parent resource centers.
 - (6) Ensure, to the extent possible, that information related to school and parent programs, meetings and other activities is sent to the homes of participating students in the language used in such homes.
 - (7) Involve parents in the development of training for teachers, principals, and other educators.
 - (8) Pay reasonable and necessary expenses associated with local parental involvement including:
 - Transportation
 - Childcare cost
 - (9) Train and support parents to enhance the involvement of other parent.
 - (10) Arrange meetings at a variety of times to maximize the opportunities for parents to participate in school related activities.
 - (11) Arrange for teachers or other educators to conduct in-home conferences with parents who are unable to attend such conferences at school.
 - (12) Adopt and implement model approaches to improving parental involvement.
 - (13) Provide such other reasonable support for parental involvement activities as parents may request.
 - (14) Use school personnel, business leaders, etc. to provide information to parents whose primary language is not English.
 - (15) Provide other reasonable support as parents request it through:
 - surveys
 - telephone contacts
 - one-to-one

Assessment

The Title I Parent Involvement Policy will be updated annually and made available for review by parents, staff, and students. The policy will also be sent home and be available on the school website

A needs assessment will be conducted each year to determine what areas need to be addressed through workshops and meetings, and to assess the quality of communication between home and school. RSD HIGH SCHOOL will utilize the results of the annual evaluation to make revisions in the program and/or policy.

Availability of Instructional Employee Resumes

The administration shall inform parents of the availability of each teaching employee's resumé and make that document available for inspection upon request of parents or guardians of pupils enrolled at RSD HIGH SCHOOL. Such information shall not include teacher address, salary, social security number, and telephone or other personally identifiable information as determined by the School.

Parent Signature

Date

Student Signature

Date

Your signature indicates that you have read the Title One Parent Involvement Policy and understand the shared responsibilities of the parents and the school.

Please return this signed page to the school office.