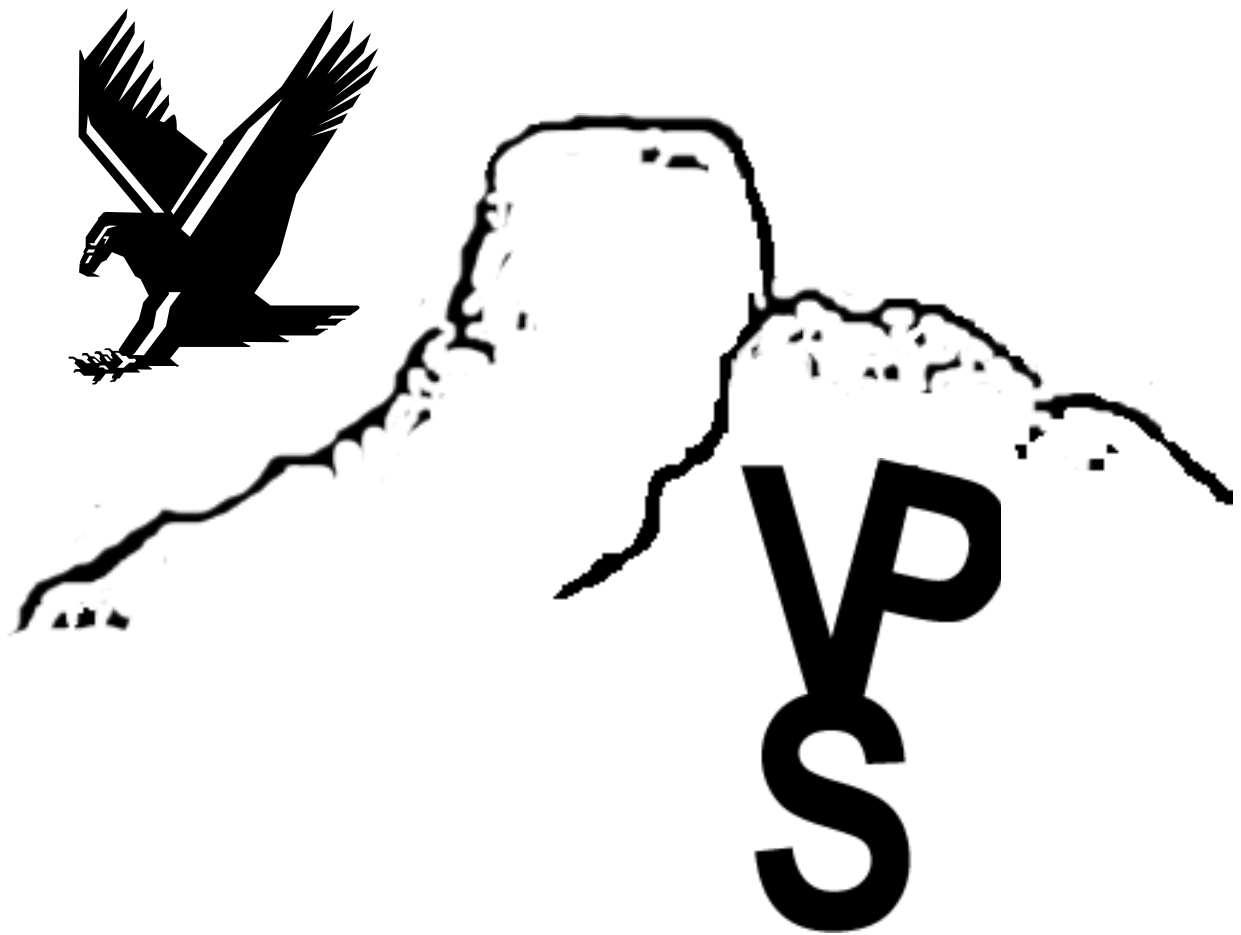


VULTURE PEAK MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK



2015-2016 SCHOOL YEAR

# Welcome to Wickenburg Unified School District!

## Vision

Every Child has Hope  
Every Student is a Graduate  
Every Graduate has a Dream

## Mission

The mission of the Wickenburg Unified School District is to be a proponent of a comprehensive, research-based education program which focuses on effective school factors to meet the needs of our students, staff, families and the Wickenburg Unified School District Community.

## Focus Statement

We are creating A+ schools where there is a laser-like focus on the Effective Elements of Instruction and moving each student to the next academic level.

## Vulture Peak Middle School Administration

Mrs. Jennifer Lougee, Principal

## Wickenburg Unified School District Administration

Dr. Howard Carlson, Superintendent

## Wickenburg Unified School District School Board

Joe Maglio  
Curtis Arnett  
Santee Gill  
Amy Brown  
Daniel Scott

The Wickenburg Unified School District does not discriminate on the basis of race, creed, color, national origin, sex or handicap in its educational program, including Career and Technical Education, or activities, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990 (ADA), respectively. Any inquires regarding nondiscrimination policies may contact the Wickenburg District Office, 40 West Yavapai Street, Wickenburg, AZ, 85390. (928) 668-5350.

## Wickenburg Unified School District Calendar 2015-2016

August 4, 2015	First Day of School
September 7, 2015	Labor Day
October 12-16, 2015	Fall Break
November 11, 2015	Veterans' Day Observed
November 26-27, 2015	Thanksgiving
December 21, 2015	Winter Recess Begins
January 4, 2016	School Resumes
January 18, 2016	MLK Jr. Day
February 12, 2016	Gold Rush Holiday
February 15, 2016	President's Day
March 14-18, 2016	Spring Recess
March 25, 2016	Good Friday
May 19, 2016	Last Day for Students

## SCHOOL/DISTRICT TELEPHONE NUMBERS

Vulture Peak Web Page: <http://vulturepeak.wickenburgschools.org>

Vulture Peak Facebook Page: <http://www.facebook.com/pages/Vulture-Peak-Middle-School/117901065025888>

Attendance- 24 Hr. Message	928-684-6747
School/ Office General	928-684-6700
Principal	928-684-6701
Principal's Secretary	928-684-6702
Counselor	928-684-6710
Attendance	928-684-6747
Health Center	928-684-6706
Cafeteria	928-684-6707
District Office	928-668-5350

Vulture Peak office is open from 7:30 a.m. - 3:45 p.m.

*School Mascot:* Eagles

*School Colors:* Blue and White

### REGISTRATION

When registering any student, the following documents are required:

<i>Certified copy of the student's birth certificate.</i>	<i>Legal papers relating to custody, visitation, name change, adoption (if applicable).</i>
<i>Updated Immunization record for the student.</i>	<i>Two documents for Proof of Residency (examples include utility or tax bills, purchase agreement or rent receipt).</i>
<i>Emergency Contact Information- We must have a contact person on file in case of emergency.</i>	

## **EMERGENCY INFORMATION**

Each year, all parents must complete an Emergency Information and Contact Form for each of their children. This form will tell us how to contact you or another responsible adult in the event your child becomes ill, injured or for any emergency. It is very important that the office is notified of additions, deletions, or changes to the Emergency Information and Contact Form during the school year. Change forms are available in the front office. Students will be released early **ONLY** to a parent or those persons listed on the emergency form. A telephone call is **NOT** sufficient to release your child to persons other than those listed on the form. Identification will be required of **ANYONE** picking up a student early from school. Please inform the school office immediately if any changes in contact or emergency information need to be made.

## **AUTOMATED PHONE & EMAIL SYSTEM**

An automated phone and email system is used to provide instant communication to parents. The system allows the school to call primary phone numbers or use email addresses with a variety of messages. The system can be used to provide attendance alerts, emergency messages, last minute changes, notification reminders, etc. Please be sure the office has up to-date phone numbers and email addresses.

## **CUSTODY**

All court orders, in matters of custody or visitation, must be on file in the school office within 30 days of registration. Unless that court order is on file, we must provide equal rights to both parents. In the event that you leave your child in the temporary custody of a friend or relative, the school must have a notarized letter authorizing access and decision making authority to that temporary guardian. Hospitals require this notarized information in the event of an emergency. In addition, please be sure the friend or relative is also listed on the student's Emergency Information and Contact Form at school.

## **ATTENDANCE**

**Cafeteria is open for breakfast from 7:30 - 7:45. Students are not to be on campus prior to 7:30 due to no supervision. 8:00 Students are considered tardy if not in class by 8:00 a.m. Tardy students must sign in with the office and receive a tardy slip to class.** Regular attendance and arriving on time help your child have a good attitude toward school. If your child is unable to attend school, please call and advise the school office of the reason for the absence at **928-684-6747**. Voice mail is available 24 hours for reporting absences. An unreported absence will result in an automated phone call alert from the office to the parent at home or at work. To avoid these alerts, please be sure to call in all absences by 8:30 a.m.

## **ABSENCES**

Any loss of time from school should be avoided if possible, however if your child is ill, has a fever, or vomiting please keep them home to avoid jeopardizing the health of other children. Excessive absences or tardiness can be a problem that ultimately affects a student's academic standing. The school will alert parents of impending problems in this area by telephone or mail. Failure to send minor children to school may put parents in violation of Arizona Statute and subject them to prosecution for a class three misdemeanor (ARS 15-802.A & 15-803.E). Because of our desire to follow the law and since school attendance is critical to the successful academic progress of our students, Vulture Peak will use the following procedures/guidelines for excused and unexcused absences.

- ❑ Reasonable absences for illness, bereavement, and family's faith are considered excused.
- ❑ School officials will monitor all student absences carefully on a daily basis.
- ❑ Attendance is recorded each period and counts toward an overall attendance for the day.
- ❑ Parents will be notified with a five/ten day letter regarding absences in a semester.
- ❑ Five unexcused absences, or total absences equating to 10% (18 days) or more, during the school year may result in the issuance of a citation to the family. An attendance citation may require a court appearance by the students and the parents.
- ❑ Continued unexcused absences may result in further citations and police involvement.

Students absent for 1 to 3 days, are requested to meet with their teachers upon return and will have 1 day for each day of absence to make up their missing assignments. Students who are absent for more than 3 days, may request their homework assignments and pick them up from the office.

## **TARDIES**

Being prompt is a valuable lifetime habit and should be encouraged by parents. Tardiness affects everyone. A student who arrives to school late must report to the office, be signed in by a parent and be given a Tardy Slip before going to class. Doctor or dental appointments will constitute an excused tardy or absence. Verification of the appointment may be requested. All notes or documents from doctors or parents, etc. will be kept by the office. Excessive tardiness may result in disciplinary action. Students who receive 5 tardies to school or class will be required to attend one lunch detention in the Restart Room. For each tardy beyond 5, additional time will be required. Students' accumulating 10 absences a semester will have required remediation per our Raising Expectations Policy. Failure to serve detentions as result of excessive tardies will result in possible suspension.

## TRUANCY

All children between the ages of six (6) and sixteen (16) must attend school and be present during the days and hours that school is in session. Truancy is defined as any absence not recorded as excused. Unexcused absences include, but are not limited to: skipping classes, roaming (abuse of pass privileges), leaving campus, or failing to provide parental absence excuse within the mandated five-day period. Through laws enacted by the Arizona State Legislature during the 1995 regular session, parents may be cited for excessive student absences. Unexcused absences and excessive tardiness may result in detentions, suspension, or expulsion.

## DISSMISSING

Students must always be signed out through the office. Calls into the classroom are disruptive and interrupt learning. Please contact the office prior to 2:30 for any messages to students regarding dismissal. Except in cases of emergency, calls to the classroom will be limited.

**For your child's protection, your child will not be released to anyone except his/her parents or the responsible party, 18 years of age or older, to whom you have given written permission.**

**Photo Identification may be required.**

- A telephone call is **not sufficient** to have your child released from school.
- **All students must be checked out through the office.**
- Please do not check out your child early on a regular basis, even if it's only 5 or 10 minutes early. This is very disruptive to the classroom environment and creates the same effect as tardiness.
- Parents who pick up their children are requested not to offer rides to friends or neighbors without written permission from these parents.
- If you have reason to suspect that an unauthorized person might appear on campus seeking your child, please let us know so that we can take extra precautions.

## ARRIVAL / DISMISSAL

Teachers will be on duty at 7:30 to supervise the students before school. Students are NOT to be on campus prior to 7:30. Students must be dropped off and picked up in the designated area in front of the office only. Students are to leave campus immediately after the final bell. Student may not remain on campus unless they are supervised for a specific activity (after school clubs, sports, detentions, tutoring, etc).

## WITHDRAWING A STUDENT FROM SCHOOL

An official withdrawal form must be signed by the parent/guardian when a student is withdrawn from school. A picture ID will be required. Students are responsible for returning all school materials, textbooks, library books, etc. upon withdrawal from school. A charge will be assessed for lost or damaged books.

## **REPORT CARDS AND CONFERENCES**

Report cards are issued four (4) times throughout the year. Two formal conferences or *Grade Nights* are scheduled for October and January. The 1st quarter Report Card can be picked up at the 1st quarter *Grade Night*. Teachers will be available to meet with parents to discuss student progress. Report Cards for 2nd, 3rd, and 4th quarters will be mailed home. Teachers regularly send home additional progress reports with each student. Parents can access student grades and attendance through Power School at anytime. Parent/Teacher communication is key for increasing student achievement and maintaining positive behavioral progress. Signing up for this feature will be available at registration time.

## **BILINGUAL EDUCATION**

Bilingual education is not currently offered in Wickenburg Unified School District. Individual schools in which twenty (20) or more students in the same grade level receive parental exception waivers in accord with A.R.S. 15-753 shall be offered classes teaching English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. WUSD # 9 students wishing to receive Bilingual education shall be permitted to transfer to a public school in which such classes are offered.

## **STUDENT RECORDS**

During the school year, District staff members may compile non-confidential student\_directory information specified below. State and federal law (Family Educational Rights and\_Privacy Act (FERPA), gives parents certain rights with respect to their children's educational\_records. The below-designated directory information may be publicly released to educational,\_occupational or military recruiting representatives without your permission. If you do not\_want the below designated information about your son/daughter to be released to any person\_or organization without your prior written consent, you must notify the District through the\_School Principal in writing of that fact. If the School District does not receive this\_notification from you within the prescribed time, it will be assumed that your permission is\_given to release your son's/daughter's designated directory information listed below:

- The student's name, address and grade level.
- The student's date and place of birth.
- The student's photograph.
- The student's participation in extracurricular activities.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.
- The names of Parents/Guardians of the student.



Directory Information is used to compile such things as newsletters, newspaper articles, yearbooks, play and athletic programs, etc. Signing the Student Directory Information Form will restrict your child's information from being included in these publications. Call the school office at 928-684-6702 if you have any questions.

**STUDENT TEXTBOOK DISTRIBUTION**

When a student is issued a textbook, s/he is responsible for it until it is returned to the teacher. Any damage or loss is the student's responsibility.

**ASSESSMENT**

Vulture Peak students participate in a variety of assessments throughout the year. We believe that by varying the type and frequency of assessments, we are better able to evaluate and accommodate your child as a learner. The State of Arizona has mandated that all students in grades six - eight must take the AZMerit assessment each year. The results of these assessments, or tests, are shared with parents annually as they become available. Your child's teacher can provide you with more specific information regarding how your child is assessed and the results of any testing. Students are also given benchmark tests once a quarter. These tests evaluate how well the student has learned the material covered that quarter.

**ACADEMIC RECOGNITION**

<b>Principal's Honor Roll</b>	<b>Honor Roll</b>
<b>GPA of 3.75 - 4.0</b>	<b>GPA of 3.25 - 3.75</b>
<b>"A's and B's Only"</b>	<b>"A's and B's Only"</b>



## WICKENBURG UNIFIED SCHOOL DISTRICT NO. 9

### RAISING EXPECTATIONS

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.

#### GRADES 1 THROUGH 8

#### RECOGNITIONS

1. Students who "exceed" the standard on the reading and/or math sections of AIMS will receive recognition at the start of the school year.
2. Students who "exceed" on the reading and/or math sections of the Galileo benchmark test will receive recognition.

#### REQUIRED INTERVENTIONS

1. A District Assessment (Galileo) will be given to all students, Grades 1 - 8, for reading and math. Any student who "falls far below" on the district assessment will be required to complete 8 hours of remediation in the area of greatest need.
2. If, at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> grading period, a student has an F in reading or math, the student will be required to successfully complete a minimum of 8 hours of remediation in the area of greatest need or if possible, in all areas of need.
3. If, at the end of the 4<sup>th</sup> grading period, a student has an F in reading or math, the student will be required to attend summer school.

Remediation may include one or more of the following:

1. Tutoring
2. Intersession courses
3. Summer School
4. Saturday School
5. Private or Commercial Tutoring approved by the Principal.

## **EXCESSIVE ABSENCES**

Regular school attendance promotes learning and achievement; therefore, students who have ten or more days of excused or unexcused absences in a semester will be required to complete 8 hours of remediation.

## **CONSEQUENCES**

Students who fail to successfully complete the required remediation will be recommended for retention.

### **NOTES:**

- Each school team will determine, based upon need, which students are selected for intervention and the hours required based upon the provisions identified in items 1, 2 and 3 of the "Required Interventions" section as well as the components listed in the Excessive Absences section.
- **Funding will determine the interventions available.**
- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP Team.
- Principals have the authority to make exceptions for students on an individual basis.
- Any retention decision may be appealed to the Governing Board, as per Board Policy.

## **MASTERY PROMOTION / RETENTION STANDARDS**

Students must demonstrate accomplishment of the standards in reading, written communication, mathematics, science and social studies adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher recommendations, and other pertinent data will be used to determine promotion.

According to A.R.S. §15-521.10, each teacher shall make the recommendation for promotion or retention of students. All recommendations for promotion / retention must be documented by the teacher. Recommendations that do not comply with the stated criteria must be substantiated by the teacher. Parents are notified and consulted throughout the year when a student is being considered for retention. If a parent or legal guardian disagrees with a promotion / retention decision of the teacher as provided in A.R.S. §15-521.10, the parent or legal guardian may request in writing that the governing board review the teacher's recommendation. Appeals must be submitted to the school office within five (5) days in writing.

### **PROMOTION CEREMONY**

Participation in promotion is restricted to those students who have completed the promotion requirements. These requirements include but are not limited to passing all core classes for a majority of the year and/or attending required remediation to address deficiencies. Remediation may include after school or Saturday tutoring and/or summer school.

Students with a failing grade in a core subject at the end of each quarter will be required to meet with their parents, teachers and/or the principal to establish a plan for success.

Students who have a failing grade at the end of the first semester will be subject to a contract signed by the principal, student, and parent outlining what the student must do to be eligible to participate in promotion.

### **CURRICULUM AND INSTRUCTION**

Curriculum is what we teach or what your child is expected to learn. Instruction is how we teach.

The curriculum is specifically detailed for each course, and the goals and objectives are in alignment with the state standards. There is little room for flexibility in the curriculum. Following the curriculum assures us that all children will be learning the same concepts within the same grade level. It is the curriculum that gives us consistency.

Instruction, or how we teach, is where the flexibility and individuality of each student and each teacher can be found. No two students learn the same way at the same time. No two teachers teach the same way at the same time. At Vulture Peak we use various instructional strategies so that the strengths of both the learner and the teacher can be enhanced and increased.

### **SPECIAL CLASSES AND PROGRAMS**

Vulture Peak has a variety of special programs and classes available to students. English Language Learner Services are provided to non-English and limited English proficient students. Special Education Services are provided to eligible students as required by state and federal regulations. Services for gifted students are provided through enrichment activities and advanced courses.

### **RE-TEACH, ENRICH, ZAP PERIOD**

Every Monday through Thursday, students will be scheduled in a mandatory re-teach, enrich or ZAP (zeros are not permitted) class. This period is embedded into the school day. Students who have not demonstrated mastery on the current performance objective in English or Math will be assigned to re-teach for additional help. The purpose of the re-teach class is to provide students with an extended opportunity to pass these objectives. Students who continue to not pass the objective may be assigned to tutoring.

## **STUDENT COUNCIL**

Participation in student government gives students valuable experiences in the democratic process. Students may seek election to Student Council. Officers are selected each year and grade level representatives are elected in the fall. All officers and representatives must maintain passing grades and receive no severe disciplinary referrals to participate in Student Council.

## **HOMEWORK**

As a general guide, students in grades six through eight should have between 45 -90 minutes of homework, five days a week. Homework should not carry the stigma of punishment. Homework assignments should be specifically addressed to the following objectives:

- ❑ Elevation of deficient performance to acceptable standards.
- ❑ Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- ❑ Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- ❑ Feedback from the teacher through correction and clarification of all outside assignments.

Please support the VP teachers by creating a structured "homework time" for your child at home. Students will be recording their daily homework assignments in this planner. Please check it with your child on a nightly basis.

## **FIRE AND LOCKDOWN DRILLS**

Fire drills are held monthly. It is important for students to move quietly, quickly and in a calm, orderly manner to the assigned areas when the alarm sounds. Each classroom has a map indicating emergency exit routes. Students are to follow instructions and remain in the assigned areas until the all-clear is given.

During lock down drills, we practice "locking down" the school and classrooms in case of an emergency or an intruder. During this time, the front office will be locked and we will not answer the door or the phones. Part of the drill is to ensure safety of all students and to wait for further instruction from the Wickenburg Police Department. During a real emergency, we have trained the students to stay off of the cell phones. If there is ever a true emergency, we ask that parents do not call the school and flood the phone lines. We will send messages through email and the automated phone message system to indicate next steps for families.

## ANIMALS AND PETS

Animals and pets at school can be a distraction as well as a health hazard for students. The classroom teacher must give prior approval for any animals or pets to be brought to school. Any animals or pets brought to school must be in secure containers and, when appropriate, they should remain on a leash.

## ATHLETICS

MISSION STATEMENT: **"Victory with Honor"**

Tryouts are held for all sports and are open to all eligible 6th, 7th and 8th grade students.

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Girls Volleyball	Boys Basketball	Boys Baseball
	Girls Basketball	Girls Softball
	Spirit Line	

THE WICKENBURG UNIFIED SCHOOL DISTRICT ATHLETIC PROGRAMS ARE  
COMMITTED TO PROVIDING AN ENJOYABLE EXPERIENCE IN A SAFE  
ENVIRONMENT WHERE STUDENT ATHLETES PROMOTE "PURSUING VICTORY WITH  
HONOR" THROUGH THE SIX PILLARS OF CHARACTER COUNTS:

**TRUSTWORTHINESS, RESPECT, RESPONSIBILITY,  
FAIRNESS, CARING, CITIZENSHIP**

Wickenburg Unified Governing Board Policy states only those students deemed eligible may participate in extra or co-curricular activities in which competition is an integral part of the organization. Students must have passing grades in all subjects in order to be eligible. Students must have work turned in Friday by the end of the school day. Grade checks will occur on Monday by 10:00 a.m. Ineligibility for students with a failing grade will begin that Monday. **STUDENTS MUST BE IN ATTENDANCE AT LEAST ONE HALF OF THE SCHOOL DAY TO BE ELIGIBLE TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES, unless prior approval has been given by the Principal. Field trips are considered as "in attendance".**

## CODE OF CONDUCT

The teachers, students, staff, and administration at Vulture Peak Middle School strive for an atmosphere of cooperation, mutual respect and safety. Discipline is essential to maintaining a learning environment, which will enable students to achieve academic success.

The philosophy for student discipline at Vulture Peak is:

- ❑ Students are responsible for controlling their own behavior.
- ❑ School controls the conditions for student behavior.
- ❑ Student discipline is a shared responsibility of the school staff, students, and parents.

### **RESTART ROOM**

Students who choose to infringe on the rights of others will be removed from the classroom, cafeteria, or playground and sent to the Restart Room. Students will develop a behavior plan and meet with the classroom teacher in order to return to the classroom. If a student chooses to not behave properly in the Restart Room, then (s)he is removed from school and the parent or guardian must meet with the principal prior to the student's return to school. Our goal is to teach students to embrace the responsible thinking process in order to make better decisions.

### **LIBRARY/MEDIA CENTER**

Students will have library time during their English classes. Teachers and staff members jointly schedule the use of the L/MC facilities, computer area, media programs and services.. Treat the Media Center as a place to read, learn and talk quietly. Respect others and the work they are doing in the L/MC.

### **SCHOOL DANCES**

Several evening dances will be held throughout the school year. All dances are open to students in grades 6, 7 and 8. Only students who attend Vulture Peak may attend dances. Friends, relatives, and former students are not allowed to attend.

The following are the guidelines for attending school dances:

1. An admission fee is charged for all dances. This fee will vary. At the time of admission, students must present a signed parent permission form.
2. Only students currently enrolled at Vulture Peak may attend school dances. There are no passes for non-students.
3. All regular school rules including dress code are in effect before, during, and after dances. Students not following school and dance rules may be removed from the dance. Their misbehavior may also cause them to be suspended from school or excluded from future school dances.
4. All students are to enter and leave the dance only through the designated door of the dance location. No students will be allowed to enter the dance after the first thirty minutes.
5. Students will not be permitted to leave the dance after it has begun. Students may only leave early if their parents pick them up. These arrangements should be made when the student is brought to the dance.
6. Students who are absent for a half-day (4 or more periods) on the day of the dance, may not attend the dance, unless prior approval is given by the principal.
7. Students who are inappropriately affectionate may be removed from the dance.
8. Students in possession of or under the influence of alcohol or drugs will be referred to the police, suspended from school and not allowed to attend future dances.
9. Students are not to loiter on the school grounds during dances. Students refusing to leave will be charged with trespassing.
10. The Student Council may declare academic and/or behavioral guidelines to determine eligibility for dances.

## CHARACTER COUNTS

We are a Character Counts! School. The "Character Counts!" program is endorsed by the Wickenburg Unified District, the Governor's office and used by many schools nationwide. The Six Pillars of "Character Counts!" are core ethical values that are not religiously, politically, racially, or ethnically based or biased. The pillars are trustworthiness, responsibility, respect, caring, citizenship, and fairness.



### Six Pillars of Character



#### **Trustworthiness**

A person of character lives with integrity; is honest, reliable, and loyal; keeps promises, has moral courage to stand up for what is right even when it is hard to do; and does not cheat, steal, or lie.



#### **Respect**

A person of character values all persons; respects the dignity, privacy, and freedom of others; is courteous and polite to all; is tolerant and accepting of differences; and does not resort to insults or bad language.



#### **Responsibility**

A person of character meets the demands of duty; is accountable; pursues excellence; practices self-control; and does not give up easily, especially when others are counting on him or her.



#### **Fairness**

A person of character is fair, just, and impartial; plays by the rules; and is open to different viewpoints; does not seek to lay blame; and does not take advantage of others.



#### **Caring**

A person of character is caring, compassionate, kind, loving, forgiving, and considerate; thinks about how his or her behavior affects others; and does a good deed without thought of reward.



#### **Citizenship**

A person of character is a good citizen, does his or her share, volunteers in the community, is a good neighbor, and respects just laws.



## **DRESS CODE**

### **Shirts and Tops**

- All shirts must have sleeves or straps that are three finger lengths. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in front, back or under the arms. No halter tops, spaghetti straps, strapless tops, or off the shoulder tops.
- Undergarments must not be visible.

### **Shorts and skirts**

- Shorts and skirts must be mid-thigh (hand length from top of knee). No sagging shorts are allowed. Shorts and skirts must be worn at the waist. Form fitting lycra and spandex shorts are not allowed, unless a long shirt is covering the buttocks.

### **Pants**

- Sagging pants are not allowed. Pants must be worn at the waist. No pajama pants are allowed unless for Spirit Week. Cutoffs, hanging belts, and chains of any kind are not permitted.

### **Head Cover**

- The wearing of hats or any other headgear including sweatshirt hoods is not allowed in the school buildings. No bandanas, hair nets, skullcaps and do-rags are permitted.

### **Footwear**

- Bare feet are never permitted. Slippers may not be worn unless for spirit day.
- Closed shoes are to be worn for any type of physical activity, such as physical education, cheer, sports, etc.

### **Jewelry**

- Students must remove any jewelry deemed dangerous or inappropriate, including spiked or sharp jewelry.

### **Clothing symbols and accessories**

- Any items which suggest or promote profanity, drugs, alcohol, the occult, hate, intolerance, violence, graffiti, gangs or obscene gestures are not permitted.
- All clothing, jewelry, and ANY OTHER personal item that a student has (notebooks, folders, books, magazines, drawings, pictures) that disrupt the instructional process are not allowed (including logos from Skin Industries). Any tattoos with any of the above must be covered.
- Head phones or earbuds may not be worn. If students have them, they must be kept in their backpack.

## STUDENT EXPECTATIONS

Students are expected to learn and demonstrate positive, courteous behaviors at all times, to contribute to a safe and orderly environment, and work with each other and the staff in productive manner.

<b>Respect</b>	Show respect for all school staff, other students, and themselves.	Show respect for school property and equipment.	Use appropriate language and tone of voice.	Hats are to be worn in a respectful manner and are not worn indoors.	Not interfere with the teaching or learning of others
<b>Responsibility</b>	Keep hands, feet, and objects to yourself.	No pushing, shoving, general horseplay or play fighting.	No candy, seeds or gum are allowed unless given by a staff member.	Walk in a quiet and orderly manner within the buildings and walkways.	Students must have a pass to go anywhere on campus while school is in session.
<b>Citizenship</b>	No bike riding, skateboards, roller blades, scooters or shoes with rollers are allowed on campus.	Stay on the sidewalks, and stay out of landscape areas.	Spitting anywhere on campus is prohibited.	No horseplay in the restrooms or behavior that is potentially dangerous.	Stay away from unauthorized areas on campus.
<b>Caring</b>	Name-calling or put-downs are not allowed.	Students will not threaten others or support those who do.	Students must comply with instructions from all staff members.	Students may not put themselves or others in danger (no horseplay or contact games).	Students must not take part in fights or trying to get others to fight.

## BULLYING, HARASSMENT AND INTIMIDATION

We are anti-bullying at Vulture Peak. We ask our kids to "record it, report it, and don't support it". Bullying consists of negative acts carried out repeatedly over time. There is an actual or perceived imbalance of power in a bullying situation that allows the bully to attack the less powerful. There are **three basic types of bullying**:

- Physical: hitting, kicking, pushing, choking, and punching
- Verbal: threatening, taunting, teasing, starting rumors, hate speech
- Psychological: social exclusion, intimidation, spreading rumors,

By definition, bullying means any intentional **written, electronic, verbal or physical** act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.	Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness and persistence of actions or due to a power struggle between the bully and the target.	Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits.	Perpetuating bullying by inciting, soliciting or coercing an individual or group. To demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person
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## **SEXUAL HARASSMENT**

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, creation of an intimidating or hostile environment and verbal or physical conduct of a sexual nature.

Sexual Harassment may include, but is not limited to:

1. Suggestive or obscene letters, notes, touching, invitations, slurs, jokes, derogatory comments, impeding or blocking movement, gestures, or display of suggestive objects, pictures or cartoons.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Coercive sexual behavior used to control, influence, or affect the environment or educational opportunities of a student.

Any student who is subject to sexual harassment, or knows of the occurrence of such conduct, should immediately inform the administration. Matters involving sexual harassment will remain confidential to the extent possible.

## **STUDENT RESPONSIBILITIES**

All students have the responsibility to:

- ❖ Respect the rights of all persons and to exercise self-discipline in observing and adhering to school rules and regulations.
- ❖ Attend school to receive an education. Students must attend school daily unless ill or legally excused.
- ❖ Be on time for all classes.
- ❖ Come to class with necessary materials.
- ❖ Complete all in-class and homework assignments and meet all deadlines.
- ❖ Obey school rules and school personnel. Students are required to obey and be courteous to everyone who works in our schools.
- ❖ Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- ❖ Respect the person and property of others and public property. People who damage school property will be held responsible.
- ❖ See that school correspondence to parents reaches home.

## **CAFETERIA**

Students will walk to the cafeteria	Always wash hands before eating or handling food.	The monitor or staff on duty is responsible for supervision in the cafeteria.
Remain seated and calm while eating and keep voices under control. Inappropriate language is prohibited.	Students will never toss or throw any item or food in the cafeteria.	Students will obey all instructions from any staff on duty.
Students may sit wherever they want; however, behavior by students that is intimidating or designed to restrict any one from sitting where they want will be considered harassment.	Consequences for misbehavior in the cafeteria may include warnings, sitting at assigned table, helping to clean tables, or a Discipline Referral.	When finished, students will clean up the area around their table.

Bottled water is encouraged, but any beverages in the classroom must be clear. Juice, sports drinks, coffee, energy drinks, and soda must be consumed before and after the school bells or in the cafeteria.

## **DISCIPLINARY PROCEDURES**

In order to achieve and maintain a safe and orderly educational environment, consistent and fair disciplinary procedures must be followed.

### ***Disciplinary procedures for minor infractions include the following:***

- Verbal or written warnings.
- Phone call or written communication home.
- Teacher assigned discipline, including detention (lunch, before or after school), written assignments, restricted activities, etc.
- Time-out in the Restart Room.
- Restart Room referral, resulting in a written plan for improvement and conference with the teacher.
- Continual or repeated minor infractions will be treated as a severe infraction and discipline referral will be written.

### ***Disciplinary procedures for severe infractions:***

- Discipline referral will be written and sent to office.
- All students will be afforded due process (allowed to tell his/her side of the story) and an investigation will occur if needed.
- The administrator or designee will determine appropriate consequence.
- Phone call or written communication home will occur.
- Parent conference may be required prior to student returning to class.
- Consequences for severe infractions may include:
  - Detention, one or more days, at lunch or after school. Students must be picked up by a parent or may take the Activity Bus if available.
  - ISS - In-School suspension from 1-10 days.
  - Short Term Suspension - Short-term out-of-school suspension is from 1 to 10 days.
  - Long Term Suspension - Out-of-school suspension longer than 10 days.
  - Expulsion - Permanent removal from school as determined by the Governing Board.
  - During suspension, students are to remain off campus and surrounding areas at all times unless accompanied by parent/guardian. If the student fails to follow this rule s/he can be cited for trespassing.

## **STUDENT DUE PROCESS**

Students have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.

- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied

## **ELECTRONIC DEVICES**

Many students want to have the privilege of carrying electronic devices, iPods, cell phones on campus. With that privilege comes the responsibility of ensuring that those items are not a disruption and do not interfere with the learning of others. iPods or MP3 players may be used before and after school. They are not to be used during any class time or passing period. Cell phones may be used before or after school, but must be turned off and kept in the student's backpack or purse during the day. If they are on and make a noise or vibrate or otherwise call attention to themselves, the device is creating a disruption and will be confiscated. Electronic games of any type are prohibited. Misuse of electronic devices may result in discipline procedures. First infraction; electronic device will be confiscated and returned to student after school. Any further misuse will be confiscated by a school employee, and a parent/guardian will be contacted to pick up device from school. Vulture Peak is not responsible for lost or stolen personal property, including electronic devices.

## **USE OF TECHNOLOGY RESOURCES**

The use of the school's electronic resources and networks is a privilege, not a right, and inappropriate use will result in a loss of those privileges. The administration, faculty and staff may request denial of all access. All students and parents are expected to sign a contract indicating their agreement to the appropriate use of electronic information services.

The network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control.

The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television,

telephone, movies, radio and other potentially offensive media. Students and parents will be asked to sign a Technology Use Agreement. Parents may revoke their students' privileges at any time by notifying the school in writing.

The following are not permitted:

1. Send, access, download or display offensive messages or pictures
2. Use of obscene language
3. Harass, insult or attack others
4. Damage computers, systems or networks
5. Violate copyright laws and regulations
6. Use passwords of others
7. Share passwords with others
8. Trespass in others' folders, work or files
9. Employ the network for commercial purposes
10. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.

Violations of the above may result in a loss of access. Violations of the above may be subject to disciplinary action including expulsion/dismissal. When applicable, law enforcement agencies will be involved.

#### **ITEMS NOT ALLOWED ON CAMPUS**

- ❏ Cigarettes, matches, lighters, rolling papers, tobacco in any form.
- ❏ Aerosol cans not being used for a specific class or activity.
- ❏ Knives or weapons of any kind or size; chains of any kind or size.
- ❏ Gambling games or devices.
- ❏ Obscene or profane material in printed, graphic or video form.
- ❏ Skateboards, roller blades, shoes with wheels, etc.
- ❏ Any additional item which substantially disrupts the educational environment.
- ❏ Prescription or over-the-counter medication without proper documentation and stored in the nurse's office is not allowed on campus.

#### **SEARCHES**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches. Items provided by the District for storage (e.g., lockers, desks) or personal items provided as a convenience to the student but remain the property of the school are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

## **RANDOM SWEEPS BY NARCOTICS DOG**

Due to factual evidence of an existing problem with student drug possession, use and abuse and in an effort to keep Vulture Peak free of drugs and to protect students' health and safety, authorities may conduct sweeps using trained and reliable narcotics canines to sniff students' belongings, including backpacks, automobiles, and school property, including lockers, desks, and storage areas, as permitted by law, to alert to the presence of illicit drugs, alcohol, weapons, other illegal contraband, or any material or matter detrimental to the health, safety or welfare of students. Such inspections by school authorities, law enforcement and/or other qualified personnel and trained dogs may be at any time with or without reason, or with or without notice.

## **DRUG-FREE AND SMOKE-FREE CAMPUS**

All Wickenburg Schools have been designated as drug-free zones. We will seek strong penalties against anyone who possesses, uses or sells drugs or drug paraphernalia on or near our campus. Signs informing the public of this are posted around the campus. A.R.S. 36-798.03 states that tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles, or at off-campus school-sponsored events.

## **BUS INFORMATION AND POLICIES**

Wickenburg Unified School District Administration and the Transportation Department would like to remind all parents and students of District Policy regarding student conduct on District School Buses. We are asking parents to assist us by discussing these rules with your child. Any questions about bus schedules or transportation concerns can be directed to the Transportation Department (928-668-5342).

### **Conduct on the Bus**

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and parcels on your lap.
4. Keep the aisle clear.
5. No profane language or gestures.
6. Avoid doing anything that might disturb the driver or interfere with his/her work. Refrain from loud or boisterous talking or yelling.
7. Never stick hands, arms, head or feet out of the windows of the bus.
8. Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
9. Do not touch the emergency door or exit controls or any of the bus safety equipment.
10. Do not discard refuse in the bus. Eat at home or school, but not on the bus.
11. Obey promptly the directions and instructions of the school bus driver.
12. No destruction of property (bus or that of other riders).

### **Prohibited Items**

1. Tobacco is not allowed in the school bus.
2. Alcoholic beverages shall not be carried in the school bus.
3. Insects, reptiles, or other animals shall not be transported in a school bus.
4. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
5. No glass containers.
6. No skateboards.
7. Any items listed in your school's Student Handbook are prohibited.

### **Student Conduct Offenses**

1. **First Offense:** Warning and Student/Driver Conference. The Driver will notify the Director of Transportation and an Incident Report will be written. Transportation will attempt to notify the parent that a Driver Conference has taken place with their student and the nature of the offense. The Director will forward a copy of the Incident Report to the Principal for documentation.
2. **Second Offense:** Bus Referral; The Principal will investigate the offense and warn the student that if misbehavior continues, the student will receive an appropriate consequence, including possible suspension from the bus.
3. **Third Offense:** Bus Referral; The Principal will investigate the offense and apply an appropriate consequence, which may include a bus suspension.
4. **Fourth Offense:** Severe Offense; Bus Referral; Continual disruptive behavior on the bus will be considered a Serious Offense (see below). The Principal will investigate the offense and apply an appropriate consequence, which may include suspension from the bus for the remainder of the year.

### **Severe Offenses - Direct Referral - No Warning**

Any action which interferes with the safe operation of the school bus and puts student safety at risk is considered a Severe Offense. Severe Offenses generally result in a bus suspension, including possible suspension for the remainder of the year.

Examples of Severe Violations include:

- a. Disrespect to the Driver
- b. Fighting
- c. Vandalism
- d. Sexual Misconduct / Indecent Exposure
- e. Tobacco / Alcohol / Weapons

When a student is restricted from using district transportation, the principal will notify the parent of the offense and the length of the restriction. In such cases, the parents become responsible for their child's safe transport to and from school. Please see district website for a full listing of "Student Rights and Responsibilities" or ask the Principal's secretary for a copy.



## **FOOD SERVICES**

Vulture Peak offers a breakfast and lunch menu, and a copy of each month's menu will be posted in the cafeteria, the office and the classrooms. Meal prices are reviewed every year. Parents will be notified of any changes. The cafeteria staff is available each morning in the cafeteria before first hour to accept money to be added to the student's charge account. Any amount of money may be applied to the account. Students waiting until lunch to update their account may be moved to the back of the line so as not to hold up the movement of the lunch line.

Applications for free or reduced meals are available throughout the school year from the school office. Free and reduced prices apply to breakfasts and lunches. All existing free & reduced recipients need to reapply within 30 days of the first day of school.

## **HEALTH SERVICES**

The primary function of the school health aide is to strengthen the educational process through improvement of the health status of the children. The health aide renders emergency first aid to students who are injured or become ill while in the school setting. In no way should the school health aide be utilized instead of seeing your family physician. If your student is ill the night before or the morning of the current school day, it is the parents' responsibility to keep that student at home and seek the appropriate medical attention as deemed necessary. In case of illness or injury during the school day, the student will be immediately referred to the health office. The health aide may, in her judgment, contact a parent to pick up the student, or she may send him/her back to class.

NO STUDENT WILL BE SENT HOME WITHOUT NOTIFICATION OF PARENT OR GUARDIAN. THERE MUST BE AN ALTERNATE PERSON ON THE EMERGENCY FORM TO CALL IF A CHILD IS ILL, AS ILL STUDENTS MAY NOT STAY IN SCHOOL.

## **IMMUNIZATIONS**

Arizona law requires that immunizations recommended by the Arizona Department of Health Services be received by a child prior to enrollment. The Arizona School and Child Immunization Law is very explicit regarding immunization requirements for Arizona Students. Contact the school health or the office, (928) 684-6706, for specific questions. Arizona statute 15-871-847 Arizona Administrative Code 129-6-701-708 requires all children entering school be immunized. Verifiable documentation is required of all entrants to Arizona schools. This documentation must show the date, the type of dose administered or laboratory evidence of immunity, along with the signature of doctor agency that gave it. In the event of an outbreak to any waived vaccine, student will not be able to attend school until break is cleared over by the health department. For more immunization information, please go to the [azdhs.gov/immune](http://azdhs.gov/immune) website.

## **Exemptions**

Exemptions are available for immunization requirements provided they are for reasons deemed acceptable by the Arizona Department of Health. Exemptions may not be given for convenience or lack of required documentation.

## **EMERGENCY MEDICAL FORMS**

We ask all parents to complete an Emergency Medical Form for each of their children every school year. These forms tell us how to contact you or another responsible adult, if your child becomes ill or is injured at school. Students will be released early due to illness, or other personal reasons, only to those persons over the age of 18, indicated as responsible parties on the student emergency form. A telephone call is not sufficient to release your child to a person not listed. Identification may be required. List health problems, including all allergies to food, medicine, and insect bites/stings on the form. Please let us know if your address, home phone, business phone, cell phone, pager number, or emergency phone number changes during the school year.

## **MEDICATION POLICY**

If your child needs to take prescribed medication at school, it is the parent's responsibility to bring any and all medication to the nurse's office and fill out the appropriate paperwork. A medication consent form must be on file and signed by parent or guardian for any medication taken at school. No more than a 30 day supply of any medication will be accepted.

MEDICATION MUST BE IN THE ORIGINAL CONTAINER, WITH THE STUDENT'S NAME, NAME OF MEDICATION AND SPECIFIC INSTRUCTIONS AS TO WHEN STUDENT SHOULD BE TAKING MEDICATION. (State Board of Pharmacy Laws prohibits the sharing of any prescription medication with other siblings.)

NO CHILD, UNDER ANY CIRCUMSTANCES, MAY BRING ANY TYPE OF MEDICATION, EITHER PRESCRIPTION OR OVER-THE-COUNTER TO SCHOOL. This is to include cough drops, Tums, eye drops, Tylenol, etc. Do not send medication to school with your student. Do not put medication in a baggie with a note and send it to school with your student.

According to law, the school nurse **MAY NOT DISPENSE** medication from her office for field trips. If a student needs medication while on a field trip, it must be brought to the teacher by the parent for that purpose. It must again be in its original container, with student's name, the name of prescription and specific instructions for dispensing.

## **RESTRICTED P.E. ACTIVITIES**

Sometimes parents tell us their child can't participate fully in P.E. for one reason or another. A note from the parent is sufficient if the restriction is limited to a week or less. If activities are to be restricted for more than a week, we will need a doctor's statement.

## **REPORTING CHILD ABUSE**

In accordance with state law, child abuse cannot be ignored. Non-accidental injury, sexual molestation, abuse, suspected abuse and neglect must be reported to the Department of Child Safety (DCS). School employees, who are required by law to report all suspected abuse, are protected by state legislation from any civil or criminal liability. If you or someone else you know needs help, or if you need to report a child abuse problem that you are aware of, call the Department of Child Safety at 1-888-767-2445.

## **PARENT/COMMUNITY INVOLVEMENT**

Vulture Peak has an active PTA affiliated with the state and national PTA. Our PTA supports school programs through volunteer assistance and financial help. We urge all parents to participate in the monthly meetings

## **VOLUNTEERS**

WUSD has a new Volunteer Handbook with complete information on policies and procedures related to volunteering in the schools. All volunteers who help with off campus field-trips, volunteer for coaching or work directly with students must have a Fingerprint Clearance check. Check with the school office for the correct procedures.

There are many ways volunteers can help. Volunteers can be:

- **Classroom helpers**
- **Clerical aides**
- **Health office assistants**
- **Media Center assistants**
- **Resource speakers**
- **Field trip helpers**
- **Tutors**
- **Campus Supervision**

The job and the hours are up to you. If you can share some time with us, please give us a call. We know lots of moms and dads work during the day. We want you to feel welcome to help whenever you can...We are partners with you in your child's education.

## **LOST & FOUND/PERSONAL PROPERTY**

Students are encouraged to place their name on all personal belongings such as coats, lunch boxes, backpacks, etc. Lost items will be kept in the "Lost and Found" area located in the Cafe. Students may check the lost and found for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization twice each school year.

## **PARENTS AND VISITORS**

We welcome parents on our campus and encourage you to take an active role in participating in your child's education. For security and safety reasons, all visitors to Vulture Peak, between 7:30 and 3:00pm must register and show I.D. in the office and receive a Visitors Badge. Parents may arrange to visit classes by contacting their child's teachers or the office. We welcome all parents to Vulture Peak. In order to minimize disruption to the teaching/learning environment, please follow these procedures:

1. Parents are required to schedule observation appointments through the classroom teacher in advance. It is helpful for the teacher to know the purpose of the visit so that the time and length of the visit can be arranged.
2. Please report to the office at the time of your arrival to receive a Visitor Badge. This is required by district policy
3. The office will notify the teacher when the parent arrives.
4. The teacher will not be able to conference with a parent while students are in class. Conferences must be scheduled either before or after school or during the teacher's prep time.
5. Due to liability & supervision considerations, children who are not enrolled in Vulture Peak are not permitted to visit during school hours unless accompanied by a guardian.

## **SCHOOL BOARD MEETINGS**

Parents are always welcome at the school board meetings. Check with the District Office for a monthly schedule of Board meetings. The meetings are held at the District Board Room which is located at 251 S. Tegner Street, Wickenburg, AZ, 85390. A copy of the agenda will be available for review in the office window prior to the scheduled Board meeting.

## **CHAIN OF COMMAND**

It is important for parents to communicate their concerns, questions, and desires about the educational process and our school. By using the steps outlined below, we can work together to address any concerns that may arise.

1. The parent(s) are asked to meet with the teacher to explain the concern and reach a resolution. A plan of action may be needed. Please schedule a follow up, either by phone, note, or in person, to check on progress.

2. If the concern is not resolved, then it is appropriate to contact the principal. The principal will schedule a meeting with the parents and appropriate staff. The concerns and actions taken will be reviewed. A new plan of action may be developed.
3. If the concern persists after the principal and teacher have attempted resolution, then the parent(s) may contact the District Office.

## **PARENTAL INVOLVEMENT ACTIVITIES**

Vulture Peak Middle School offers parents opportunities for involvement in the school program and activities. Parents are not only encouraged to visit the school and classrooms but to participate in the learning process.

Examples of opportunities for parent involvement are:

1. Participation in the Parent-Teacher Association - PTA meetings are held monthly. Information concerning membership and activities will be sent home.
2. Classroom volunteers - help the teachers in a variety of ways.
3. Special activities - assists in programs such as field day, field trips, Student Clubs, etc.

**WICKENBURG UNIFIED SCHOOL DISTRICT**  
**Student Services Department**  
**Parents Right to Know**  
**Title I School-wide and Title I Targeted Assistance Programs**

Parents of students attending Title I School-wide and Title I Targeted Assistance Programs may request information on the professional qualifications of their child's teacher(s).

The information that may be shared is:

- the teacher's State Qualifications/licensure requirements
- if the teacher is teaching under an Emergency Teaching Certificate
- that the teacher has a baccalaureate degree
- the child receives services from a paraprofessional
- the qualifications of the paraprofessional

Title I Schools are required to annually notify parents of these rights. This could be in the form of a newsletter or flyer. When the notifications are sent, please provide your Title I staff members of a copy for their Title I documentation notebooks. It is also recommended that this notification is posted on your school web-sites. If you post on your school's website, please provide your Title staff with documentation which verifies when and where it was posted. For schools in our district that are not Title I, it is recommended that you provide your parents with a similar notification. All parents have the right to know that their child is taught by a highly qualified teacher.

## STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

The Governing Board of the Wickenburg Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting
- damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

**STUDENT VIOLENCE / HARASSMENT /  
INTIMIDATION / BULLYING  
COMPLAINT FORM**

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

**Name of person(s)** \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.



If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
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**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify this information is correct to the best of my knowledge.

**Signature of Complainant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Document received by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Investigating official** \_\_\_\_\_ **Date** \_\_\_\_\_

## Discipline Guidelines: Grades K-12

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (\*) indicates that the violation must be reported to ADE. A double asterisk (\*\*) indicates that the violation must be reported to ADE and a police report may be filed.

Infraction	Definition	Consequence	
		First Offense	Repeated Offense
*Alcohol Violation (use, distribution, possession, under the influence, paraphernalia)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school sponsored events and on school sponsored transportation.	Min: 5 Day Suspension  Max: Long-Term Suspension	Min: 10 Day Suspension  Max: Expulsion
Arson: *Of a Structure or Property **Of an Occupied Structure	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703, 1704)	Min: Long-Term Suspension/ Restitution  Max: Expulsion	Min: Expulsion/ Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: Long-Term Suspension	Min: K-5: 3 Day Suspension 6-12: 5 Day Suspension Max: Expulsion
**Assault (Aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Min: Long-Term Suspension Max: Expulsion	Min: Expulsion
**Bomb, **Chemical or **Biological Threat	Threatening to cause harm using a bomb, explosive, arson-causing device or using chemical or biological agents. (A.R.S. §13-2911)	Min: 5 Day Suspension Max: Long-Term Suspension	Min: Long-Term Suspension Max: Expulsion

## Discipline Guidelines: Grades K-12

**Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
*Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Cyber-Bullying includes bullying through the misuse of technology. (A.R.S. §15-341.40)	Min: Conference/ Mediation  Max: 10 day Suspension	Min: 5 Day Suspension  Max: Expulsion
**Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1506, 1508)	Min: 5 Day Suspension/ Restitution  Max: Long-Term Suspension	Min: Expulsion/ Restitution
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal or use the ideas or words of another as one's own	Min: Loss of credit for assignment  Max: 3 day Suspension/ Loss of credit in class	Min: 3 day Suspension/ Loss of credit  Max: 10 day Suspension
Combustible	Possession of any combustible substance or object capable of causing harm or damage, i.e. matches, lighters, firecrackers, gasoline, lighter fluid.	Min: K-5: Warning 6-12: 1 day Suspension  Max: 5 day Suspension	Min: 3 day Suspension  Max: Expulsion
Contraband	Items stated in school handbooks or policy as prohibited	Min: Warning  Max: 3 day Suspension	Min: Detention  Max: 10 day Suspension

## Discipline Guidelines: Grades K-12

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
*Dangerous Item	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.  May include: B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Pellet Gun, Razor Blade or Box Cutter, Taser or Stun Gun, Tear Gas, or Other Dangerous Item. (A.R.S. §13-105.11)	Min: K-5: 1 Day Suspension  6-12: 5 Day Suspension  Max: Long-Term Suspension	Min: 10 day Suspension  Max: Expulsion
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)	Min: 3 day Suspension  Max: 10 day Suspension	Min: 10 day Suspension  Max: Expulsion
Disrespect, Defiance, Non-Compliance toward authority	Refusal to follow directions, talks back, socially rude interaction. Intentionally resisting or disregarding the authority of district personnel. Displaying contempt or rudeness.	Min: Conference  Max: 10 day Suspension	Min: 3 day Suspension  Max: Expulsion
Disruption	Behavior causing interruption or disturbance in a class, on campus or at school-sponsored events	Min: Conference  Max: 5 day Suspension	Min: 3 day Suspension  Max: Long-Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Min: Change of clothes  Max: 1 day Suspension	Min: Change of clothes Max: 3 day Suspension

## Discipline Guidelines: Grades K-12

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
**Drug Violation (use, distribution, possession, under the influence)	Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.  School administration will consider circumstances and investigative evidence for violations involving over the counter non-prescription pharmaceuticals and have the authority to adjust consequences accordingly. (A.R.S. § 13-3415)	Min: 10 day Suspension  Max: Expulsion	Min: Expulsion
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in storing, concealing, absorbing or consuming a drug. (A.R.S. § 13-3415F)	Min: 10 day Suspension  Max: Long-Term Suspension	Min: Expulsion
*Endangerment	Recklessly or intentionally creating a substantial risk of injury or imminent death to another. Consequence depends on the potential severity of harm. (A.R.S. § 13-1201)	Min: 3 day Suspension  Max: Long-Term Suspension	Min: 10 day Suspension  Max: Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services by means of a threat to cause physical injury, cause damage to property, engage in illegal conduct, or make false accusations. (A.R.S. § 13-1804)	Min: K-5: 1 Day Suspension  6-12: 3 Day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion

## Discipline Guidelines: Grades K-12

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
*Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner. Mutual participation involving physical violence	Min: K-5: 1 Day Suspension  6-12: 3 Day Suspension  Max: 10 day Suspension	Min: 10 day Suspension  Max: Expulsion
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire. (A.R.S. §13-2911)	Min: 1 day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: 10 day Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Min: 1 day Suspension  Max: 3 day Suspension	Min: 3 day Suspension  Max: 5 day Suspension
*Harassment, Nonsexual	The persistent or repeated annoying, worrying or tormenting of another. Defamation. (see also Bullying and Sexual Harassment) (A.R.S. §15-341.40) (A.R.S. § 13-2921)	Min: Mediation  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
*Hazing	Any act committed against another student in connection with an initiation to a school affiliated organization that causes or contributes to a substantial risk of injury, mental harm or personal degradation. (A.R.S. § 15-2301)	Min: 1 day Suspension  Max: 10 day Suspension	Min: 10 day Suspension  Max: Expulsion

## Discipline Guidelines: Grades K-12

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
Indecent Exposure or Public Sexual Indecency	Exposing genital or private areas. Engaging in sexual contact or sexual acts in public. (A.R.S. § 13-1402, 1403)	Min: 3 day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
Language, Inappropriate	Any communication that includes swearing, name calling, or use of words or symbols in an inappropriate way. Hate messages	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
Leaving Campus without Authorization	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee.	Min: Detention  Max: 3 day Suspension	Min: 3 day Suspension  Max: 5 day Suspension
Lying or Forgery	To make an untrue statement or impression with intent to deceive. The act of falsely or fraudulently marking or altering a document. Using verbal or written communication that is knowingly false or fraudulent.	Min: Conference  Max: 5 day Suspension	Min: 3 day Suspension  Max: 10 day Suspension
Minor Aggressive Act	Non-serious but inappropriate physical contact. Hitting, poking, pushing, tussles, minor confrontations, shoving. Actions that demonstrate low level hostile behaviors.	Min: Mediation  Max: 10 day Suspension	Min: 3 day Suspension  Max: Long-Term Suspension

## Discipline Guidelines: Grades K-12

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
Negative Group Affiliation	Attitudes and actions affiliated with gang or negative group activities.	Min: Conference  Max: 10 day Suspension	Min: 3 day Suspension  Max: Expulsion
Pornography	The use or possession of sexually explicit images, pictures, words, devices or electronic images that offends or disturbs the educational environment.	Min: K-5: Detention  6-12: 1 Day Suspension  Max: 10 day Suspension	Min: 3 Day Suspension  Max: Long-Term Suspension
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 5 day Suspension
Recklessness (Horseplay/ Roughhousing)	Unintentional, careless behavior that may pose a risk to others. Rough boisterous play or behavior	Min: Conference Max: 3 day Suspension	Min: 1 Day Suspension Max: 10 day Suspension
**Robbery	Using force or threatening to use force to commit a theft. (A.R.S. §13-1902)	Min: 10 day Suspension/ Restitution  Max: Expulsion	Min: Expulsion



## Discipline Guidelines: Grades K-12

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
**Robbery (Armed)	Robbery while armed with or threatens to use a deadly weapon, dangerous instrument or simulated deadly weapon. (A.R.S. §13-1904)	Min: Expulsion	Min: Expulsion
**Sexual Abuse	Intentionally or knowingly engaging in sexual contact with any person without consent of that person. For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Min: 10 day Suspension  Max: Expulsion	Min: Expulsion
**Sexual Assault	For definition, refer to A.R.S. §13-1406.	Min: Expulsion	Min: Expulsion
**Sexual Harassment	Unwelcome conduct or discrimination based on gender that includes sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature made by one individual to another.	Min: K-5: Conference 6-12: 1 Day Suspension  Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
**Sexual Harassment with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	Min: K-5: Conference 6-12: 1 Day Suspension  Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
Simulated Weapon	An instrument displayed or represented as a weapon	Min: 1 day Suspension  Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
Tardy	Failure to be at a designated location at a specified time	Min: Warning  Max: 3 day Suspension	Min: Detention  Max: 5 day Suspension
Technology, Improper use	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption. This includes the unauthorized access of any computer, system, or network.	Min: Conference  Max: 5 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
Telecommunication /Electronic Device	Violation of district policy or school rules related to cell phones, handheld devices, pagers, media players or other electronic items, whether operational or nonoperational.	Min: Confiscation  Max: Detention	Min: Confiscation  Max: 3 day Suspension
*Theft	Taking, attempting to take or controlling money or property that belongs to another person or the school. (A.R.S. §13-1802)	Min: K-5: 1 day Suspension 6-12: 3 Day Suspension/ Restitution  Max: 10 day Suspension	Min: 3 day Suspension Restitution  Max: Long Term Suspension
*Threat or Intimidation	The intent, by word or conduct, to cause physical injury or serious damage to person or property. To frighten, compel, or deter by actual or implied threats. (A.R.S. §13-1202)	Min: Mediation  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion

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		First Offense	Repeated Offense
*Tobacco Violation	Refers to smoking tobacco (e.g. cigarettes, cigars) and smokeless tobacco (e.g. dip, chew, snuff, or twist), including paraphernalia. Possession of tobacco products on K-12 school grounds, vehicles or at off-campus school sponsored events is a violation of the law. (A.R.S. § 36-798)	Min: 3 day Suspension  Max: 5 day Suspension	Min: 5 day Suspension  Max: 10 day Suspension
Transportation / Bus /Bus Stop	Infractions while on a school bus, district vehicle or at a school bus stop may result in additional consequences, including suspension of bus privileges	Min: Conference/Warning  Max: 10 day bus suspension	Min: 1 day bus suspension  Max: Suspension of bus privileges for the remainder of the year
Trespassing	To enter or remain on a school campus without authorization. Includes students under suspension or expulsion. (A.R.S. § 15-841) (A.R.S. § 13-1503)	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
Truancy	Truant means an unexcused absence for at least one class period (ditching). Habitually Truant means being truant for at least 5 school days during the year. ten percent of the school year or having five unexcused absences. (A.R.S. § 15-802, 803)	Min: Warning  Max: 3 day Suspension	Min: Detention  Max: 3 Day Suspension
*Vandalism	Willful destruction or defacement of school or personal property. Graffiti and Tagging. (A.R.S. § 13-1602)	Min: 3 day Suspension/ Restitution  Max: Long-Term Suspension	Min: 10 day Suspension/ Restitution  Max: Expulsion

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
Vehicle / Parking Lot Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Min: Warning; Suspension of parking privilege  Max: 5 day Suspension	Min: 1 day Suspension  Max: 10 Day Suspension
Verbal Abuse/Profanity	The use of profanity or any derogatory language stated publicly	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
Verbal Provocation	Use of language or gestures that may incite a person to fight.	Min: Mediation  Max: 5 day Suspension	Min: 3 day Suspension  Max: Long-Term Suspension
**Weapon: Firearm, Destructive Device	Any firearm, loaded or unloaded, including a starter gun, firearm muffler, silencer or any destructive explosive, combustible device. (A.R.S. § 13-3101)	Min: Long-Term Suspension  Max: Expulsion	Min: Expulsion
**Weapon: Other	Prohibited instruments which could be used as a weapon, including dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars. (A.R.S. § 13-3102(11))	Min: Long-Term Suspension  Max: Expulsion	Min: Expulsion

## Vulture Peak Middle School Student/Parent Handbook Acknowledgement and Agreement

This is to acknowledge that I have received a copy of the Vulture Peak Middle Student/Parent School Handbook. I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my enrollment at Vulture Peak Middle School.

I understand that if I have questions or concerns at any time about the handbook, I will consult the principal, Mrs. Jennifer Lougee, for clarification.

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_