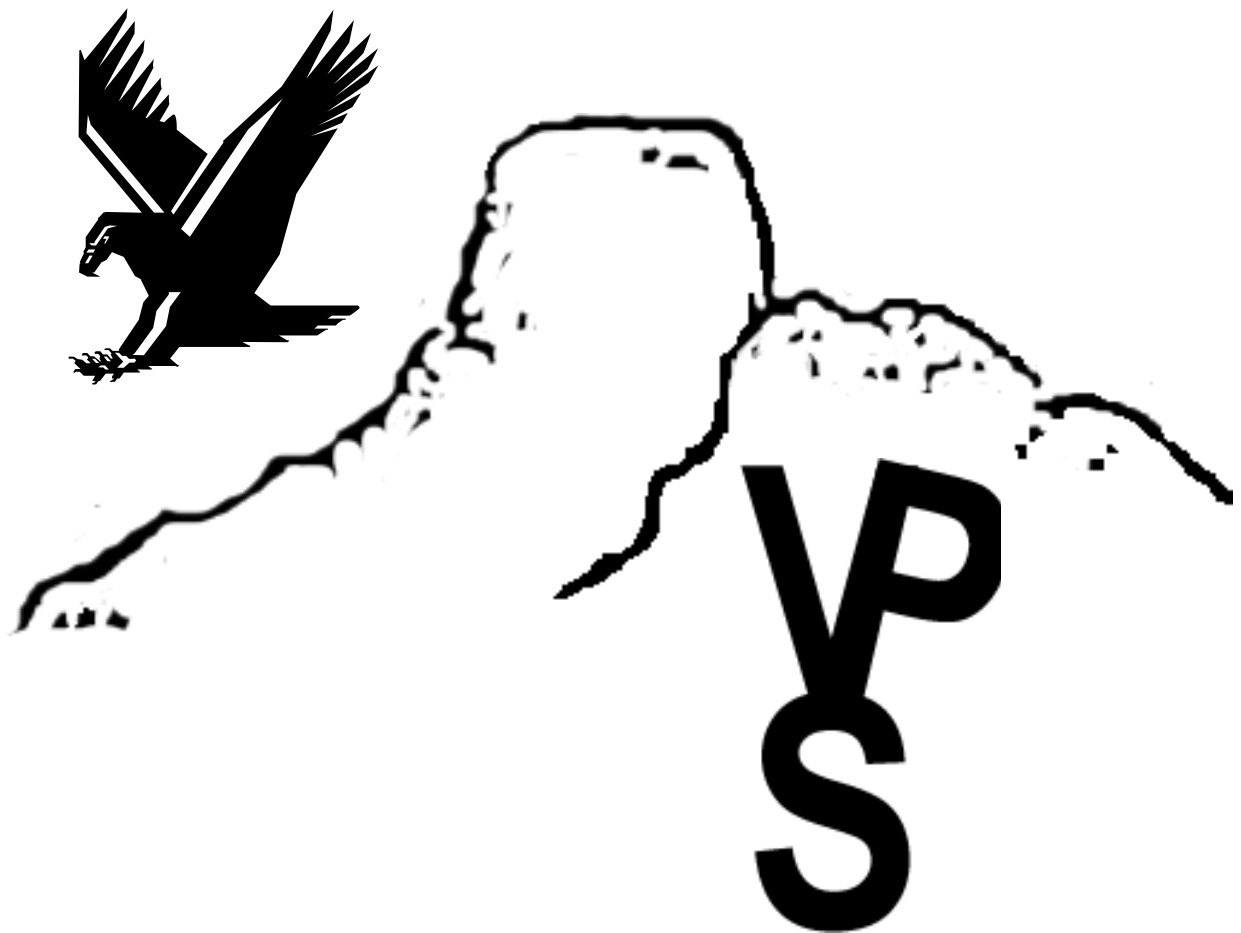


VULTURE PEAK MIDDLE SCHOOL PARENT/STUDENT HANDBOOK



2014-2015 SCHOOL YEAR

JENNIFER TESHKA, PRINCIPAL

VULTURE PEAK MIDDLE SCHOOL MISSION STATEMENT

To provide a cooperative effort using best practices that ensure our students will achieve their full potential, become respectful and responsible, and meet the challenges of life-long learning.

Vulture Peak Middle School 2014 - 2015 Schedule

Monday - Thursday Schedule	
Period	Time
1st period and Advisory	8:00 - 9:05
2 nd period	9:08 - 10:03
3 rd period	10:06 - 11:01
Lunch A/ 4th period	L 11:01 - 11:31 11:31 - 12:26
4th period /Lunch B	11:04 - 11:59 L 11:59 - 12:29
5 th period	12:29 - 1:24
6 th period	1:27 - 2:22
Reteach and Enrich	2:25 - 3:00

Friday - Early Release Schedule	
Period	Time
1st period	8:00 - 8:37
2nd period	8:40 - 9:18
3rd Period	9:21 - 9:59
Lunch A/ 4th Period	L 9:59 - 10:29 10:32 - 11:09
4th Period / Lunch B	10:02 - 10:39 L 10:39 - 11:09
5th Period	11:12 - 11:49
6th Period	11:52 - 12:30

7:30 - 7:45 Cafeteria is open for breakfast. 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 8:00a.m. Tardy students must sign in with the office and receive a tardy slip to class.

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/SRC	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

ATTENDANCE

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

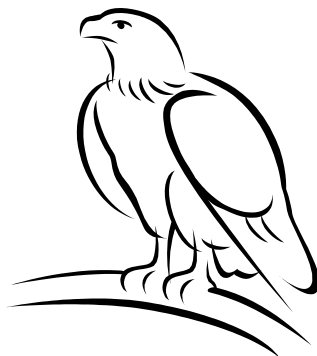
Any loss of time from school should be avoided if possible, however if your child is ill, has a fever, or vomiting please keep them home to avoid jeopardizing the health of other children. Excessive absences or tardiness can be a problem that ultimately affects a student's academic standing. The school 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 SRC. 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.



DISMISSING

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).

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.

ACADEMIC RECOGNITION

PRINCIPAL'S HONOR ROLL	HONOR ROLL
GPA of 3.75 - 4.0	GPA of 3.25 - 3.75
"A's and B's Only"	"A's and B's Only"

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.**



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 1st, 2nd, or 3rd 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 4th 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.

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 who have a failing grade in a core subject at the end of the each progress period (every 4 $\frac{1}{2}$ weeks) will be required to meet with their parents and the principal to establish a plan for success.

Students who have a failing grade or grades 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.

SCHEDULE CHANGES

As a general rule, schedule changes will not be made after the second week of each semester. Schedule change requests must have teacher approval and/or written parent request for final approval by the Principal.

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 AIMS DPA 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.

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

Mastery of skills is not always possible within the time constraints of the classroom. All students should exit the system with a firm foundation for pursuing knowledge and developing skills on an independent basis. Homework should not carry the stigma of punishment. Agenda calendars are provided and are used as an organizational tool to keep track of assignments and for parent communication. 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.
- ❖ As a general guide, students in grades six through eight should have between 45 -90 minutes of homework, five days a week.

FIRE AND EVACUATION 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.

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.

LIBRARY/MEDIA CENTER

8:00 - 3:00 each day (Closed for duty, lunch and meetings)

Students coming to the Library should have a pass. Teachers and staff members jointly schedule the use of the L/MC facilities, computer area, media programs and services with the Library Aide.

Borrowing Rules

- Two-week loan: All fiction and nonfiction books, except REFERENCE BOOK
- Reference Books may be checked out for overnight use only.
- Books may be renewed.
- For faster service, please learn your student ID number.
- Overdue notices are printed on a regular basis and sent to the homeroom teacher.
- Students are responsible for lost, overdue, and damaged materials.



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.

The following are the guidelines for attending school dances:

- ✓ 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.
- ✓ Only students currently enrolled at Vulture Peak may attend school dances. There are no passes for non-students. Friends, relatives, and former students are not allowed to attend.
- ✓ 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.
- ✓ 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.
- ✓ Students will not be permitted to leave the dance after it has begun. Students may only leave early if their parents pick them up. Arrangements should be made when the student is brought to the dance.
- ✓ 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.
- ✓ Students who are inappropriately affectionate may be removed from the dance.
- ✓ 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.
- ✓ Students are not to loiter on the school grounds during dances. Students refusing to leave will be charged with trespassing.
- ✓ The Student Council may declare academic and/or behavioral guidelines to determine eligibility for dances.

ATHLETICS

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

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

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**

Eligibility

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".**

Conduct and Behavior

The success of any athletic or activity program depends upon good sportsmanship and cooperation. Students and spectators who are unable to conduct themselves properly at practices or games may be asked to leave the premises. If this behavior continues, students may be declared ineligible to participate or be removed from the team. Individuals involved in our extracurricular programs are expected to model good behavior and character. Suspended students may not attend home or away games

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.



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 is not permitted to visit during school hours unless accompanied by a guardian.

VOLUNTEERS

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

CHARACTER COUNTS

Character is what a person is inside. Our character is revealed by how we act when we think no one else is looking. Character is, in short, moral strength. 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

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.

STUDENT RESPONSIBILITY CENTER (SRC)

Students who choose to infringe on the rights of others will be removed from the classroom, cafeteria, or playground and sent to the Student Responsibility Center (SRC). 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 SRC, 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.

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.

Respect	Show respect for all school staff, other students, and themselves.	Show respect for school property and equipment.	Use appropriate language and tone of voice.	Walk in a quiet and orderly manner within the buildings and walkways.	Not interfere with the teaching or learning of others
Responsibility	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.	Hats are to be worn in a respectful manner and are not worn indoors.	Students must have a pass to go anywhere on campus while school is in session.
Citizenship	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.
Caring	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

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,

Arizona law requires schools to have policies on bullying, harassment and intimidation. The message is clear: create an environment where **bullying is not tolerated**. Each school is required to have a procedure for students, parents and teachers to **confidentially report** bullying behavior to a school official to trigger investigation, punishment and prevention of further bullying behavior. (A.R.S. §15- 341). If the bullying acts threaten or actually cause injury to a person or property, then more severe penalties are called for and carried out under Arizona's criminal laws. (A.R.S. §13-2911). If you are being bullied or you know of someone who is being bullied, get a pass to come speak with the counselor or the SRC teacher

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 differential 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 RIGHTS

A right is a privilege to which one is justly entitled. The following basic guidelines shall not be construed to be all-inclusive nor diminish the legal authority of school officials and the Governing Board to deal with disruptive students. Students have a right to:

- A meaningful education that will be of value to them for the rest of their lives.
- A meaningful curriculum and the ability to voice their opinions through representatives in the development of the curriculum.
- Physical safety, safe buildings and sanitary facilities.
- Consultation with teachers, counselors, administration and other appropriate school personnel, without fear of reprisal
- Free elections of their peers in student government and to seek and hold office.
- Be made aware of decisions and policies that may affect them.
- To view their personal files, cumulative folders and transcript records.
- Understand that academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades.
- Not be subject to unreasonable or excessive punishment.
- To be involved in school activities
- To express their viewpoints in accordance with district policy (JICEC).
- To due process.

Right to Due Process

Students in the District have certain 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.

Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not bring onto school property any substance, object, or material prohibited by law or school board policy. School officials may inspect such items on school District property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

Right to Freedom from Harassment

Students may expect to be provided with an atmosphere free from harassment. Any student, who is subjected to harassment from other students, visitors, or school staff, should immediately inform a teacher or other staff member. The District will neither allow nor tolerate retaliation in any form by any employee, student, or others against any complaining employee, student, or corroborating witness. Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teacher, counselor, or building administration).

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.

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. No one has the right to interfere with the education of others. 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.
- ▣ Respect 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. 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 an SRC or Discipline Referral.	When finished, students will clean up the area around their table.

DRESS CODE

Shirts and Tops

- All shirts must have sleeves. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in front, back or under the arms. No tank tops, 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.

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.

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.

ITEMS NOT ALLOWED ON CAMPUS

The following items are **not allowed** on campus or any school activity unless approved for use by the principal. If these items are brought to school, **they will be confiscated**. When items are confiscated, parents are called to come and pick them up. Weapons and gang-related items will be given to the Police Department. Confiscated items not claimed by parents by the end of the year will be donated to a local charity or destroyed. Vulture Peak is not responsible for these items if they are lost, stolen or confiscated. Selling, borrowing or lending personal items or money is not allowed.

The items are:

- 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.

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.

Discipline Guidelines: Grades K-12

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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

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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

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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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Infraction	Definition	Consequence	
		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

<p>**Weapon: Firearm, Destructive Device</p>	<p>Any firearm, loaded or unloaded, including a starter gun, firearm muffler, silencer or any destructive explosive, combustible device. (A.R.S. § 13-3101)</p>	<p>Min: Long-Term Suspension Max: Expulsion</p>	<p>Min: Expulsion</p>
<p>**Weapon: Other</p>	<p>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))</p>	<p>Min: Long-Term Suspension Max: Expulsion</p>	<p>Min: Expulsion</p>