

# Page Middle School

101 El Mirage  
P.O. Box 1927  
Page, Arizona 86040  
Principal – Ray Webb

Office: 928-608-4300

Fax: 928-645-9284

<http://www.ms.pageusd.org/>

## STUDENT HANDBOOK 2016-17

### **Welcome to Page Middle School**

The staff of Page Middle School joins in extending you a warm welcome to our great school. We encourage you to take an active role in our academic and extra-curricular programs offered to all students.

This student handbook has been prepared to help you and your parents to understand the policies, procedures and schedules that are in effect for the 2016-17 school year.

If at any time you have any questions or concerns, please check with a teacher, counselor or an administrator to resolve them. Parents and visitors must check in at the front office and are required to obtain and display a visitor's badge.

We are very proud of Page Middle School. We welcome you to our school community and hope you have a great and rewarding year.

### **Mission Statement**

*Page Middle School will provide an environment that inspires all students to achieve academic success through challenging and rigorous learning opportunities.*

## PAGE MIDDLE SCHOOL PANTHERS ROAR with P.R.I.D.E.



All schools in the Page Unified School District are Positive Behavioral Intervention and Support (PBIS) schools. PBIS places emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school culture. Our school-wide expectations are that our students will display P.R.I.D.E.

- Positive
- Respectful
- Involved
- Determined
- Excellent

Page Middle School will define, teach and reinforce these expectations to all students. The Behavior Expectation Matrix on page 3 defines the behaviors Page Middle School expects from all of our students. Our goal is to have our students display P.R.I.D.E. in everything they do at Page Middle School and in the community.

### **Page Middle School's Desired Outcome**

- Increased academic achievement and performance
- Decreased classroom disruptions and office discipline referrals
- Improved school climate and safety

To make these desired outcomes happen, Page Middle School has a systematic approach to proactive, school-wide discipline based on a Response to Intervention Model. Data will be used to track, identify and respond to school-wide behavior issues and trends. Page Middle School is excited about PBIS and what it has and will continue to bring to our school's climate and culture

# Panther P.R.I.D.E



## Campus Wide Behavior Expectations

Behavior Expectation	Classroom	Hallways/ Courtyard	Cafeteria	Restroom	Assembly/ Skylight	Bus
<b>Positive</b>	<ul style="list-style-type: none"> <li>· Have positive attitude</li> <li>· Respond positively &amp; appropriately to request</li> </ul>	<ul style="list-style-type: none"> <li>· Keep locker &amp; combination private</li> <li>· Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>· Use positive language and actions</li> <li>· Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>· Use positive language and actions</li> </ul>	<ul style="list-style-type: none"> <li>· Use positive language and actions</li> </ul>	<ul style="list-style-type: none"> <li>· Use positive language at all times</li> <li>· Use inside voices</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>· Keep hands, feet and objects to yourself</li> <li>· Use materials appropriately</li> <li>· Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands, feet and objects to yourself</li> <li>· Clean-up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>· Keep, hands, feet and objects to yourself</li> <li>· Keep and clean your area</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands, feet and objects to yourself</li> <li>· Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands, feet and objects to yourself</li> <li>· Clap &amp; cheer when appropriate</li> <li>· Sit where directed</li> </ul>	<ul style="list-style-type: none"> <li>· Keep hands, feet, and objects to yourself</li> <li>· No eating on the bus</li> </ul>
<b>Involved</b>	<ul style="list-style-type: none"> <li>· Follow directions</li> <li>· Participate in class</li> <li>· Listen attentively to speaker</li> </ul>	<ul style="list-style-type: none"> <li>· Share the space to get into your lockers</li> <li>· Walk and pay attention</li> </ul>	<ul style="list-style-type: none"> <li>· Follow staff directions</li> <li>· Present ID &amp; know your PIN</li> </ul>	<ul style="list-style-type: none"> <li>· Leave no trace of your presence</li> </ul>	<ul style="list-style-type: none"> <li>· Follow directions</li> <li>· Listen to the speaker</li> </ul>	<ul style="list-style-type: none"> <li>· Follow directions the first time</li> <li>· Assist with younger students</li> </ul>
<b>Determined</b>	<ul style="list-style-type: none"> <li>· On time to class</li> <li>· Come prepared with all materials and assignment</li> </ul>	<ul style="list-style-type: none"> <li>· On time to class</li> <li>· Gather necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>· Move with a purpose</li> <li>· always walk</li> </ul>	<ul style="list-style-type: none"> <li>· Use the bathroom during passing time</li> </ul>	<ul style="list-style-type: none"> <li>· Be on time and move with a purpose</li> </ul>	<ul style="list-style-type: none"> <li>· Be at the bus stop 10 minutes early, load in single file</li> <li>· Keep your book bag under the seat</li> </ul>
<b>Excellent</b>	<ul style="list-style-type: none"> <li>· Manage and organize your binder</li> <li>· Go above and beyond expectations</li> </ul>	<ul style="list-style-type: none"> <li>· Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>· Line-up to enter the cafeteria</li> <li>· Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>· Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>· Enter and exit in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>· Use bus time as study time</li> <li>· Bottom to bottom, back to back, feet on the floor</li> </ul>

### STUDENT RESPONSIBILITIES

We, P.M.S. students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we shall:

- Attend school every day and be punctual.
- Work hard to do my best in class and on homework by completing all assignments on time.
- Respect and cooperate with other students and adults.
- Monitor grades weekly on-line with Power School.
- If I need extra help, see my teacher after school or attend tutoring.
- Demonstrate safe and appropriate behavior by following our P.R.I.D.E. expectations.
- Maintain an organized student binder and planner.

**Page Middle School Staff will commit to the following:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Provide a safe and respectful environment.
  - Create a collaborative community where students learn to apply their knowledge and skills.
  - Collectively make effective decisions for our school.
2. Page Middle School will schedule parent-teacher conferences bi-annually, which are held in fall and spring.
  - Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: Parents will be provided with log in and password to access their child grades and attendance via Power Parent, distribute progress reports every three weeks.
3. Provide parents reasonable access to staff. All teachers are available to meet during prep times and after school, but please call for an appointment.
4. All teachers will have one scheduled and published day per week to assist/tutor students after school.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - Parents are welcome to participate in Site Council
  - Parents may request to observe a class or volunteer.

**Parent Involvement Plan**

**Families as Partners**

All parents are invited to get involved in their child's education. This level of involvement may vary, as there are many demands on a parent's time. There are a variety of ways you can contribute to your child's progress in school:

- \*Communicate with your child's teachers often.
- \*Spend some time in the classroom - volunteer to help with class or school activities.
- \*Help your child understand the connection between school learning and learning in everyday life.
- \*Express the importance of school and having excellent attendance
- \*Provide a quiet area for homework assignments; help your child to organize his/her time and supplies for homework.
- \*Listen and ask questions to what your child has to say about school and his/her activities. Your interest can be the best motivator possible, it will help your child grow in self-confidence, social skills, and insure a successful time in middle school.

**PARENT RESPONSIBILITIES**

We, as parents, will support our children's learning in the following ways:

- Talk to your child on a daily basis about school. Ask your student what they learned in school and do not accept, “nothing” as an answer.
- Expect regular attendance and know PMS attendance policy. Please check your child’s attendance in Power Parent, or contact the school’s attendance clerk.
- Expect punctuality to all classes.
- Get to know your child’s teachers on a first-name basis.
- Attend all parent-teacher conferences with your student.
- Check grades once a week on Power Parent.
- Bring questions and concerns to the teachers’ attention.
- Identify an appropriate time and place for homework.
- Help your child resolve conflicts in positive ways.
- Promote positive use of your child’s extracurricular time.
- Inform the school of any address and/or phone number changes.
- Promptly read all notices from the school or the school district either received by your child or by mail.

**MAINTAIN UPDATED CONTACT INFORMATION: It’s important that any phone or address changes are provided to the school as soon as possible. The school uses an automated call service to communicate important information regarding student attendance, weather related cancellations, and other important information. Teachers also call home for various reasons and a current phone numbers make it possible for timely communication. Please see the front office to update and keep current your contact information.**

**GENERAL EXPECTATIONS:**

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at school;
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA. *(ESEA is available in the office)*

The school district will be governed by the statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities and procedures in accordance with the above definition.

We, as a school, realize the impact that parents have on the growth and success of our students. We, therefore, have a school policy for parental involvement that will describe the means for meeting the requirements of No Child Left Behind (NCLB). Our students, parents, and the community shall be notified of the policy and its availability. Our parent involvement policy shall be updated periodically with the involvement of our students’ parents.

**Page Middle School Parent Compact**

Page Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. The Page Middle School Parent Compact will be sent home with students through their 1<sup>st</sup> period class.

Students and parents/guardians need to sign the compact and then it is to be returned to their 1<sup>st</sup> period teacher.

### **Parent/Teacher Conferences**

Academic success is a priority at Page Middle School. Parents are encouraged to meet with their child's teacher. All teachers are available to meet during prep times and after school, but please call for an appointment.

### **DISTRICT POLICY ACCESS**

All Page Unified School District policies are available for public access at [www.azsba.org](http://www.azsba.org). Once you are at the site choose the following steps:

- click "School District Policy Manuals".
- click "[CLICK HERE](#)" under "(Free Public Access)".
- Click "[Next](#)" at the bottom of the list at the left of your screen.
- Click "+" next to "Page Policy Manual".

Determine which section is applicable to the desirable information.

### **Dropping or Adding a Class**

Extenuating circumstances will be considered on an individual basis. Parental appeals will be accepted by the Principal on behalf of the student.

### **Promotion and Retention of Students**

Page Middle School is dedicated to the continuous development of each student. The Page Unified School District standards that students must achieve include accomplishments of the standards in reading, writing, math, science, and social studies adopted by the State Board of Education. In addition in these standards, test scores, grades, teacher-principal recommendations, and other important data will be used to determine promotion.

When circumstances indicate that retention is in the best interested of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts. A decision will be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

The final recommendation to retain should be made by the teachers. Consultation with the principal and other staff members and involvement of parents in all steps of the retention process are vital. Please see Board Policy I-7200 IKE-R

### **Electronic Devices**

Electronic devices are not encouraged on campus. Personal electronic devices including: cell phones, iPods, and/or other electronic devices, can ONLY be used before and after school – outside of the school building. **All electronic devices MUST remain OFF and PUT AWAY in your locker, including headphones and ear buds.** Violation of this policy will result in confiscation of the electronic device and a disciplinary referral. Parents or guardian will be required to pick up the device from the office. **The school/district is not responsible for lost or stolen electronic devices.** Emergency communication with parents can be made to and from the school office.

### **Guidelines for Bus Use**

Once a student is on the bus, they cannot be taken off. If there is a change in their travel plans, please inform your student before they leave for school. Messages to students to change plans must be received before 2:30 to make it to the student.

Students are expected to continue to display their P.R.I.D.E. while on the bus. Transportation provided by the School Is a Privilege - Not a Right. Student behavior on a school/activity bus should be the same as that in a well-ordered classroom with the exception that students are free to talk in a low voice. Disorderly conduct or refusal to respect the authority of the driver shall be sufficient reason for the student to receive a discipline referral. This includes transportation to and from school, athletic/activity school events, field trips, and the late bus.

When inappropriate or unacceptable behavior occurs on the bus, the bus driver will issue a conduct report and refer the student(s) to the office. School officials will enforce policy when taking the following action:

- On the first incident, the driver will verbally reprimand and explain the violation.
- If the violation is repeated, the driver will give a referral to the student and send a copy to the Dean of Students where the incident will be investigated and the proper disciplinary actions will be taken.
- A violation that is of such a serious nature students are endangered or the driver's authority is at risk, steps in this process may be skipped and a long term suspension from bus privileges may be imposed on the first referral.

Major incidences or multiple incidences and referrals can result in suspension or revocation of bus privileges. Students whose transportation privileges have been revoked are still expected to attend school on a regular basis, and it is the parent's responsibility to provide such transportation. Good Citizenship does not stop at the bus door. Reference ARS 15-341 EEAE bus safety/ JIC- student conduct

Students who do not attend one or more classes due to truancy maybe denied access to bus transportation that day. Students who leave campus after school and return will be denied access to bus transportation that day.

### **Guidelines for Bicycles, Skateboards, Rollerblades and Scooters**

For the safety of all students and to prevent damage to school property, the riding of bicycles, skateboards, rollerblades, and/or scooters are prohibited on campus. Students are permitted to ride the above modes of transportation to school, but must not ride them on the school campus. During the school day, they must be chained up to the bike rack. Students who violate this rule will receive a disciplinary referral. Page Police may be contacted. Such devices will be confiscated and released to the parent/guardian.

### **Guidelines for School Computer Use**

The Page Unified School District acceptable computer use policy forms will be sent home annually through 1<sup>st</sup> period classes. Parents and students are to sign the use form and return the form to the student's 1<sup>st</sup> period teacher. Students are responsible for appropriate use of technology. More information is available in the Page Middle School main office.

### **Guidelines for Proper Dress and Grooming**

Students should dress neatly and appropriately, recognizing that everyone feels more at ease when properly dressed and groomed. To uphold the image of the school as a place of business, the following dress policy has been adopted:

- Shoes must be worn during the school day and at all school events. Slippers are NOT acceptable.
- Dress should be clean, neat, safe, and appropriate in materials and styles for a businesslike atmosphere. No visual distractions in dress or accessories will be permitted, such as, but not limited to:
  - Short shorts/ skirts – shorts/skirts must be finger-tip length
  - Tank tops-no less than 3 inches width on the shoulder straps
  - Halter tops/Tube tops
  - Spaghetti strap tops/dresses
  - Shirts that are low-cut in the front
  - Backless outfits
  - Bare midriff outfits
  - Cut-offs
  - Pajama/Lounge bottom pants
- No well-recognized insignias emphasizing or relating to weapons, drugs, alcohol, tobacco, sex, nudity, or offensive propaganda will be allowed in printed or visual form. (jewelry, backpacks, Skin T-shirts, etc.)
- No dress or markings, which could be interpreted as gang related, will be tolerated, including but not limited to: do-rags, bandanas, tattoos, hats and/or clothing, chains, mesh gloves or baggy clothes.
- No nose studs and lip or eyebrow rings, no chains or other jewelry that could be a safety issue.
- The wearing of head coverings, including hoods of sweatshirts, is NOT permitted on campus during the school day. Hats are to be removed when on the middle school campus. Hats will be confiscated if worn on campus and not returned until the end of the semester or year. Sweatshirts can be confiscated upon repeated offense of covering the head with a hood. (A parent/guardian may have to bring sufficient warm clothing without a hood for remainder of school day.) Discretion will be used by staff on hood use outdoors during cold weather.
- Medallions, religious medals, and beads are acceptable but may be prohibited in certain classes by the teacher as a safety precaution.
- School dress code will be enforced at all school events.
- A student will be considered in violation of this code if their appearance or dress has some definite impact on the discipline or educational functions of the school or affects others. If a student is found to be wearing inappropriate clothing, they will be asked to change. Repeated violations of the dress code will be considered insubordination.
- Parents will be asked to bring appropriate clothing for the students.

### **ID Cards**

Each Page Middle School student shall receive a student ID card after the pictures are taken at the beginning of the school year. If an ID card is lost or damaged, a student needs to go to the main office to get it replaced. Replacement cards will have a fee attached. Page Middle School students will be asked to wear the badges daily while on campus to increase safety.

### **Locker Usage**

Lockers will be assigned randomly to all students. No specific locker may be requested. Lockers remain the property of the school and as such are subject to search. The student assigned to a locker is considered to be in possession of all contents. Students are not to



share combinations or allow others use of their locker. This responsibility rests on the student assigned to that locker.

### **Planner Use**

Students are expected to use a planner daily to record homework assignments and other important information. If a student loses or damages a planner, the planner must be replaced. The planners are \$5.00 in the main office.

### **Food and Drink**

No food or drink other than bottled water will be allowed in any middle school building other than the cafeteria. *Gum is not allowed on campus. Any student who repeatedly violates this policy will be assigned school service.*

### **Guidelines for Cafeteria Use/Meal Programs**

Page Middle School cafeteria serves breakfast and lunch daily. The Middle school lunch program uses the student's ID number in place of a breakfast/lunch ticket.

Breakfast:	\$ 1.85 for full paid students a day \$ .30 for reduced students daily
Lunch:	\$ 2.70 for full paid students a day \$ .40 for reduced students daily
Milk:	\$ .60 when purchased separately
Orange Juice:	\$ .60 when purchased separately

**\*\*Prices are subject to change\*\***

Meals may be paid for in the cafeteria before school and during lunch. If paid with a check, you must have Driver's License Number, with expiration date, telephone number, and current address (the cafeteria cannot accept your check without this information). Please make checks payable to "Page School Cafeteria". There is a \$30.00 fee for all returned checks. Parents may also go to <https://www.myschoolbucks.com> and add money to their student's meal account using a debit or credit card. There is a small fee association with this transaction. Transactions must also be in increments of \$25 or more. Money can take as long as 24 hours to credit your student's account so plan accordingly. The web site is very easy to use and answers most questions.

Families interested in applying for FREE or REDUCED COST meals should obtain an application from the cafeteria accounting office, where it can be approved immediately. Students who qualify for the lunch program also qualify for breakfast. Qualifying for free or reduced price meals may qualify your student for other grants or program benefits in the school.

All P.R.I.D.E. expectations of Page Middle School are expected to be followed by students while in the cafeteria. Failure to follow rules may result in a disciplinary referral.

### **Attendance Policy**

**Everyday and Every Class Period Matters: Consistent attendance at school is essential for success in learning.** Arizona and Navajo Nation Laws charges the parent/guardian with the responsibility for the student's consistent school attendance (A.R.S. 15-802, 15-804, 15-805 & 10 NNC 502, 10 NNC 503, 10 NNC 503).

Page Middle School will accomplish all it can to hold students accountable and to keep parents informed of student truancy through effective two-way communication. A parent/guardian will call the school on or before the day a student must be absent. When the student returns to school, following an absence, a note of explanation from the parent or guardian is required and should be dropped off at the front office.

Students are expected to be in class unless an absence is unavoidable. We understand that some families may choose to take trips during the school year, but please understand that this still impacts a student's education and also falls under state attendance laws. The following guidelines need to be met if a student has an extended pre-arranged absence:

- *The request must be made by the parent/guardian in writing to the principal at least one week prior to the trip.*
- *The request shall explain the nature and purpose of the trip.*
- *Teachers may request that make-up work be completed prior to the trip. Otherwise, all make-up work must be completed within a time period the teachers request after the student returns.*
- *The student must take the notification of absence form to each teacher prior to the trip.*
- *If the absence occurs at the end of the semester, all course requirements must be completed prior to leaving school and before the semester ends.*
- *Even if the absence is considered verified, it may adversely affect a student's grade.*

#### **Excused Absence (EXC)**

- Absence is verified by a medical doctor, dentist or medicine man
- Death in immediate family (documentation is program from service)
- Court
- Official documentation needs to be provided to the school

#### **Verified Absence (VER)**

- Student misses a class
- Parent/guardian calls the Attendance Office or writes and signs a note explaining the absence

#### **Unverified Absence (UNV)**

- Student misses a class
- Absence is *not verified* by a parent/guardian

#### **Truant (TRU)**

- Student knowingly misses class(es)
- School can verify that the student missed the class(es) without permission

#### **ABSENCES:**

Missing class(es) 4 times & (UNV, VER, or TRU) per semester:

- Parents will be notified by the office, 1<sup>st</sup> attendance letter mailed
- Unverified absences may have discipline consequences

Missing class(es) 7 times (UNV, VER, and TRU) per semester:

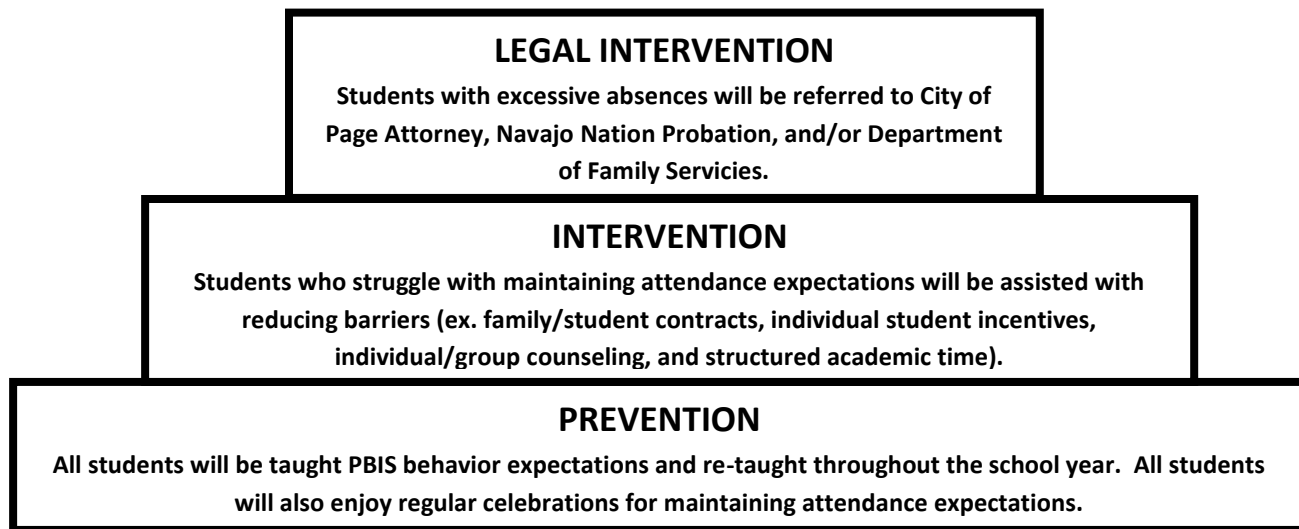
- Parents will be notified by the office, 2<sup>nd</sup> attendance letter mailed
- Student will be notified at school
- Unverified absences may have discipline consequences

Missing class(es) 9 times (UNV, VER, and TRU) per semester:

- Parents will be notified by the office, 3<sup>rd</sup> attendance letter mailed
- Parent/Guardian Attendance meeting
- Student placed on an Attendance Contract
- Parent will be sent a copy of the Attendance Contract
- Attendance Contract must be followed to avoid further action.
- Outside services may be contacted for chronic absenteeism (i.e. Social Services)

Missing class(es) 12 times (UNV, VER, TRU) per semester:

- Parents will be notified by the office, 4<sup>th</sup> attendance letter mailed
- Letter to City Attorney or Navajo Nation Prosecutor



## **Tardy Policy**

**Students who are on time each week will be released from school 5 minutes early on Friday. Monthly celebrations will also be offered to students who are on time for the whole month.**

The tardy policy of Page Middle School was developed to support PRIDE expectations of being determined and on time to class. This ensures the maximum amount of time students can be in class and have access to education. Being on time is a positive, life-long behavior.

First hour tardy consequences per quarter:

- 1<sup>st</sup> Tardy – Warning to student by teacher
- 2<sup>nd</sup> Tardy – Warning to student from teacher, limit has been reached.
- 3<sup>rd</sup> Tardy - Lunch detention & reflection sheet
- 4<sup>th</sup> Tardy - Lunch detention & reflection sheet
- 5<sup>th</sup> Tardy - After School Detention (ASD) & Lunch Detention
- 6<sup>th</sup> Tardy - After School Detention (ASD) & Lunch Detention
- 7<sup>th</sup> Tardy - After School Detention (ASD) & Lunch Detention
- 8<sup>th</sup> Tardy - Parent meeting required & Behavior Contract

Tardy class to class:

- 1<sup>st</sup> Tardy - Lunch detention & reflection sheet
- 2<sup>nd</sup> Tardy - Lunch detention & reflection sheet
- 3<sup>rd</sup> Tardy - After School Detention (ASD) & Lunch Detention
- 4<sup>th</sup> Tardy - After School Detention (ASD) & Lunch Detention
- 5<sup>th</sup> Tardy - After School Detention (ASD) & Lunch Detention
- 6<sup>th</sup> Tardy - Parent meeting required & Behavior Contract

\*After School Detention (ASD) may be assigned to 6:00pm

\*Excessive tardies can result in loss of privileges such as field trips, class or school activities & celebrations, etc

## **Activities**

Students involved in the Page Middle School Athletics/Activity Program should derive a sense of accomplishment and self pride because to their decision to participate in athletics/activities. Students should be proud of their community and school. This handbook has been written to answer the most common questions asked about the activity program.

If you have any other questions, feel free to come by the athletic director's office or see one of the coaches.

### **Requirements for Participation**

You are not eligible to participate in any athletic event until the following items have been submitted at the athletic office:

1. Application for permission to participate.
2. Physical examination and forms completed. Forms may be picked up on or after March 1st of the current year. (Physical examinations are not required for participation in choir/orchestra programs)
3. Insurance records.
4. A copy of your birth certificate.
5. Emergency release form.
6. Verification that you have viewed the informed consent program "Sports Risk: You Be the Judge". (Not required for participation in choir or orchestra programs)
7. All students 6-8th grade must be enrolled in a minimum of five classes to be eligible to participate in extracurricular activities. Home schooled students are eligible for participation.
8. All eligibility requirements have been satisfied.

### **Conduct of Participants in Activities and Athletics**

Students involved in activities should be leaders and provide a positive example to the rest of the student body acting as role models and representatives of Page Middle School.

School rules and regulations apply to behavior not only in Page but also while traveling to or attending events either at home or away. Violation of all Page Middle School rules will be communicated to the athletic director. Students involved in an activity that violates school policies or regulations will be disciplined according to the guidelines established in the Student Handbook. Coaches/Sponsors may also impose additional penalties due to their disciplinary expectations.

Coaches/sponsors are **required** to provide students with a **written** copy of their rules and regulations and to have students and parents/legal guardians sign acknowledgment of them. Coaches/Sponsors may also impose additional penalties due to their disciplinary expectations. A copy of the rules and regulations will be on file in the middle school athletic office. Discipline for violation of a particular sport/activity rule or regulation developed for that particular sport/activity, is the responsibility of that head coach/sponsor. Any student found responsible for multiple discipline infraction could be removed from the activity program for the remainder of that season.

If the discipline infraction is a serious offense that involves alcohol, drugs, tobacco or any incidence of criminal behavior when charges are instituted by an officer of law will be cause

for suspension. The suspension from the activity program will end following the last competition of the activity from which he/she was suspended. A second offense will be a one-calendar year suspension from all activities. A third offense will result in permanent removal from all activities for the remainder of the student's school career at PMS. An offense will be identified as any of the above mentioned violations or any combination thereof.

### **Due Process**

A student or parent/legal guardian contesting the disciplinary action based on team/group or department rules shall have the right to a hearing with the assistant principal responsible for athletics **or activities**. In cases of disciplinary action taken by the assistant principal, the principal of the school will hear the appeal. Requests for a hearing may be made orally or in writing to the principal.

### **Attendance for activities**

Students participating in activities at Page Middle School must meet the following attendance requirements:

1. Students must attend the **entire school day** in order to be eligible to attend an activity function occurring that day.
2. For weekend competitions or activities, students must attend the **entire day prior** to the competition or activity.
3. Exceptions must be cleared through the principal or his/her designee prior to participation in a game or practice.

### **Athletic Department Policies**

- **Equipment** School equipment checked out by students is their responsibility. They are expected to keep it clean and in good condition. Loss of any equipment is the student's financial obligation. All equipment must be returned within one week of your last event, or the student will be charged for the replacement of lost equipment. All equipment must be returned or fines paid prior to participating in another sport/activity.
- **Travel** All students must travel to and from out of town contests in transportation provided by the activities department. Exceptions will only be made for extreme circumstances such as, doctor's appointments, etc. Exceptions must be cleared in writing by the principal or designee a minimum of 24 hours in advance of the trip.

Students will remain with their squad or group and under the supervision of school personnel when attending away activities.

Students will be expected to follow all regular school & bus rules, including food, noise, remaining in seats and care and respect for equipment. In returning from events, all students will return with the team or group unless released to the parent/legal guardians with complete preapproved forms before releasing the student. Exceptions must be cleared by the principal or designee a minimum of 24 hours in advance of the trip.

### **Conflicts in extracurricular Activities**

A student who attempts to participate in a number of co-curricular activities will, undoubtedly, be in a position of a conflict of obligation. Students have a responsibility to do

everything they can to avoid continuous conflicts. This responsibility includes being cautious about participating in too many activities where conflicts are bound to happen. It also means notifying the involved faculty sponsors immediately when a conflict arises. The sponsors will attempt to resolve the situation with as little discomfort as possible. If a solution cannot be determined, the student will make the decision. Once the decision is made, the student will not be penalized by the coaches/sponsors. Missed time because of a conflict may result in a student having to earn a position back. Team or group membership will not be taken away because of an activity conflict.

### **State Athletic Tournaments**

Page Middle School **does not** send our athletic teams to state tournaments

### **Page Middle School Eligibility Rules**

- **Age:** If he/she becomes 15 years of age on or before September 1, he/she is not eligible for any part of that school year.
- **Page Middle School's Academic Eligibility: Academics** need to be your number one priority. A student, in order to participate in any extracurricular activities must pass all classes and meet any additional requirements established by the coach or sponsor. The period ineligibility will last until the student's grades are passing. If a student's quarter grades make them ineligible, the athlete will remain ineligible for the first two weeks of the next quarter. During the period of ineligibility, the student is required to spend one hour, as designated by the coach, working on academics. During the period of ineligibility, the student shall not travel, miss any school due to team/group functions, be in uniform with the team/group, or represent the team/group at any scheduled function.

Thank you for your interest in the program. The student must remember that participation in activities is not a right; it is a privilege you earn by adhering to the rules established Page Middle School, and the individual sport or activity. We hope that you will enjoy participating in your favorite sport/activity.

### **Discipline System**

Each teacher will deal with general classroom disruption through effective classroom management, the use of PBIS, re-teaching expectations, and the involvement of parents, guardians, or school counselors. Only when the action taken by the teacher is ineffective, should the student be referred to the principal or his/her designee. The main objective of Page Middle School's discipline plan is to teach students to be responsible for their own behavior. The goal of discipline is self-discipline.

### **PAGE MIDDLE SCHOOL EXPECTATION**

1. Arrive to class on time.
2. Have materials signed and assignments completed on time.
3. Move through the building in an orderly manner.
4. Follow classroom and cafeteria rules.
5. Respect school property and property of others.
6. Use appropriate language.
7. Settle conflicts appropriately.
8. Treat other students, adults, and guests with respect.
9. Contribute to the educational process.
10. Maintain an organized binder and planner

## **Positive Reinforcement of School-Wide Expectations:**

Students who follow and display our PRIDE expectations (pg. 3) are positively reinforced. When a student meets out P.R.I.D.E. expectations they are reinforced using a 3 step method. The staff member will state the expectation and skill being displayed and then hands the student a Panther P.R.I.D.E ticket. These P.R.I.D.E. tickets can be turned in to have a chance to be drawn during our P.R.I.D.E. weekly and quarterly drawing. Page Middle School also provides opportunities for students who haven't received any office discipline referrals to receive special prizes and earn additional privileges; access to activities, early release to lunch, and monthly prizes are just a few.

### **Office Referrals – Acts of Misconduct**

Any violations not listed in the disciplinary system, but disrupt the educational system of the school or may harm or endanger the safety or well being of a student or students, will be enforced at the discretion of the Principal or designee. It is the sole responsibility of the Principal or designee to investigate and determine the level of discipline to be applied.

Any staff member (such as a teacher, bus driver, librarian, custodian, etc.) may submit a conduct referral to the office if a student commits an act of misconduct. This includes acts of misconduct committed by students on their way to and from school. The referral should describe in detail the problem, and include the signature of the referring person. An administrator or designee will talk with the student to hear the student's side of the story, then decide if the student has broken the discipline rule(s) and determine the consequence(s). The consequence(s) will depend on the rule broken, the history of the student, and previous actions taken.

A copy of the referral containing the description of the rule broken, and the consequence will then be sent with the student to the parent/guardian. On serious offenses, effort will be made to contact the parent/guardian by phone concerning the referral and the consequences. In addition, one copy of the referral will be put in the teacher's mailbox and one copy will be put in the student's discipline file.

# Page Middle School Behavior Flow Chart

Observe Problem Behavior

Teacher/Staff

Office

Re-direct student.

Re-direct student.

Is the behavior  
Teacher/Staff  
Managed or Office  
Managed offense?

**Intervention 1:**

- Reteach/Review

PRIDE expectation not being followed.  
- Document: minor behavior tracking sheet.

**Intervention 2:**

- Reteach/Review

PRIDE Expectation.  
- Complete Behavior Reflection Sheet.  
- Call to notify parents of behavior.  
- Document: minor behavior tracking sheet.

**Intervention 3:**

- Write an Office Discipline Referral.  
- Attach: Minor behavior tracking form and Behavior reflection sheet.  
- Call office to notify that student is on the way or to be picked-up.

**Intervention 1:**

- Call to notify office of major infraction, student to be picked up or sent to office.  
- Write an Office Discipline Referral.

**Intervention 2:**

- Administrator determines and assigns consequences

**Intervention 3:**

- Administrator provides teachers with written feedback.

**Teacher/Staff  
Minor Behaviors**

Disruptions  
Noncompliance  
Disrespect  
Defiance  
Minor physical contact  
Horse play  
Running in halls  
Inappropriate Language  
Not following directions  
Tardiness

**Office  
Major Behaviors**

Fighting  
Physical Aggression  
Threat Intimidation/Bullying  
Swearing at Staff/Student  
Drugs  
Alcohol  
Tobacco  
Vandalism  
Weapons/Dangerous Items  
Sexual Harassment  
High intensity Disruptions  
Dangerous items  
Tardy  
Dress code  
Electronic devices

**Please note...**

Interventions start over at the beginning of each week.

Teachers are encouraged to use preventative strategies to prevent student misbehavior, including strategies taught in the Fred Jones Positive Classroom Discipline class, Harry Wong-"First Days of School", Effective Elements of instruction, Yearly differentiation of Classroom Management Plan, etc.



## Discipline

Below are guidelines for the disposition of discipline. Depending on the circumstances of the offense and the history of the offender, the action taken may vary at the administrator's discretion. Consequences vary and range from a conference to expulsion.

Problem areas marked with one asterisk (\*) violate Arizona Revised Statutes and will be reported to Arizona Department of Education for tracking purposes. Areas marked with two asterisks (\*\*) are to be reported to police agencies. The police may be called to investigate serious violations. If this occurs, school officials will make every effort to notify parents or guardians. Any actions taken by law enforcement officials will be in addition to action taken by the school. Each incident will incur a District Hearing and steps toward minimizing the possibility of reoccurrence. Students with multiple (3 or more) offenses during his or her middle school career classified at that level are at risk of long term suspension (up to one year) or expulsion with an opportunity for appeal at the end of 2 complete semesters. Other activities, due to severity in nature, may warrant an Expulsion Hearing on a first incident. (JKE)

Expulsion Hearings are requested for serious incidences. A recommendation to expel shall be made by the Superintendent. The authority to expel rests solely with the School Board. Expulsion is the permanent exclusion of a student from school and school activities. The student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two (2) additional semesters). (JKE)

It is the responsibility of all school employees to report all suspected instances of the use, possession, or sale of drugs. Distribution, possession, and/or under the influence of drugs is prohibited by district policy. (JICH-R) Research and studies have shown that a student can be considered "under the influence" of drugs, including marijuana, for up to 36 hours and are then subject to school discipline.

Page Unified School District has zero tolerance for Gang activity. Gang dress, graffiti, talk, drawings, etc. will be documented and students identified. If any discipline activity is tied to Gangs in any way, the severity of consequence will be increased. (JICF).

## Report Bullying

Page Middle School is committed to the protection and safety of each of its students. It is the expectation of each student to help us protect the emotional and physical safety of every other student. Any student who witnesses or is included in an incident of bullying, harassment or other forms of intimidation is expected to help in stopping, minimizing, or eliminating the act. Failure to intervene may result in disciplinary action.

Students who receive acts or words of harassment, bullying or intimidation should immediately leave the location and report the act or behavior to a trusted P.M.S. staff member, counselor, Dean, or administrator. Each incident will be investigated and Page Middle School will implement the necessary safeguards and or consequences to illuminate reoccurrence. Anonymity and confidentiality can and will be maintained throughout the process.

**CyberBullyHotline:** The CyberBully Hotline supports Page Middle School's bullying and violence prevention activities. This hotlines provides students and parents another way to

report problems. Text or Call 928-851-6317 to anonymously report bullying, violence, or self harm.

**Page Unified School District has adopted a policy in accordance to state mandate against Hazing.** Hazing, soliciting engagement to haze, and aiding and abetting another person to haze is strictly prohibited. Consent to hazing is not a defense to a hazing violation. Students, teachers and staff shall take reasonable measures to prevent hazing. Reporting of suspected incidents should be submitted to administration immediately. Hazing is defined as any intentional, knowing, reckless act committed by a student against another student in which (1) the act was committed in connection with an initiation into, affiliation with, or maintenance of membership in any organization that is affiliated with an educational institution and (2) it contributes to a substantial risk of potential physical injury, mental harm or degradation, extreme humiliation or embarrassment. Consequences for Hazing/Initiation may include Off Campus Suspension, District Hearing, and/or Long Term Suspension/Expulsion. This may be coupled with a possible Police Referral. This policy is in place year round, including summer off-campus activities.

Discipline proceedings will generally involve incidents that occur on Page Middle School campus and property (this includes property inside and outside of the gates and school vehicles) during school hours and school related activities and field trips. Students and parents should be aware of the extent of authority of school officials in relation to off-campus conduct. School boards and their agents can govern conduct which can be shown to be detrimental to the operation of schools. The effect on the schools, rather than where an incident occurs, determines the scope of school officials' authority. The right to punish for offenses off school property is based upon, "not the time or place of the offense, but its effect upon morale and efficiency of the school." Page Middle School will work hard to protect its interests while protecting the rights of parents and students, with safety and well-being guiding its purpose.

### **Your Rights Under Due Process**

Due process is the students' right to be clearly informed about any rules for which they will be held accountable, to be informed of any charges which may be made against them, and to ask for consideration of special circumstances. It is also the students' right to appeal a disciplinary action taken against them by the school. Students may appeal a disciplinary decision in writing to the principal or designee. The principal is the final level of appeal for any disciplinary decision involving restriction of privileges, restitution, disqualification of tests or assignments, A.S.D., suspension of bus privileges, or short-term suspensions (10 days or less).

All students have the right to a free and appropriate education. If students find themselves in the unfortunate position of losing that right, they are entitled to due process. Due process means school officials must follow certain procedures before taking appropriate disciplinary action. Students must also follow certain procedures if they do not agree with the actions of the school.

If students become involved in situations in which a suspension or expulsion may result, both the students and their parents should be aware of due process rights.

### **Student Concerns, Complaints, and Grievances**

A student may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies

- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability
- Harassment of the student by another person, or
- Concern for the student's personal safety

Refer to Board Policy JII-EB for further information.

### **Student Interrogations, Searches, and Arrests**

**Interviews:** Arizona State Statutes permit great latitude in investigation of child abuse and abandonment by child protective services (CPS) and peace officers (PO). This latitude includes interviewing the child, siblings and others who live with the child, in the school setting, without parent/guardian, or school personnel present and, if necessary, taking the child or children into temporary custody.

When a student is taken into protective (temporary) custody on campus by law enforcement (CPS or PO), it is the responsibility of the school to request the identification and the authority of the person taking the student into custody. If the person refuses to respond with the proper information, it would be appropriate for the school to call local law enforcement officials with whom they may be familiar. It is the responsibility of the school to establish the identity of any person taking custody of a child from the school.

In instances that do not involve child abuse or abandonment, or in circumstances other than abuse and abandonment where law enforcement enters the campus intending to interview a student without a search warrant, subpoena or probable cause to arrest the child and not at the request of the school, the school will make a reasonable effort to contact the parent(s)/guardian.

School officials are not required to comply with unconditional demands from parents for prior notice of, or consent to, police or discipline interviews of a student. This issue may appropriately be addressed in school policies.

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

Refer to Board Policy JIH

### **Law Enforcement Invited on Campus**

For the safety and protection of other students in the custodial environment, the school has authority to permit investigatory interviews without contacting the parent. Law enforcement would also be called due to the requirements of statute for reporting criminal activity, weapons, drugs and other serious incidents. If public safety or the safety of other students is in question, there shall be no requirement to notify parents of the interview.

School Resource Officer (SRO) interviews and actions require different analysis. The SRO is on school campus by agreement with a law enforcement agency. In general, the SRO falls under an invited peace officer because the school has requested the presence of the officer due to concern for the continued safety of students. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

If CPS or a peace officer enters the campus to interview a student attending the school, the school administrator will be notified. Parents will be contacted and will be asked if they wish the student to be interviewed, except in the instance related to criminal activity on the part of the parent/guardian or incidents of abuse or abandonment.

### **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 the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from district counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

As a component of the District's program to provide a safe environment for students, staff, and visitors, the District will, in conjunction with the Page Police Department or other law enforcement agency, use specially trained canines to conduct searches for contraband, controlled, illegal, or dangerous items.

The following protocols will be followed for conducting a canine search:

- A search may encompass any District property or facility including, but not limited to, student lockers and student parking lots as well as unattended student property. No student will be subjected to a search of his or her person unless the school administrator has a reasonable suspicion that the student has contraband, illegal, controlled, or dangerous items.
- Random classroom searches may be conducted. Students will be directed to leave personal belongings behind and exit the classroom. The search dog will survey the empty classroom and personal belongings left by students.
- Searches will be conducted only in presence of school personnel.

### **Right of Privacy**

Students possess the right of privacy of person as well as the freedom from unreasonable search and seizure of property. This right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. For more information, please call the Page Middle School main office.

### **Students' Rights Information**

Students have the right to a quality education in a clean, safe environment. Page Middle School prides itself in the diversity and quality of learning opportunities available to students. The middle school offers an environment aimed at giving students a comfortable place to advance their education while maintaining a mutual respect for the rights of others.

## **Possible Responses to Inappropriate Behavior**

Disciplinary actions may occur at any of the levels listed below, depending upon the severity of the infraction. Below are listed possible actions that may be taken and an explanation of what each entails:

1. **Restriction of Privileges** - This action may result in the loss or restriction of athletic, social, campus or bus privileges. Privileges include, but are not limited to, the following: cafeteria use, library use, classroom or lab participation, bus use, school passes, off-campus privileges, school trips, dances and driving/parking on campus.

2. **Administrative Conference**- The student, parents, and an administrator meet to discuss the behavior and the behaviors impact on the learning and/or safety of the student and others.

3. **Restitution** - A student responsible for destruction or theft of school property will be required to pay for its repair, replacement and labor costs. (Failure to comply may result in recommendation for suspension).

4. **Disqualification of Test or Assignment** - A student's work may be disqualified from consideration without the right of make-up.

### **5. After School Detention (ASD):**

- Students may be assigned Monday through Thursday
- Students will be required to attend from 3:15 p.m. to 4:20 p.m.
- Students need to bring all belongings to ASD – jacket, backpack, homework, etc. If the student disrupts other students and/or does not bring work to ASD – they will stay until 5:50.
- Students may ride the 4:30 or 6:00 bus home.
- Legal quarantine, doctor, extenuating circumstances such as hospitalization, death in the family, or chronic medical conditions are *the only excused reasons* to miss ASD
- Students will complete homework or quietly read during this time.
- ***If a student does not show up for their assigned ASD, an additional day will be added to the time to be served – and the student will stay until 5:50. Additionally, these students may be referred to the In School Suspension Program.***

6. **In School Suspension (ISS)** – This program is an alternative to out of school suspension. Students will be expected to follow all of the ISS Room rules to be released on schedule. Failure to comply with the rules will result in extra days or out of school suspension.

7. **Lunch-time Detention** – A student reports to the lunch detention location during their normal lunch time. While in lunch detention students lose the privilege of social interaction with their peers, eat a sack lunch and assist with cleaning the cafeteria. Students who do not report to their assigned lunch detention are subject to further discipline action.

8. **Short-term Suspension (OCS)** - A student may be suspended off campus for a period not to exceed ten (10) school days. Students suspended off campus are ineligible to practice/participate or compete in any school activity and may not be present on campus or at school events during the suspension. **A parent conference must be held before the student may return to school.** If a parent does not come for a mandatory conference after the child has been suspended, an advocate will be appointed by the principal. Beyond the principal, there is no appeal from a short-term suspension. Suspensions will be served consecutively.

9. **Long-term Suspension (OCS)** - Suspension exceeding ten (10) days. The administrator must set up a formal hearing before a hearing officer who is appointed by the Governing Board. After the hearing, the officer will render his/her decision within one school day. The decision must be written

and sent to the parents of the student and to the Superintendent. The suspension must be reported to the school board within five days.

**10. Expulsion** – A student expulsion may be imposed only by the Governing Board and requires a formal hearing. Expulsion is the permanent loss of the right to attend ANY state education institution for a minimum of 2 complete semesters. Only the School Board may reverse an expulsion, upon appeal of the expelled student after completion of the semester in which the expulsion occurred plus 2 complete semesters.

**11. Behavior Contract**- Is a contract that is created to address a student’s behaviors and describes how they are impacting the safety and learning environment of the school. The student, administrator and parents review and sign the contract. Failure of the student to follow the contract will lead to further discipline action and a district hearing.

**12. Police involvement** - When a law is broken the police will be contacted. School related conduct resulting in an arrest may also be cause for suspension or expulsion from school.

**13. Suspension of Bus Privileges** – Students who violate school rules while riding the bus may lose bus privileges or be suspended.

### **Possible Behavior Interventions:**

- **P.R.I.D.E. Group**- Specific re-teaching of our school-wide behavior expectations in a small group or individual setting specific to the discipline infraction
- **Social Skills Group**- The teaching of social skills for students who need additional support in handling specific social issues and/or acting appropriate in social situations
- **Substance Groups**: The teaching of substance awareness and preventions. Groups are held with middle school counselors or by outside agencies.
- **Academic Skills**- This intervention targets student with low grades and teaches organization and provides academic support by meeting with students individually or in a group check-in on academic progress.
- **Individual/Group Counseling**- Group and/or individual counseling on specific issues.
- **Check-in & Check Out (CICO)** - Extra support for students having troubles following school-wide expectations. Students check-in with a staff member in the morning and at the end of the day. Each teacher during the day provides feedback to the student on their CICO sheet.
- **Behavior Plan**- Creation of a plan to address specific behaviors of an individual student. The creation of the behavior plan involves teachers, counselors, administration and other staff to address behaviors of concern.
- **Conflict resolution/mediation**- counseling involving groups of students or an individual to resolve the personal or group conflict.

### District Discipline Hearing Procedures

***The following scenarios are meant for informational purpose in the form of examples of past hearing results.*** They are not meant to define the only offenses or consequences available to discipline. District Discipline Hearings will be assigned through hearing officer or the district secretary. Informational packets must be forwarded before the hearing date to the hearing officer so that preparations can be made for the hearing.

### **Offenses and Consequences:**

#### **Consuming alcohol on campus/Under the influence of alcohol**

- *First offense* – 3 days off campus suspension (ISS up to 9 days and parent conference) Alcohol/Substance Counseling will be initiated. Incidents will be reported to law enforcement.
- *Second offense* – suspended off campus pending a district hearing. Suspension will be 40 days in ISS. Early return may be available after 21 days, by appeal process and meeting of established criteria. Incidents will be reported to law enforcement.

### **Distribution of alcohol**

- *Any offense* – suspended off campus pending a district hearing. Suspension will be 40 days in ISS. Early return may be available after 21 days, by appeal process and meeting of established criteria. Incidents will be reported to law enforcement.

### **Use/Possession of drug or drug paraphernalia**

- ***First offense*** – suspended off campus pending a district hearing. Suspension will be 40 days in ISS. Early return may be available after 21 days, by appeal process and meeting of established criteria. Alcohol/Substance Counseling will be initiated. Incidents will be reported to law enforcement.
- ***Second offense*** – suspended off campus pending a district hearing. Suspension will be 40 days in ISS, not be eligible for early return. Incident will be reported to law enforcement.
- ***Third offense*** – suspended off campus pending a district or expulsion hearing. Expulsion will be requested. Incidents will be reported to law enforcement.

### **Distribution or Sale of Drugs**

- *Any offense* – suspended off campus pending a district or expulsion hearing. Long-term suspension or expulsion will be requested. Incidents will be reported to law enforcement.
- Expulsion will be requested for any offense involving distribution of drugs with the intent to sell. Incidents will be reported to law enforcement.

### **Accumulated Offenses**

- criteria must be met prior to district hearing
  - parent contacts
  - behavior contract
- Suspension pending a district hearing. Suspension will be up to 40 days in ISS or Alternative Ed. Class.
- Possible early return after ½ days by appeal process/ meeting of established criteria

### **Fighting**

- *First Offense* – minimum 3 days off campus suspension
- *Second Offense* – Off-campus suspension pending a district hearing. Suspension will be up to 40 days in ISS with no option for early return.

### **Assault**

- *Any offense* – suspension pending a district hearing. Suspension will be 40 days in ISS with no option for early return

### **False Fire Alarm/Calling 911/Bomb Threat**

- *Any offense* – off-campus suspension pending a district hearing. Expulsion may be requested.

Any offense in which the required disciplinary consequences are not completed within that school year will carry over to the next school year. Participation in summer school may be affected. If a student carries over a suspension into the following school year he/she will begin over in the discipline process for that next school year.

A Request for an Early Return can be made after the student serves one day more than half of the original suspension. This information will be provided in a separate letter, attached to the hearing decision that is mailed to the parents informing them of the hearing decision. The superintendent will determine all requests for early return. An early return form will be completed and sent to the student's school informing them of the decision regarding the early return request. Any student who is granted an early return and commits an offense before the conclusion of their original suspension date will be automatically required to complete the original suspension.

Early Return Criteria:

- Counseling
- Homework completion form signed by building (form)
- Student Letter
- Parent request for an Early Return
- Additional requirements as identified by hearing officer

The student or parent must provide to the superintendent's secretary documentation that all of the above criteria have been met before an early return appointment is scheduled.

Homework may be requested by parents during any suspension. Buildings will notify teachers and collect homework. Homework will not be collected again until the previously collected homework has been picked up and returned. There may be classes or circumstances in which alternative assignments are provided instead of the regularly assigned class work.

If a student has need for multiple district hearings due to multiple discipline offenses, the district may have cause for expulsion.

## **OTHER BUSINESS and INFORMATION**

### **After School Activities- 21<sup>st</sup> Century Program**

Our 21<sup>st</sup> Century Program at Page Middle School offers a variety of activities students can attend after school. Students are encouraged get involved and participate in one or more of our programs. Students enrolled in a 21<sup>st</sup> Century Program, Extended Day, Tutorial, or Library Use may stay Monday through Thursday from 3:15 to 4:30 for academic assistance. Students who wish to take advantage of our extended hours services must arrive at the appointed service area by 3:15 P.M., and must because of safety reasons remain in that area until 4:30 P.M. Late buses run only for students who have signed-in and are participating in one of these programs.

### **Incidents of Abuse**

Page Unified School District policy is to protect children from abuse no matter who inflicts it. PUSD teachers and staff will report suspected incidents of abuse. "Any person who causes a child...to suffer physical injury or abuse" where the injury was inflicted intentionally, knowingly, recklessly, or with criminal negligence is guilty of abuse (ARS 13-3623(B)).

Page Middle School has a designated coordinator for communication of suspected abuse. If you are a victim or suspect a victim in our school, please contact a PMS counselor and Principal Rodriquez at 608-4300.

### **Inclement or Bad Weather**

At certain times of inclement or bad weather, PUSD may find it necessary to alter the schools' schedules for safety of students. If you suspect the possibility of this, the following media are available to help us communicate:

- Emergency Weather Hotline – 928-608-4100 (Option 1)
- District Web Page – [www.pageschools.org](http://www.pageschools.org)
- Radio Stations
  - KAFF 92.9
  - KPGE 93.3
  - KTNN 660



In cases of prolonged inclement weather, the District may cancel school. If a school day is canceled, it must be made-up on a future date.

### **Property Damage – Liability**

Student Liability - Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students who deface or otherwise damage school property may be suspended or expelled from school.

Parent Liability - Under Arizona law, parents are liable for damage done to school property by their children. Parents will be notified and charged for the cost of such damage.

Student Accident/Emergency Transportation - A student requiring emergency medical treatment from the Page Emergency Medical Technicians (EMT) may be transported by the Page EMT Squad to a local medical facility. Parents are financially responsible for treatment/transportation

### **PUSD Student Release Form**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Page Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Page Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Page Unified School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

**Directory Information:** Which is information that is generally not considered harmful or an invasion of privacy, such as a student's name and address, if released, can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want Page Unified School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 28, 2015.

### **Footnotes:**

*1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.*

### **Video/Filming Disclaimer**

There may be times when videotaping and photographing of students occurs on campus by district employees. Teachers or staff will be videotaping classroom lessons and/or school activities for different purposes. These purposes may include but not limited to the following; teacher reflective coaching, staff development and training or district promotion.

**Annual Notification of Non-discrimination**

Page Unified School District does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Page Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Rob Varner, Superintendent, 500 South Navajo Drive Page, Arizona, (928)608-4117

Director of Educational Services, 500 South Navajo Drive Page, Arizona, (928) 608-4154