

STUDENT HANDBOOK - ACKNOWLEDGEMENT

Student: _____ Grade: ____ Homeroom: _____

Address: _____

Parent/Guardian Name: _____ Phone No.: _____

Work Phone No.: _____ Cell Phone No.: _____

Parent/Guardian Name: _____ Phone No.: _____

Work Phone No.: _____ Cell Phone No.: _____

Other Information: _____

Please initial each of the following statements:

_____ I received a copy of the _____ School Handbook, which includes the school rules, guidelines, and discipline consequences.

_____ I have read and understand the School Handbook, which I have reviewed with my child.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

**** Note: Regardless of parent/guardian agreement with the above referenced rules, guidelines, and discipline consequences, they will be implemented as established by the school or the governing board.**

STUDENT AND PARENT General Information

Superintendent: Gloria Dean

gloriadean@wendenk8.org

School Phone number (928) 859-3806

Fax Number (928) 859-3958

E-Mail Address: scruz@wendenk8.org

Our Policy Manual is now available on line at www.azsba.org

Students are NOT to arrive at school before 7:30 a.m. School Begins at 8:00 a.m. and ends at 3:30 p.m. daily.

Lockers will be assigned to students in the 4th – 8th grades. Do not share your locker combination number. Please keep personal belongings in locker.

Sports: Wenden Elementary School offers a variety of sports for its students. It is believed that the 5th-8th Grade level, participation in sports increases the chances of success. Students who participate in athletics must have a “C” minimum in all subjects. Students must meet eligibility requirements (stated later in this handbook) to participate in sports the following week.

SCHOOL POLICIES

Attendance: If a student is ill or must be absent from school, it is the responsibility of the parents to call the school before 8:30 a.m. The phone number is 859-3806. Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat when the final bell rings.

One criteria of a student’s success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student’s progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

Transportation is a privilege

Bus Regulations: Students have the privilege of using the transportation services of Wenden Elementary School. Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Whenever a driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger.

While riding the bus:

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Students shall stay in their seat while the bus is in motion.
3. Students shall not throw waste paper on the floor of the bus.
4. Students shall not have food, candy, or drinks on the bus.
5. No Part of the body shall be extended through the bus window.
6. Students must be quiet while the bus is stopped for railway crossings
7. Students shall not leave the bus from the emergency door unless an emergency exists.

Discipline and Penalties:

8. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.
9. The driver is in full charge of the bus and the students.

STUDENT DRESS CODE

The Wenden Elementary School District encourages students to take pride in their attire as it relates to the school setting. All clothing worn to school is to be appropriate in nature as to provide for a conducive learning environment. A student's dress and appearance shall not present a health or safety problem or be of a disruptive nature.

Examples of unacceptable clothing and appearance include, but are not limited to the following:

1. Items of attire with obscene words, slogans, or graphics.
 2. Items that promote alcohol, drugs, or tobacco are not to be worn or displayed.
 3. Gang related personalization on any clothing or accessories. ie Bandanas, nets etc.
 4. Bare midriffs (with arms raised above the head)
 5. See through or sheer blouses
 6. Clothing of any kind that leaves undergarments visible.
 7. Undershirts spaghetti straps with nothing worn over them.
 8. Shorts, dresses, or skirts are to be below the student's fingertips.
 9. Pants that are worn below the student's hips.
 10. Tops and dresses with less than 2 inches of shoulder strap at its narrowest point.
 11. Low cut shirts or blouses.
 12. Clothing with holes in inappropriate places.
 13. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
 14. No hats or caps to be worn indoors.
 15. Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
- No plastic or rubber flip flops - they can be dangerous as there is no support for the sole and will not provide protection.**

These same dress code rules apply at school, on school trips, or at any school activity. Keep in mind that coaches or sponsors may have stricter dress codes for their teams.

Complaints and Concern: If a student or parent has a concern about school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact administrator and ask to speak to the employee for communication purposes who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the district administrator.
3. Finally, if unresolved, make a request to the District Administrator to place the complaint on the following month's Board of Education agenda for further discussion.

Eligibility: The Wenden Elementary School Pupil Participation in Extracurricular Activities Policy reads that "Students must pass all subjects identified in the Minimum Proficiency Level Guidelines at minimum proficiency level each week to be eligible the following week." The minimum proficiency level is 70% (C) cumulative weekly grade per subject. Subjects include Math, Language Arts, Social Studies and Science.

Honor Roll: Every quarter, Wenden Elementary School publishes its quarterly honor roll. Qualifications for the Principal's Honor Roll are a 90% average or above. Qualifications for the Teacher's Honor Roll are an 80% average or above. Subjects included in the average are: Math, Language Arts, Social Studies and Science.

Fire Drills: Fire Drills will be conducted monthly throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teacher where roll will be taken. If a student pulls the fire alarm, law enforcement will be notified.

Food and Beverages at School: There is pride at Wenden Elementary School. Everyone must work together to keep our school attractive. No food or drink is allowed in the classroom unless authorized by the teacher.

Parent/Teacher Conferences: Parent/Teacher conferences are scheduled quarterly. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call the office to set up a meeting.

Phone: Students in Wenden Elementary School are required certain expectations. One of these responsibilities is to remember to bring all necessary items to school. Phone calls will be allowed in an emergency only at the discretion of the principal and secretaries.

Valuables at School: Students, not the school, are responsible for their personal property. Personal property should be taken home after school and when at school kept in the student's personal locker. Sharing lockers is not allowed, too many items get lost. Be smart and take care of any valuable items by leaving them at home.

Electronic Items: In order to provide an environment conducive to learning and to help prevent the theft of personal property students are prohibited from possessing the following items at Wenden Elementary School:

***Cell Phones - must be turned into the office where they will be kept throughout instructional time. If cell phones are not turned into the office they will given 1 verbal warning. On the second offense the phone will be released to a parent only.**

***Ipad * Iphones *Ipod *MP3 Players *GameBoy entertainment games and cartridges * PSP
*Any electronic items that causes disruptions or disturbances**

Any item that is determined to be disruptive in the classroom and disturbs the environment conducive to learning will be turned into the office. Students who willingly disregard this may be subject to disciplinary charges under the guidelines as stated in the Disciplinary Plan. Questions concerning any item as to the appropriateness of possessing that item should be referred to the office.

Use of Tobacco Products: No one is permitted to use any tobacco products at any time in the school buildings, on the buses, on school grounds, or at any school sponsored activities.

Wenden Elementary School is a Drugs and Alcohol School Free Zone: Alcohol and drugs are not allowed at school. Anyone possessing these items will immediately be sent to the office where parents and local law enforcement will be notified by the administrator.

Administering Medicines to Students: Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions. The following regulations must be followed for school personnel to administer medications at school:

1. Written orders from the student's physician must be on file at the school stating:
 - a. Student's name
 - b. Name of medicine
 - c. Dosage
 - d. Purpose of medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days it needs to be taken
 - g. Possible side effects
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. An individual record will be kept of such prescription medicines administered by school personnel.

Unless these requirements can be met, medications will not be administered at school.

WE NEED PARENTS

Parents are necessary in order for the team to be complete. You are the first and most important teacher your child will ever have. It is tremendous responsibility, but as a team working together, we will be successful. Volunteer your time for any idea you have. We value your input. There are some programs in

place that could use parent volunteers, and some programs that need to be started. If there are any suggestions as to how the school could be made better, come and share these ideas.

We encourage you to visit our school whenever you can. Support the students in the activities offered at the school. Encourage them to participate. Activities enhance the educational process for students.

LA PAZ COUNTY TRUANCY INFORMATION

Updated 4/23/10 by Karen Hobbs, Prosecuting Attorney

1. NO COURT ORDER IN PLACE

A. Juvenile or Parent

- i. Once a student has their 6th unexcused absence or has been absent more than ten percent of the attendance days for the year (the 19th absence at schools with five-day weeks and the 15th absence at schools in four-day weeks), school official shall send all documentation to the County Attorney's office for review and possible filing of incorrigibility charges against the juvenile and/or misdemeanor charges against the parent. Cases may also be referred for intermediate intervention prior to this point.
- ii. The County Attorney may choose to file charges against either the child or parent. As a general rule, charges will be filed against the parent if the child is younger than 11 years old. However, regardless of the juvenile's age, the County Attorney's office may file charges against the parent upon proof that the parent is the cause of the juvenile's poor attendance.
- iii. At the first court appearance, the judge is likely to issue a court order stating that the juvenile shall have no unexcused absences or tardies. The County Attorney's Office will notify the school of this action and the school will flag the juvenile's attendance records and notify the prosecuting attorney of any violations.
- iv. The judge will then schedule a review hearing approximately 30 days from the advisory/initial appearance. At the review hearing, if the juvenile has had no unexcused absences or tardies for the 30 days, the prosecuting attorney may consider dismissing the case. Should future violations occur in the same school year, the charges could be refilled.

2. COURT ORDER IN PLACE

A. Juvenile

- i. If the juvenile has an unexcused absence or tardy or additional excessive absences due to the actions of the juvenile, then the juvenile is in violation of the court order.
- ii. The school will document the absence or tardy and notify the County Attorney's office of the violation as soon as possible.
- iii. The case will be added to the next court calendar for a status hearing. At that hearing, the juvenile will either make an admission (to being incorrigible) or the matter will be set for an adjudicatory (trial in the juvenile court).
- iv. If the juvenile admits or is adjudicated incorrigible, disposition (sentencing) will be at the judge's discretion. *Possible* options for the judge:
 1. send the juvenile to detention for the weekend
 2. place the juvenile on probation

B. Parent

- i. The school will document the juvenile's absence and notify the County Attorney's office of the violation as soon as possible.
- ii. The case will be added to the next court calendar for a status hearing. At that hearing the parent will either plead guilty to the charge, a class 3 misdemeanor, or the matter will be set for trial.

- iii. If the parent pleads guilty or is found guilty, sentencing will be at the judge's discretion. *Possible* options for the judge:
 1. Place the parent on probation with any jail time suspended. If the juvenile has another unexcused absence while the parent is on probation and that absence is due to actions taken, or not taken, by the parent, the parent may serve 24 hours in jail.
 2. Fine the parent up to \$500
 3. Place the parent in jail up to 30 days
- iv. *Possible* options for the prosecutor: Charge interfering with judicial proceedings, a class one misdemeanor with consequences of fines up to \$2500 and 6 months in jail.

Addition to Truancy Policy to Address Tardiness (as of 8-12-10)

Existing Law allows for prosecution of tardies in extreme cases:

- Habitual Truancy is unexcused absence from at least one class period out of five school days. § 15-803.
- Parents are required to ensure the child is enrolled and attends school the *full time* school is in session. § 15-802.
- Contributory delinquency and/or contributory dependency may apply to truancy matters. § 13-3613.

Schools have asked for help. The first period class is typically reading. The superintendents explained that the child who continually misses reading or other critical instruction, whether by missing full days or by missing accumulated minutes equivalent to full days due to tardiness, is at a significant disadvantage in learning the required material. The problem will become more pronounced when the new legislation requiring grade-level reading for promotion from third grade goes into effect. Only a few families need this extra 'encouragement'. By having a policy that leads eventually to some consequence, the school has a better means to encourage compliance, which in turn helps children succeed in school.

It is expected that prosecution for tardies will be quite rare. A great deal of the success of the regular truancy program lies in its existence. The simple fact of having a systematic plan for dealing with truanancies reduces truanancies. Parents know there are consequences for nonattendance, and their kids are attending. It is very common to hear that a child has no more attendance issues after one court appearance.

The tardy policy would be modeled after the county truancy policy, providing increasing levels of consequences for continued violations. The proposed tardy policy is based on a 75-minute class period, although most classes are of shorter duration. Prosecution, the last resort, will only become an option after a child has accumulated more than five full class periods of unexcused absences through tardies. Five full class periods equals 375 minutes. Consequences, based on the accrued unexcused minutes missed from class for tardies, would be as follows:

<u>Action Step</u>	<u>Triggered by # of Minutes</u>	<u>Consequence</u>
1	100	verbal warning to parent from attendance secretary
2	150	warning letter from school
3	225	warning letter from county school superintendent
4	300	team meeting with school, parent, Karen & Ray
5	375+	file charges against parent

This tardy policy is intended to apply only where children are in grades K – 8 and fall within the compulsory education laws and are dependent upon their parents for getting to school on time. Where the child is responsible for being tardy or in the upper grades where the school has procedures in place for dealing with tardiness, this policy would not apply.

STUDENT DISCIPLINE

Purpose of Disciplinary Plan

The purpose of this plan is to 1) define behavior by a student that will result in disciplinary consequences and 2) set forth a due process procedure for various types of behaviors. A student who engages in behavior outlined by this plan will be disciplined.

Discipline Plan

The following is a guideline for maintaining an orderly learning environment at Wenden Elementary School. Students who choose not to follow the rules below will be dealt with according to the guidelines listed. The teacher or administration may consider extenuating circumstances when carrying out the following regulations.

School Wide Rules

The first step in establishing an organized and methodical environment conducive to learning is to establish and implement school wide rules, so that the students come to depend on finding the same expectations throughout the school.

1. Do not bring food or drink in school buildings.
2. Be in your assigned seat when the tardy bell stops ringing.
3. Come to class prepared to work with all required materials.
4. Be respectful of all people. Do not interrupt learning. Do not use profanity.
Keep your hands, feet and objects to yourself.

Problem Area	Occurrence		Range of Action
Setting off false fire alarms	First Repeated	Referral/Parental Involvement Short-term suspension	Short-term suspension Long-term suspension
Loitering/trespassing	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension
<u>DISORDERLY CONDUCT</u>			
Disturbing a school meeting or activity	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension
Vulgar or obscene Language/gestures	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension
Purposely Disruptive classroom Behavior	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension/ Removal from class
Engaging in lewd Behavior	First Repeated	Informal talk Parental Involvement	Long-term suspension Expulsion
Ethnic slurs	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension
Weapons (other than Firearm, explosive device, Or knife)	First Repeated	Short-term suspension Long-term suspension	Expulsion Expulsion
Firearm, explosive device, Or knife on school grounds	First Repeated	Suspended for a period of not less than one year or expelled Suspended for a period of not less than one year or expelled	Suspended for a period of not less than one year or expelled Suspended for a period of not less than one year or expelled
Gambling	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension

INFRACTION AGAINST AUTHORITY

Insubordination	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension
Obstructing Investigation	First Repeated	Informal talk Short-term suspension	Long-term suspension Expulsion
Insult/verbal abuse of Faculty/staff member	First Repeated	Parental Involvement Short-term suspension	Short-term suspension Long-term suspension
Assault of faculty or staff Member	First Repeated	Short-term suspension Long-term suspension	Expulsion Expulsion
Giving false ID or Information	First Repeated	Parental Involvement Short-term suspension	Short-term suspension Long-term suspension
Resisting authority	First Repeated	Parental Involvement Short-term suspension	Long-term suspension Expulsion
Forgery	First Repeated	Informal talk Short-term suspension	Long-term suspension Long-term suspension
Violation of Governing Board or school rules	First Repeated	Informal talk Short-term suspension	Short-term suspension Long-term suspension

INFRACTION AGAINST PROPERTY

Vandalism or destruction Of property at school	First Repeated	Parental involvement Short-term suspension	Long-term suspension (reimbursement to District) Long-term suspension (reimbursement to District)
Theft of property	First Repeated	Parental involvement Parent & SRO Involvement	Long-term suspension Long-term suspension
Arson	First Repeated	Long-term suspension Long-term suspension	Expulsion Expulsion
Malicious mischief	First Repeated	Informal talk Parental Involvement	Long-term suspension Expulsion

INFRACTION AGAINST OTHERS

Endangerment	First Repeated	Parental Involvement Long-term suspension	Parental involvement Expulsion
Creating a hazardous or Physically offensive condition	First Repeated	Parental Involvement Short-term suspension	Long-term suspension Expulsion
Harassment/threats/verbal abuse	First Repeated	Informal talk Parental Involvement	Long-term suspension Expulsion
Slander	First Repeated	Parental Involvement Parental & SRO Involvement	Long-term suspension Long-term suspension
Extortion	First Repeated	Parental Involvement Short-term suspension	Long-term suspension Expulsion
Physical Assault	First Repeated	Parental Involvement Parental & SRO Involvement	Expulsion Expulsion
Improper sexual advances	First Repeated	Parental Involvement Parental & SRO Involvement	Expulsion Expulsion
Fighting	First Repeated	Parental Involvement Parental & SRO Involvement	Long-term suspension Expulsion
Hazing	First Repeated	Parent Involvement Parental & SRO Involvement	Long-term suspension Expulsion

School Board approved on 7/11/16

Obstructing vehicular or Pedestrian traffic	First Repeated	In-house suspension Short-term suspension	Long-term suspension Expulsion
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ACADEMIC MISCONDUCT

Lateness for, missing, or leaving School or class without permission or excuse.	First Repeated	Informal talk Parental Involvement	Short-term suspension Long-term suspension
Excessive Absenteeism	1 to 3 Unexcused 5+ Days 6+ Days	Letter to parent County Superintendent County Attorney	Parental Involvement See A.R.S. 15-841(B) For restrictions; expulsion
Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion)	First Repeated	Informal talk Parental Involvement	Loss of grade Failure of a class/course
Plagiarism	First Repeated	Informal talk Parental Involvement	Loss of grade Failure of a class/course
SUBSTANCE ABUSE			
Pushing, selling, giving no prescribed drugs, alcohol, and/or drug paraphernalia	First Repeated	Short-term suspension pending hearing on expulsion Expulsion	Expulsion Expulsion
Party to, possession of, use of no prescribed drugs	First Repeated	10 day suspension; 7 days set aside if student agrees to counseling Long-term suspension	Long-term suspension Expulsion
Tobacco	First Repeated	Short-term suspension Short-term suspension	Long-term suspension Expulsion

Due Process

Listed above are some of the major disciplinary problem areas and the actions that will result for those students who cannot live by the rules. All students are entitled to due process. This means there are certain appropriate disciplinary actions. There are also procedures which students must follow if they do not agree with the school's actions

Hopefully, students will never be in a situation where they need protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures.

School Board approved on 7/11/16