

WILLCOX MIDDLE SCHOOL

360 NORTH BISBEE AVENUE

WILLCOX, ARIZONA 85643

(520) 384-8602

Mike Patterson, Principal

2014-2015

AGENDA

THIS SCHOOL AGENDA BELONGS TO:

NAME _____

HOME ROOM _____ *STUDENT NUMBER* _____

ADDRESS _____

CITY _____ *ZIP* _____

PHONE _____

Willcox Unified School District #13 - 384-8600

Dr. Richard Rundhaug, Superintendent

*Willcox Unified School District Transportation Department - 384-
2035*

School Board Meetings – 1st Tuesday of each month

Governing Board: President: MS. Debbie Ellis; Vice-President:

Mr. Bill Nolan; Clerk: Mr. Gary Clement; Mr. Larry Shultz,

Member; Mr. Dwayne Owen, Member

You may contact any of our staff at 384-8602 from 7 AM to 4 PM. If they are in class you may leave a message. We have a 24-hour answering machine to take your messages during non-school hours.

Arizona Revised Statutes (A.R.S) located in all school offices and at

<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

Board Policy – Available in school offices, school library and at

<http://lp.scantech.cc/asba/public/lpext.dll?f=templates&fn=main-h.htm>

WILLCOX MIDDLE SCHOOL PHILOSOPHY

The Willcox Middle School will provide a safe and positive learning environment for all children regardless of individual differences. The student will be provided sound academic opportunities.

We believe the pupil should be assisted in developing positive values and self-concepts, but the primary responsibility for instilling these values belongs to the home. We believe that a pupil is accountable for his/her own actions. We believe that with open lines of communication among administration, teacher, pupils, parents and community, cooperation and respect for learning will result.

SPECIAL RESOURCES

Education Services

Title I reading and math is an adaptive educational philosophy which enriches the students' learning environment and provides extra instructional time for those students who are achieving below their present grade level. Careful attention is given to planning an individualized instruction program tailored to the child's specific needs.

Migrant Education is an adaptive philosophy providing experiences in learning and re-enforcing English when learned as a second language. Individualized instruction is developed as a result of a diagnostic test.

Special Education

Special Education is an adaptive educational philosophy, which provides numerous services to children with varying degrees of academic, emotional, physical, psychological, or psycho-educational difficulties. Services are provided for students in kindergarten through grade twelve. Special education provides successful experiences for students by planning an individual educational program and ensures that parents must be in full agreement before any diagnosis or placement begins. A team effort is required for success. The team functions with members from the regular education staff, special education staff, administration, school psychologist, speech therapist and parents. The parent is the key person on the team, for

without parent permission and cooperation, no child can receive services from special education.

Sheltered English Instruction (SEI)

The program offers language instruction in English for students who test as either non-proficient in English or limited English proficient. In addition to instruction in English, tutorial service is available for students experiencing difficulty with the English language.

Homework

Homework and other forms of additional assignments contribute fundamentally to the mastery of academic skills. The Governing Board encourages the teachers to provide homework activities.

PUPIL EVALUATION AND GRADING

A report issued four times each year is intended to keep parents informed of their child's progress in the areas of achievement, and the development of proper study habits and behavior. Deficiency reports are sent home mid-quarter if a student is performing unsatisfactorily.

Achievement Levels 5/6/7/8

- **A**– This level of work is excellent.
- **B** - This level of work is distinctly above average. It implies satisfactory completion of all that is required and, in addition, a definite individual contribution.
- **C**-The average pupil who is industrious attains this level. It is satisfactory for all but the unusually able pupils.
- **D**-This level of work justifies promotion but indicates the minimum requirement of effort or achievement
- **F**- This level of work is not sufficient to justify promotion.

Honor Roll 5/6/7/8

To be placed on the **Cowboy Honor Roll** a student must have all 'A's'. To be placed on the **Wrangler Honor Roll** a student must have a combination of A's and B's or all B's.

Elective classes that are given Pass/Fail grades are not included in the honor roll.

PROMOTION AND RETENTION PLAN

The Willcox Middle School promotion and retention policy is based on the premise that students should possess minimal competencies at each instructional (grade) level in order to be promoted.

In grades 5-8, students will be promoted based on completion of all of the following criteria:

1. Recommendation from the teacher(s) instructing Reading, English, Mathematics, Social Studies, and Science.
2. Completion of all academic core class with no more than one F. Two core classes with an F will mean retention in the current grade.
3. Class attendance throughout school year at 90% per district policy; chronic illness accepted by physician notice.

Special Education: Students enrolled in a special education program must meet the course of study and graduation requirements of pupils enrolled in special education. Students placed in special education classes in grades 4-8 are eligible to receive the standard certificate of promotion from eighth grade without meeting state competency requirements, but reference to special education placement shall be noted on student's transcript.

Review of Promotion/Retention Decision: According to Arizona Revised Statutes (A.R.S.) 15-521. Teachers make the decision to promote or retain a student. Parents have no authority to overturn the teacher's decision. If parents/guardians choose not to accept the teacher's decision (ARS 15-521-10), they may request a conference with the teacher and principal and/or request (in writing) that the governing board review the teacher's decision.

Student/Parent will be notified by mail at mid-term and the end of each nine weeks if their child has failed.

Parents or guardians will be notified, in writing, within two weeks after the end of the third grading period, when a student demonstrates inferior achievement and is indeed in danger of retention.

Conference(s) with the teachers should be requested by the parent of the "at risk" student upon receipt of a notice to ensure that the school and home are striving in the same direction, and with good understanding.

ATTENDANCE POLICY

The right and privilege of attending public school carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship that exists between academic success and regular school attendance. ARS 15-802 states that every person who has custody of a child between the ages of 6 and 16 years shall send the child to a school full time (mandates school attendance). Compliance is ultimately the responsibility of the student and his/her parents (or guardians). Students, ideally, should remain in school. Only when absolutely necessary should they be absent, as much of the classroom activity cannot be duplicated or repeated. Regular attendance is the key to much of the success a student may gain from his/her middle school program. The Governing Board requires that students attend at least 90% of all school days the student is enrolled. If a student is absent from school such that 90% attendance is not possible, the principal will review and recommend whether or not a student will receive credit for his/her classes.

Absences

Classification and Definition:

A student is considered absent if he/she is not present in his/her assigned classroom during the time he/she is assigned.

Absences shall be considered excused when they result from:

1. Personal illness verified by a note signed by the parent or guardian, or a telephone message from the parent or guardian.
2. Doctor or dental appointment verified with an appointment slip or note.
3. Serious family illness or bereavement verified by parental contact or note.
4. School related activities, including athletic participation
5. Recognized religious holiday.
6. The student is absent due to a prearranged event whereby the parent(s)/guardian(s) notified the school office of the date/time of the absence. However, these will count toward the overall absence of the student. Pre-arranged absence forms are available in the office.
7. It has been deemed prudent by the principal that the absence was in the best interest and served the general welfare of the student.

Unexcused

1. Out of school suspensions are unexcused absences.
2. Absences due to truancy/ditching will be considered unexcused.
3. Other absences will be considered unexcused if proper notification is not given.

Procedure For All Absences

1. Parents/guardians are expected to notify the attendance office (384-8602) each day a student is (or will be) absent.
2. Failure to verify absence by note or a phone call within five (5) school days will result in the absence being recorded as unexcused.
3. For community-related, personal or other excusable absences, the student is to have his/her teacher(s) sign a prearranged absence slip prior to departure.

Make-up Work From Absences

1. Students returning from an excused absence will have an amount of time equivalent to the number of days absent, plus one, to make up work assigned during the absence.
2. Homework requests for absent students will be accepted. If the request is called in by 9:00 a.m. it will be available at the end of that school day; otherwise, it will be available the following day.
3. Pre-arranged absences must be cleared with the attendance office. Teachers are not authorized to sanction absences, but must be informed by the student.
4. It will be the student's responsibility to make up missed work and assignments.

TARDY POLICY

Students are expected to be on time for class. There are few justifiable reasons for a student to be tardy to class; therefore, few excused tardies are granted. Most will be unexcused. Should a teacher hold a student past dismissal time it is the holding teacher's responsibility to forward a note to the receiving teacher.

On the third (3rd) tardy, whether excused or unexcused, students will be referred to the Principal for disciplinary action. Parents will be notified in writing of each disciplinary action that is imposed.

Student Check Out Procedure

It is sometimes necessary for a student to leave school for part of a day. For the protection of all concerned, these rules will apply:

1. Each student leaving for part of a day must be signed out at the office by an authorized person, i.e. parent, legal guardian, or persons listed as emergency contacts
2. The Principal must approve any exceptions to this rule.
3. Notes will not be accepted giving permission for other people to check

students out. If parents wish for someone else to take their student from the campus, a parent must come to the school sometime prior to this, sign the student out and inform the office who will be checking out the student.

4. Notes asking that a student be dismissed to walk to an off-campus destination will not be accepted. If a student has a standing doctor or dentist appointment on a regular basis, the parent is required to come to the office, state the dates of appointments, and give permission for the student to walk.
5. Students riding the bus home with a friend must have a permission slip or note signed by the parent in order to get on the bus.

Absence Notification

When a parent/guardian has not provided the school office with notification of the absence of a student, the school shall make a reasonable effort to notify those parents by 10:00 AM of the child's absence.

Truancy

1. Attendance records, which include the number and dates of both excused and unexcused absences, will be maintained for all students.
2. Student/parent contact records will be maintained for all students.
3. Whenever a student is absent without prior parent notification, the school will attempt to contact the parent.
4. Personal contact will be attempted on the day of the unexcused absence. Parents.
5. Repeated unexcused absences will result in a student and parent conference. This will be an attempt to work with parents and students to correct the unexcused attendance problems
6. After 5 unexcused absences an additional parent conference will be requested with the principal, Student Services, School Counselor and

School Resource Officer. Truancy charges will be filed after 5 unexcused absences according ARS -15-803.B.C.1

7. Students who are absent from school will not be allowed to participate in any school events or sports on the day of the absence.

WEATHER-RELATED AND EMERGENCY CLOSINGS

If the Superintendent decides to cancel classes for the day, the police and local radio stations will be notified and asked to assist in disseminating this information. The following procedure will be followed.

1. Students will be released from school only after the principal has ascertained that parents or guardians are home to supervise the students. The principal may release staff members when they are no longer needed to supervise students.
2. The principal will remain at the school until all students have departed.

CLASSROOM VISITATION

Parents or guardians are always welcome to visit classes while school is in session. However, prior to visiting a classroom we request that you please sign in at the office.

Students are not permitted to bring guests as visitors on campus. This statement precludes relatives from out of town or friends from other schools from accompanying students to school.

For parents/guardians who desire a conference with a teacher regarding student progress or other reasons, it is suggested that the following procedure be followed:

- Contact the office and make a request for a conference.
- A message will be given to the teacher to set up a conference.

PARENTAL INVOLVEMENT

Parents' Access to Courses of Study and Learning Materials

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of Board Policy IG and supporting regulations. Please see addendum Parent Involvement Policy.

Parental Objections to Learning Activities or Materials

Parents who wish to object to any learning activities or learning materials may do so under provisions of Board Policy IG and supporting regulations.

ADMINISTERING MEDICINES TO STUDENTS

When it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the frequency with which it is to be given.
2. There must be written permission from the parent to administer the medicine to the child. Appropriate forms are available from the school office.
3. The medicine must come to the school office in the prescription container.
Students may not be in possession of either prescription or over-the-counter medications except to deliver them from home to the school office, or to take them from the school office to return them home.
4. Self-administration: When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed

anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.

The District reserves the right, in accordance with procedures established by the superintendent, to circumscribe or disallow the use of administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

HOW TO HANDLE COMPLAINTS

Conflicts will arise between people in a school on occasion. Sometimes the problem is one of misunderstanding; it may be a personality clash; perhaps it is a problem of disrespect. Regardless of the reasons for the conflicts there are proper ways to resolve the issue. After initial discussions with staff members and the principal, you may want to pursue your concern. There is a board-adopted policy which outlines the procedure for such complaints about curriculum or instructional materials, facilities or services, and personnel. This policy will direct you through the process of following the "chain of command." See the principal for further information.

There are also avenues students may pursue through the student council and any other organization or group established for the purpose of dealing with school-wide concerns. It is the common goal for all students and staff that we deal with such concerns before they become a major problem.

Student demonstrations that disrupt or interfere with the normal operation of the school are not permitted. If such a disruption occurs, students shall be directed to their regular classroom assignments. Students who are truant will be subject to disciplinary action, and disruptive students will be subject to suspension.

ATHLETICS

Refer to the Athletic handbook for ALL rules and procedures.

Before participating in any sport students must have a physical examination by a physician, parent/guardian attendance at an informational meeting held by the coach(es), and written permission. Proof of medical and hospitalization insurance is also required.

Football: All gear is furnished with the exception of shoes, T-shirt, supporter, socks, towel and teeth guard.

Volleyball: Students supply their own shoes, socks, shorts, T-shirt, and towel.

Basketball: Students will supply own shoes, socks, shorts, T-shirt.

Wrestling: Students supply own shoes, socks, towel, and knee pads.

Track: Shorts, T-shirt, socks, shoes, and towels are the student's responsibility. Uniforms are furnished.

Softball: Students supply own shoes and practice gear.

Baseball: Students supply own shoes, practice gear, game pants and hat.

For hygienic reasons no student is to wear another students clothing or share a towel.

PUPIL PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

All interscholastic activities in grades 6-12 that are of a competitive nature and involve more than one school where a championship, winner, or rating is determined, and endeavors of an ongoing nature for which no credit is earned shall be conducted in accordance to the auspices of the Willcox High School, grades 9-12, and the Willcox Middle School, grades 6-8, and shall be supervised by the certificated individual responsible for the activity. It shall be noted that no class in physical education requires participation in athletics as part of a grade.

Extra-curricular activities shall function within a realistic framework of control. In order that over-enthusiastic students, coaches and/or parents do not place a social or athletic function on a higher plane than the academic

program, the following policy will be adhered to:

1. The eligibility criteria for extra-curricular participation shall be a passing grade in all classes in which the student is enrolled. A passing percent is considered 65%
2. The responsibility for enforcement of the above rule rests with the Superintendent or designee.
3. The respective school shall make a check on all grades each week. For those students failing in one or more subjects, the student and the parents/ guardians shall be notified immediately that the student is ineligible. More information regarding tutorial service available may be found in the athletic handbook.
4. Any student whose behavior presents a problem or jeopardizes school reputation will be ineligible for participation in extra-curricular activities until such time as his/her behavior warrants reinstatement, as determined by the coach(es) and the principal.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective student's Individual Education Plan.

1. The Superintendent shall establish regulations to ensure that: A) Necessary documents in support of this policy are provided to the Arizona Department of Education, B) Necessary data related to ineligible students are collected and reported as required by law, C) The cultural traditions of students are considered when establishing or enforcing rules related to participation in extra-curricular activities, and D) The requirements of this policy are met.

ACCIDENT INSURANCE

The school no longer provides accident insurance for students. A low cost plan may be purchased. An application may be picked up during registration or from the office at any time.

To participate in school activities, students must either show proof of insurance or parents must purchase insurance through the school provider.

STUDENT INFORMATION UPDATE

Each year, parents are requested to inform the school of current information about students, including address, phone numbers, parent's place of employment, emergency medical information and emergency contacts when the parent is not available. It is also very important that parents notify the office of any changes in this information as they happen during the year. This is essential in case of any kind of an emergency.

Parent consent is necessary to allow the school to notify all appropriate personnel of such health conditions that could result in a need for medical attention. Parents may also list any information on the update which they do not want released.

STUDENT RECORDS

Confidentiality

The right to inspect and review educational records and the release of, or access to, such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code 1232G and 1232H, and with federal regulations issued pursuant to such act.

RESOURCE CENTER RULES GOVERNING MIDDLE SCHOOL STUDENTS

1. An article may be checked from the library for a two week period. At the end of the two-week loan period, the article may be re-checked for a second two-week period or returned.
2. A student may check out no more than 2 books at a time.

3. A student with an overdue book will not check out additional books until the overdue book(s) is returned.
4. Lost or damaged books are to be paid for by the borrower.
5. A list of overdue books will be given to the office one week prior to the end of each nine week grading period. The grade card for that period will be withheld until the overdue article is returned or paid for.
6. The library attendant will supervise the checking out of all materials that leave the premises of the library.
7. Misbehavior, disrespect, careless use of facilities or materials, or the destruction of public property will cause the student to be suspended from using the facility for a specified time.
8. Suspensions (for a specified time.) will be assigned by the media coordinator.
9. No more than two students at a time per room may have a pass in their student agenda to the library unless supervised by the teacher.
10. The library will be open to the middle school students during the lunch period unless student behavior warrants restrictions. The primary objective of a Resource Center is to provide a learning environment in which all persons can fulfill their educational needs and objectives.

CAFETERIA

The middle school is a closed campus, which means you may not leave campus except when a parent or guardian checks you out at the office. All students either eat a purchased meal or a sack lunch. Both breakfast and lunch are provided

The cafeteria will set up an account for each student. The student will enter his/her student ID number on the keypad each time he/she eats. You may "credit" your account any morning before school by going into the cafeteria. Your check made to Wilcox School Cafeteria will be deposited to your account.

Change is not given for your personal check as it is expected that the intent of your parent was that it be used for lunches. When your credited amount deposited is reduced to only two meals, the cashier will notify you that it is time to bring more money for deposit. Cash will be accepted in the line.

Cafeteria Rules

1. WALK! DO NOT RUN to the cafeteria.
2. Take your turn in the cafeteria line. Do not push or crowd.
3. Be quiet and orderly at the lunch table. Leave the table and floor clean.
4. Return all empty trays, utensils, and waste to the receiving window and waste can.
5. Students may not eat lunch in the classroom or on the grounds without permission from a teacher holding a special meeting.
6. Food is to be eaten only in the cafeteria. Only water is allowed outside the cafeteria.
7. Practice courtesy.

Ala Carte Rules

1. All food will be eaten in the cafeteria
2. Students are NOT allowed to purchase or share food with other students
3. Failure to follow Ala Carte Rules will result in the following discipline

First Offense removal of Ala Carte privileges for a week

Second offense removal for Ala Carte privileges for the remainder of the year

P.E. RULES, LOCKERS AND PERSONAL PROPERTY

1. Lockers and locks are assigned.
2. Students should keep their lockers locked at all times.
3. Lost locks will cost students \$6.00 each, payable in the office.
4. No student is to share a locker combination with another student.

5. Students are responsible for the care and cleanliness of their lockers.
6. Lockers are the property of the school district, and the school reserves the right to inspect student issued lockers at any time.
7. You are cautioned not to store valuable items or large sums of money in your locker.
8. No gum chewing. On the third gum chewing offense student will be assigned trash pick-up on football field/playground or gum scraping on the sidewalks
9. DRESS OUT EVERY DAY-NO EXCUSES-
 - Shorts should be at least finger tip length.
 - Sweat pants allowed only during severe cold weather
 - Shirts or blouses, no oversized tank tops. Must adhere to school policy on logos.
 - White socks. Shoes not worn to school. No sandals or loafers permitted.

TELEPHONE

Telephone usage by a student will not be permitted without a note from a teacher stating the urgency of the matter.

GENERAL RULES

Willcox Middle School has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of its students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines. The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, color, religion, national origin, handicap, pregnancy, or any other reason not related to the student's individual capabilities. Along with these rights, students have responsibilities that include respect for self and others, obedience to properly constituted

school authority and compliance with the rules and regulations of the school

1. Fighting is prohibited. Any student who instigates a fight will be as much to blame as those fighting.
2. Middle School students are prohibited from loitering on high school grounds, around the cafeteria, or in front of the middle school office.
3. All students must receive permission from their teacher to be out of the classroom. When a student is out of the classroom they MUST be in possession of their Student Handbook/ Agenda, it is the student's pass. Failure to have your agenda in your possession when out of the classroom will result in lunch detention. Each student is provided one Handbook/Agenda by the school. The cost to replace the Handbook/Agenda is \$5.00
4. Littering on the school campus is prohibited.
5. Smoking or chewing tobacco, stealing, swearing, possession or use of drugs or alcohol is strictly prohibited.
6. All personal property such as clothing, purses, and book bags are the students' responsibility. Do not bring large sums of money. Take care of your property.
7. Defacing or damaging school property will not be tolerated! The student must pay for damage.
8. There will be no tackle football, except in the organized program.
9. There will be no running on sidewalks. It's too dangerous. Walk on sidewalks and not on the front lawn.
10. Insolence and disrespect towards adults will not be permitted.
11. Loitering in the middle school office will not be permitted.
12. There should never be unnecessary or inappropriate display of affection between students.

13. Fifth, and sixth grade students are expected to stay on the north playground and playground equipment areas.
14. Seventh and eighth grade students will stay on the west playground, or on the concrete slab between the gym and classroom buildings, or the south side of the eighth grade wing.
15. No gum, candy, or edibles of any kind will be chewed, eaten, or sucked while on campus, unless special occasion merits same and teacher approval is granted.
16. Students are not permitted to bring any motorized vehicle on the Middle School Campus.
17. Students may not leave loose books outside at any time. Sturdy book bags may be used to hold and protect your books. Books issued to each student are that student's responsibility.
18. All students must carry student agenda at all times. A lost agenda will be replaced at the cost of \$5.00

Fines & Monies Owed to District

If a student owes any monies to the WUSD or Middle School at the end of the school year, his/her final report card (grades 5-7) or certificate of completion and final report card (grade 8) will be withheld until such time as payment has been made or arrangements for payment has been made.

Such fees include, but are not limited to: Library fees, Cafeteria, Lost or damaged Textbooks, Athletic fees or property charges.

Student will be notified of any fees owed before the end of the final term to allow payment to be made.

Prohibited Items

Items that are not allowed on campus or into the building:

- A. Water guns (of any type)
- B. Water balloons
- C. Skateboards/roller blades/roller skates

- D. Any other item of a disruptive or destructive nature
- E. Food and drink (not in classroom)
- F. Laser pointers
- G. Electronic cigarettes

The school is not responsible for the loss or theft of any prohibited item. It will be the owner's responsibility to file a police report, if necessary.

Cell Phones/Ipods/MP3 Players/Radio

While not considered prohibited items, phones must be turned off from 7:40 a.m. to 3:55 p.m. (school hours). Phones should not be seen during school hours. The use of cell phone include, calling on the phone and text messaging. Use during school activities such as athletic events and field trips will be determined by the individual coach or sponsor. Minimum consequences for violation of these rules will be confiscation of the cell phone. It will be turned into the WMS office and only returned to the owner's parent/guardian.

It should be noted that cell phones are often stolen and it is not the responsibility of the school to conduct a search for them. It will be the owner's responsibility to file a police report, if necessary.

The School assumes no liability for lost or stolen items at school or school sponsored events.

Profanity, Obscenity and Defamation

A student shall not use profane, obscene or defamatory words or phrases or distribute profane, obscene or defamatory materials.

Profane words are those which debase, abuse, or treat with contempt that which individuals hold sacred.

Obscene materials are those that an average person, applying contemporary standards of the school community, would find offensive, lack serious literary, artistic, political, or scientific value. The school community recognizes that middle school students are, as a group, younger and more sensitive than the general adult population.

Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, and have tendency to impugn a person's occupation, business, or office.

Dress and Appearance

A student's dress and grooming must be such that it adheres to generally accepted standards, should not be offensive or pose a threat to public or personal health or safety and does not disrupt or distract from the instructional procedure of the school nor tend to diminish the disciplinary control of the teacher. Accordingly, the following are deemed inappropriate:

- Bare feet (no shoes).
- See-through clothing.
- Clothing with inappropriate or immodest slogans or pictures, which have profane, violent or sexual connotations, or endorse the use of substances illegal to minors.
- Spandex biking (bike) shorts; leggings
- Shorts shorter than finger-tip length; swimming suits.
- Cutoffs or pajama bottoms
- Bare midriff clothing and clothing which reveals cleavage or undergarments are not allowed.
- School athletic gear.
- Sagging pants, baggy pants.
- Gang-related clothing.
- Hats, hairnets or any other head-gear in classrooms, gym, cafeteria, or auditorium are not acceptable.
- Shirts must be tucked in, or no longer than finger-tip length.
- No spaghetti straps on dresses or T-shirts.
- Sleeveless Tank tops may be worn if they are at least 3 adult fingers wide at the shoulders, Tank shirts that are immodest will not be allowed

Forgery, Cheating and Plagiarism

A student shall not use, or attempt to use, the identity, signature, academic work, or research of another person and represent it as his own. A student shall not share his

knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher. Students found guilty of this infraction may lose the grade on the assignment, as well as the right of make-up, at the teacher's discretion, and will be called for an Administrative Conference.

Expected Conduct at Assemblies

1. Movement to or from the auditorium should be orderly.
2. In the auditorium students will sit in assigned sections with homeroom teacher.
3. As soon as the speaker comes to the platform, give quiet and courteous attention to the speaker.
4. Remain seated until dismissed by adult in charge.
5. Attendance at assemblies is a privilege.
6. Misbehavior will result in disciplinary action.
7. Applause or clapping is the acceptable means of displaying praise to the speaker or performers. Yelling or whistling is not acceptable

To and From School

1. Students are required to be at school by 7:40 A.M. Students should not arrive before 7:15 A.M. as there is no supervision prior to that time.
2. Students are not allowed to leave the grounds during school hours unless office personnel approve it. Check through the office for permission to leave for any reason.
3. Stay on the sidewalks and out of the streets when walking to and from school.
4. Do not walk on private lawns.
5. Do not be a "litterbug." Throw trash in the proper receptacles.
6. Cross the streets only in crosswalks.
7. Return to your home immediately after school dismissal. Do not loiter

on school grounds or between school and home.

8. Students are not allowed to loiter in the parking lot.

Bicycles - Skates – Skateboards-Scooters-Rollerblades

1. Ride bicycle with the traffic. Street riding on boards is unlawful.
2. Use hand signals.
3. One person to a bike.
4. Walk bike across crosswalk.
5. No playing in bicycle area or riding in the parking lot.
6. Do not tamper with bicycles. Respect other's property.
7. Bikes, scooters, skateboards, rollerblades, roller shoes (heelies) or skates are not allowed on campus.

GROOMING AND DRESS

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

1. Only tailored shorts and skirts that are hemmed and at least fingertip length may be worn. Prohibited clothing includes swimsuits, cut-offs, see-through clothing or gang-related clothing. Shirts must be tucked in, or no longer than fingertip length. Skirts no shorter than 2 inches above the knee.
2. Bare midriffs, halter tops, spaghetti straps are not acceptable. Sleeveless Tank tops may be worn if they are at least 3 adult fingers wide at the shoulders. Tank shirts that are immodest will not be allowed. Immodest clothing which reveals cleavage or undergarments are not allowed.
3. The belt line of the pants must fit snugly at the waist - defined as above the hip bone – and not be sagging or excessively baggy in the

crotch. No headwear may be worn in a classroom, except for properly approved occupational safety headgear required for special classes. An exception to the rule will be during a pre-approved dress day.

4. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached.
5. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.
6. In the interest 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. No shoes with wheels in them are to be worn on campus.
7. Jewelry shall not be worn if it presents a safety hazard. Additionally, no dangling articles (belts, chains, bib overall straps, etc.) are permitted.
8. Profane or defamatory writing on clothing or jewelry is not acceptable.
9. No bandanas of any color.
10. No pajama pants.

Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who volunteer for extracurricular activities, such as athletics, band, or chorus are subject to the standards of the school dress code.

STUDENT DISCIPLINE

The following shows the types of disciplinary actions that may be taken with respect to problem areas. In each instance several actions are possible. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials certainly would want to consider the record of that student's good behavior before any action is taken. If a student has continually been involved in problem areas,

prior acts of misconduct or other violations of district policy, this, too, may be considered in determining an appropriate sanction. Such factors as the length of time since the student's last problem, his/her attitude, etc., may be taken into account before any action is taken. Disciplinary action will be at the discretion of the principal or designee.

This policy is intended to regulate conduct of a student when the student is:

1. On school grounds or at a school-sponsored event.
2. Traveling to or from school or a school sponsored event.
3. Engaged in conduct, which occurs off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district.

In determining the disciplinary action that a student may receive, the principal will refer to the student's discipline record for the past 9 months.

All disciplinary steps will be progressive, looking at previous disciplinary steps given during the past 9 months and going forward on the disciplinary plan.

Severe, repeated misbehavior may result in an individualized discipline plan.

Discipline Leveling System

Discipline consequences will follow the step system below. Discipline will be consistent. However, serious offences will start at the appropriate level. **If a student fails to show for their current level of discipline they will automatically be placed at the next step. If a student fails to show a second time to assigned discipline they will automatically go to the next level of discipline.**

If a student has a fight he/she will begin no lower than Level III. However, a student may be placed at a higher level if the principal determines it is appropriate. The following offenses will automatically be Level III

offenses: fighting, assault, tobacco abuse, hazing and substance abuse (drugs or alcohol). The level for such offenses as sexual harassment and bullying will be determined by the principal. The principal will request parent conferences as appropriate.

Students who are disruptive to the smooth running of the school may be removed at the discretion of the Principal from the class for the day. Upon a second removal for severe disruption the student will be placed automatically on Level III / Step I and a parent conference will be required. Accommodation for students designated as Special Education will be made.

Level I—Lunch Detention

1 st offense	1 day
2 nd offense	2 days
3 rd offense	2 days MAXED OUT FOR THE YEAR

Level II---After School Detention

1 st offense	1 day
2 nd offense	2 days
3 rd offense	2 days MAXED OUT FOR THE YEAR
4 th offense	2 days + Mandatory Parent Conference
5 th offense	3 days
6 th offense	3 days
7 th offense	4 days
8 th offense	4 days MAXED OUT FOR THE YEAR

Level III---OCS

1 st offense	1 day + Mandatory Parent Conference
2 nd offense	2 days
3 rd offense	2 days + Mandatory referral to student Court and Parent Conference MAXED OUT FOR THE YEAR

Level IV---Off Campus Suspension

1 st offense	1 day +Mandatory Parent Conference
2 nd offense	3 days
3 rd offense	5 days +Mandatory Parent Conference
4 th offense	10 days MAXED OUT FOR THE YEAR*
Any offense maybe	Youth Court -Sentence

referred to Youth Court at any time.

* Youth Court Description

Youth Court is a vehicle whereby Willcox Middle and High School can refer students for disciplinary purposes. Youth Court is authorized to hear cases and pronounce sentences for cases sent to them by Willcox Unified Schools and Justice of the Peace Court #4. Youth Court operates on the principle of peer review and all cases are decided by participants of the youth court. Sentencing options of youth court can include fines, papers, community service, counseling, etc.

Tardy Policy – Tardies have a stand alone policy

Tardies are disruptive to the educational process and deprive students of instructional time. Tardies in the morning are especially disruptive. Students will have three allowable tardies first period. After the first three tardies the only excused tardies will be medical appointments and chronic illness. Other excused tardies are subject to principal's approval on case by case basis.

3-6 tardies	1 day	After School Detention
9-15 tardies	2 days	After School Detention
18-24 tardies	3 days	After School Detention
27 or more tardies	4 days	After School Detention and referral for truancy

Principal may assign On Campus Suspension for every tardy following the 24th.

Detention of Students

Teachers may keep students after school to make up work or for disciplinary reasons.

Students may be kept after school only if prior notice has been given to their parents. Students may be assigned to clean up the

campus of litter, etc., as an alternative to a regular administrative detention.

Reasonable detention during break-time, noon, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating.

After School Detention will be held from 4 pm to 5:30 pm. Bus students may ride the athletic activity bus home.

Probation of Students

Following a series of small disturbances by a student or one of a major kind, or other action that is disruptive to the education (of the individual or the student body,) the principal may inform the pupil and parents that the student is remaining in school "on probation." Written reasons for the probation will be sent to the parents or guardians and made available to the student, along with the precautions concerning future conduct that might lead to suspension or expulsion.

Time-Out

Students may be removed from the classroom for a portion of the class period for a time-out. The place is set up by the teacher to be another classroom. The student is responsible for any work assigned during that time and will return to class at the end of the time-out or the next day.

Time-out sessions are recorded in the student's discipline file.

Misconduct and Responses

Within the following descriptions of misconduct and responses, there are two main levels of misconduct, named Class I and Class II. The Class I problem areas carry a minimum response of three days of in school suspension. The Class II areas carry other responses as listed.

The maximum response to any problem area after multiple violations of any rule is expulsion from school. A single incident of

great magnitude and/or of multiple violations can also result in expulsion.

All problem areas which are violations of federal, state or local laws, including, but not limited to, possession, sale or use of weapons, possession sale or use of drugs, threats, assault, fighting or activating emergency alarms carry penalties which include long-term suspension or expulsion.

Suspension

The policy of Willcox Middle School, which relates to student suspension is in accordance with Arizona Revised Statute 15-843 which reads in part..."The authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the Governing Board of the school district. In all cases of suspension, it shall be for good cause and shall be reported within five days to the Governing Board, by the person imposing it."

Expulsion

Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of ARS 15-341, 25-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools.

POSSIBLE DISCIPLINARY/CORRECTIVE ACTIONS

- A. **Teacher/Student Conferences**
For appropriate violations, the teacher will talk to the student to try and reach an agreement on how a student should behave. This conference is to be recorded in the event that there is further disruption or problems created by the student.
- B. **Teacher/Parent Conference**
When the teacher/student conference proves to be ineffective, the teacher may choose to notify the parent.
- C. **Administrative Referral/Conference**

When a student is referred to the administration for disciplinary action, an administration referral conference will be held. This conference occurs when the student's conduct interferes with the educational process, and threatens the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of any penalty. The student will be given the opportunity to tell his/her side of the incident prior to the administrator imposing disciplinary action.

D. **Suspension from Extra-Curricular Activities**

A student's privilege to participate in or attend any extra-curricular activities and school-sponsored events will be suspended for a specified time. This will apply to both on-campus and off-campus suspension.

E. **On Campus Suspension**

Students are assigned to OCS for a part of a day or a number of school days for specified infractions. It is provided to take the place of an off-campus suspension and give the student the opportunity to remain under the supervision of the school and in the school setting. Students assigned to OCS are required to eat together as a group in the OCS room. They may bring their lunch or purchase lunch at school. Under normal circumstances, students assigned to OCS will not be permitted to leave campus after school has started. A student assigned to OCS is to get his/her homework from his/her teacher so that he/she will be productively busy during the term of assignment.

F. **Short-term Suspension**

Following an administrative conference, a student may be

suspended up to nine (9) days depending upon the infraction.

G. **Long-term Suspension**

Suspension exceeding nine (9) days may be imposed by the Superintendent or the Governing Board.

H **Expulsion**

Conduct which requires a formal hearing. The student will be allowed all rights as in a formal hearing. Only the Governing Board has the right to expel and will determine whether or not such punishment is applicable after the formal hearing.

I **Police Notification**

Police may be notified for specific infractions that may be in violation of the criminal code. The school administration reserves the option of whether or not to press charges.

In the event a student has been suspended off-campus, a phone call will be attempted to notify parents. In addition, parents will be notified by letter, which details the reason for the suspension.

Students suspended off-campus may be required to have their parents return for a conference with an administrator and/or counselor before they will be readmitted to class.

Due Process

Any student who is involved in disciplinary action is entitled to due process.

A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident the person initiating the referral must prepare a written report/referral, specifying the violation.

The student will be informed of the charges against him/her. He/she will then have the opportunity to respond. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

Appeal

In the event that a student feels he/she has not been dealt with justly or the proper process has not been followed, they may appeal the decision to the Superintendent. If an appeal is to be made, the student must inform the first level administrator within 24 hours of the assignment of the penalty.

EXAMPLES AND CONSEQUENCES OF BEHAVIORAL VIOLATIONS

CLASS I

1. **Violation of Federal, State, or
Local Law**

A student shall not violate any Federal, State, or Local law.

Minimum Short-term suspension

2. **Possession, Use, or Being Under
The Influence of Drugs or Alcohol
or Drug Paraphernalia; Sale or
Distribution of Drugs or Alcohol**

The possession, use, or being under the influence of illegal drugs or alcohol, or being in possession of paraphernalia associated with drug use on school property, or at school-sponsored events, is prohibited. The sale or distribution of drugs or alcohol or look-alike products is prohibited at school or any school activity.

- A student shall not possess, sell, offer to sell, use, or be under the influence of alcohol or drugs (except medication prescribed by a physician and used in accordance with the prescription and Governing Board policies). For the purpose of this policy, drugs are defined as narcotic drugs, dangerous drugs, toxic substances, and marijuana as those terms are defined in A.R.S. 13-3401, and imitation controlled substances as defined by A.R.S. 13-3451. A student shall not possess or sell, offer to sell, or use drug paraphernalia as defined by A.R.S. 13-13411.

Minimum Short-term Suspension

3. **Defiance of Authority/ Disrespect to
District Employees**

A student shall obey the reasonable orders of teachers, administrators, and other District employees and shall respond to requests for information from these persons in a truthful manner.

Minimum Detention

4. **Assaults and Fighting**

Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreement, and inducing fear by intimidation either physically or verbally are considered to be violations. A violent physical or verbal attack so as to do or to threaten violence to another is considered an assault.

- A student shall not physically abuse, assault, or engage in a fight with any student, school employee, or any other person.

**Minimum On campus
Suspension**

5.a) **Possession, Sale or Use of
Fireworks or Explosives**

The possession of fireworks of any variety or any explosive device is prohibited at school or school activity. Any variety of fireworks or explosive device detonated, or caused to be detonated on campus or at school activities is prohibited.

- A student shall not possess, use or sell fireworks or explosives. Any fireworks or explosives on school property shall be forfeited and turned over to law enforcement authority

**Minimum Long-term Suspension-
Expulsion**

**5.b) Possession and/or Use of
Weapon(s)**

A weapon is defined as anything that can inflict bodily harm when on campus or during school sponsored activities in a manner such as to cause damage or to intimidate others. Typical instruments are defined, but not limited to:

- A. Knives
 - B. Chinese stars
 - C. Chains
 - D. Tire irons
 - E. Razor, razor blades
 - F. Guns or ammunition
 - G. Slingshots
 - H. Clubs
 - I. Other objects of a similar nature
- **A student shall not possess or use firearms, weapons, bullets, or any other instrument capable of harming any person or property or reasonably susceptible of creating the impression of such harm. Any weapon on school property shall be forfeited and may be turned over to law enforcement authority.**

**Minimum On-Campus
Suspension**

**6. Emergency Alarms and Fire-
Control Devices**

Activating or using any fire alarm or emergency control device is prohibited.

- **A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying use of the device. A student shall not call 911, the emergency number, as a prank, on a telephone located on school property.**

**Minimum Short-term
Suspension**

7. Arson

A student shall not start, attempt to start or promote the continuation of any fire or explosion.

**Minimum Short-term
Suspension**

8. Unauthorized Entry

Any attempt to enter, or entry into, any unauthorized fenced area, building or student locker is prohibited.

- A student shall not gain, or attempt to gain forceful or unauthorized entry to school buildings or grounds.

**Minimum Short-term
Suspension**

**9. Endangering the Health and Safety
of Others**

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

**Minimum Administrative
Conference**

CLASS II

**1. Violation of School Policies and
Rules**

A student shall not violate any Governing Board policy, administrative regulation, or district school rule.

**2. Disruption to the Educational
Process of the School**

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, distract, or inhibit the educational process or other school activities/events. (Offenses would include, but not be limited to:)

- A. Actions that cause cessation of instructional activities
- B. Inciting to riot
- C. Encouraging fights
- D. Mischievous behavior

Minimum Administrative Conference

3. **Chronic Misbehavior**

A student shall not engage in any conduct that disrupts, distracts or interferes with the instructional process, or repeatedly engage in any conduct that violates district or school rules.

Minimum Administrative Conference

4. **Vandalism, Littering, and Destruction of Property**

The willful destroying, defacing, or otherwise damaging in any way property, real or personal, on school premises is prohibited.

- A student shall not damage, destroy, or deface any school property or property belonging to another person. Littering on school property or at a school event is prohibited.

Minimum Administrative Conference

6. **Sexual Harassment**

A student shall not make statements of a sexual nature when the student knows or has reason to know that the statement is unwelcome and/or where it may reasonably be perceived to be insulting or demeaning to the recipient of the statement. A student shall not engage in conduct or threaten conduct of a sexual nature that is unwelcome, unappreciated,

intimidating, and/or threatening to the recipient of the conduct.

Minimum On Campus Suspension

7. **Gambling**

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Minimum Administrative Conference

8. **Initiation and Hazing**

A student shall not participate or engage in initiations or hazing that involve actual or threatened verbal, physical, or sexual abuse. Such activities are absolutely prohibited. Initiations related to any school club, athletic team, or other group are subject to the above prohibitions, whether or not the conduct occurs on school grounds.

Minimum Administrative Conference

Hazing Exhibit J-2982 District Policy

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered at "student" until graduation, transfer, promotion or withdrawal from the District school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation

with or the maintenance of membership in any organization that is affiliated with and educational education.

- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with the state, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school

administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/ complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall

be observed in the process of making such a report.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

9. **Intimidation, Threats, and Harassment**

A student shall not intimidate, threaten physical harm, or repeatedly do the same to the point of harassing another person. This also includes racial epithets and harassment.

Minimum Administrative Conference

10. **Traffic Rules**

A student shall follow all school and other traffic rules when walking or riding a bike to and from school. A middle school student shall not drive a motor vehicle to or from school.

Minimum Administrative Conference

11. **School Bus Rules** A student shall abide by all school rules regulating the student's conduct while in a school bus or other school vehicle and shall obey the directives of school bus drivers or any other school personnel.

Minimum Administrative Conference

12. **Public Display of Affection**

A middle school student shall not engage in public display of affection.

Minimum Administrative Conference

13. **Immunization Requirements**

A student must meet the requirements of the immunization law and regulations.

Minimum Suspension until Compliance

14. **Misrepresentation, Extortion and Theft**

A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property. A student shall not take, use, or borrow any property by misrepresentation or deception or by expressing an implied threat.

Minimum On campus Suspension

FRIDAY WORK DAYS

Students may be required to come to school on a Friday to make up for the following:

1. IN ONE QUARTER- student has accumulated 10 tardies
2. WITHIN SCHOOL YEAR: student has accumulated 14 days of absence.

A student may be required to do more than one Friday work day if he/she again accumulates 10 tardies in a single quarter or 14 absences. Any student who has missed more than 14 days in a year may in danger of retention.

CARE OF SCHOOL EQUIPMENT AND FACILITIES

You are all citizens of Willcox Middle School and as such are entitled not only to the privileges of attending this institution, but are also obligated to certain responsibilities that are dependant upon an enjoyment of the privilege. Particularly important is the actual physical care of the grounds and buildings. As a citizen, you are obligated to take good

care of the buildings and grounds by disposing of litter and trash properly and by not marking or defacing any part of the buildings, as well as by discouraging others from doing so.

Willful damage or destruction to school property is classified as vandalism, and in accordance with Board policy, may be reason for your expulsion. Students caught vandalizing the school may be suspended and the recommendation made that the student be expelled. Cash reimbursement or other equitable compensation through a work program by the student may be an additional penalty for acts of vandalism or criminal damage to district property.

Theft of school property is grounds for immediate suspension and a recommendation for expulsion may be made to the Governing Board. Criminal charges may also be brought through the local police.

TEXTBOOKS

Students are responsible for their books. Individual teachers will issue textbooks. Books must be returned in like condition, allowing for normal wear and tear. It will be the student's responsibility to clearly examine the issued books. Damage to any book, not previously noted, must be reported immediately upon receiving the book, or book damage charges will be assessed to the holder upon the return of the book. Students are advised to cover their books with a book cover.

Students will be charged the full replacement cost of the book regardless of the age if any damage appears to be intentional, flagrant, or if any vulgar writing or pictures appear. Any lesser damage will be assessed according to the severity. This includes the students' agenda.

INTERROGATIONS AND SEARCHES

Interrogations

The District has legal custody of students during the school day and during approved activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with

respect to interrogations by law enforcement officials. A parent may, or a school administrator will be present during these interrogations, except when interviews are conducted by a Child Protective Services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2).

When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents/guardians. School personnel shall make every reasonable effort to make sure parents have been notified that a child has been taken into custody. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

Searches

The administration may approve the search and seizure of property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, or welfare of the student(s) exists.

Items provided by the District for storage (e.g., lockers, desks) of 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 and without permission of the student or his/her parent or guardian by school personnel.

STUDENT CONDUCT ON SCHOOL BUSES

The Board requires students to conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student does not conduct him/herself properly, the bus driver will inform the principal of the misconduct. The student's conduct may then be brought to the attention of the parents.

Misconduct on the bus or at the bus stop that endangers others or disrupts student

transportation can result in discipline including suspension or expulsion from school. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Arriving at Pickup Point

1. Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
2. If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
3. Walk on the shoulder of the road where possible, and not on the traveled portion.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Boarding the Bus

1. Line up single file, with younger children in front, so they can board first.
2. Wait until the bus comes to a complete stop before attempting to get on board.
3. Board the bus quickly but without crowding or pushing.
4. Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
5. Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
6. Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the Bus

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
4. Keep the aisle clear.
5. Do not talk to the driver except in case of emergency.
6. Avoid doing anything that might disturb the driver or interfere with his/her work. Refrain from loud talking or yelling.
7. Never stick hands, arms, head, or feet out of the windows of the bus.
8. Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
9. Do not touch the emergency door or exit controls or any of the bus safety equipment.
10. Do not discard refuse in the bus. Eat at home or school, but not on the bus.
11. Obey promptly the directions and instructions of the school bus driver.

Prohibited Items

1. Tobacco is not allowed in a school bus.
2. Alcoholic beverages shall not be carried onto a school bus.
3. Insects, reptiles, or other animals shall not be transported in a school bus. (A.A.C. R17-4-507(G) (7))
4. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the Bus

1. Remain seated until the bus has reached its destination and comes to a complete stop.
2. Do not push or crowd when leaving the bus.

CONSEQUENCES OF MISBEHAVIOR ON BUS

The bus drivers will have the responsibility of providing all students a safe trip to and from school and activities. An assertive discipline plan for students who do not follow school rules will be followed. This plan will include:

1. Verbal Warning.
2. Written referral from driver and the student will meet with the principal.
3. Written referral from driver, student will meet with principal and possible bus suspension for the student.

When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.

When a student is put off one bus, all drivers will refuse him transportation for the specified period of time.

LOCK DOWN

In the event of an emergency situation, lockdown or school closure the following sources will be contacted to distribute information: the school district website (www.wusd13.org) has an emergency information link on the front page, selecting this link will provide the most up to date emergency information, local radio stations will be contacted, the scrolling announcements on VTC channel 172 will have up-to-date information, the Willcox Range News website will have up-to-date information and Tucson television stations will be contacted in most cases. In the event of a lockdown, please do not come to your child's campus as this will compromise your safety, the safety of your child and other children and law enforcement officers. The Willcox City Library has agreed to provide a meeting place for parents in the event that a lock down takes place and school staff will be in communication with library staff in such cases. Also remember that during lockdowns and other emergency situations, mobile phones and other similar items may be taken

away from students because we have experienced such levels of misinformation going out that it creates unnecessary panic and danger for students, school staff and law enforcement officers.

EMERGENCY NUMBERS

Report a student absent.....384-8602

Report suspected bomb threats, weapons, violent activity, or other potential threats-
.....384-8602 or District Office 384-8600

Report if bus student has not arrived home in a timely manner, or to inquire about a bus schedule384-8602

Or bus barn384-8855

Cafeteria384-8665

Leave message for teacher.....384-8602

Tax credit information.....384-8602

Or District Office384-8600

HEALTH AND SAFETY

The mission of Willcox Unified School health office is to serve the health needs of the students so that they may be educated while in an optimal state of health. This is accomplished by: providing care to students who become ill or are injured while in school, performing health screening as mandated by the State of Arizona, and educating the student body on issues pertaining to their health and wellness. The goal is to minimize time away from school and out of class by prompt and appropriate nursing interventions. The nurse is available from 7:30 a.m. to 4:00 p.m. school days. Her office is at the Elementary School and she is on call for the Middle school and High school where health programs are also conducted. The nurse is available as a resource person to aid the teachers in the areas of dental health, personal hygiene, and instruction in basic safety and first aid rules.

General first aid is given in the health office. In case of a serious injury or illness, an ambulance will transport the student to the local hospital.

Health Screens

Vision and hearing screens are performed annually on certain grades, students new to the district and all special education students (per state statute A.R.S. 15-101). Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

Immunizations

Every student must have:

1. An up-to-date immunization history on file.
2. Proof of immunization must be provided from a documented source. State regulations allow for exemption of the basis of medical or personal belief.
3. Parents will be notified when their child is due for an immunization. In accordance to Arizona State Law (A.R.S. 15-872), the appropriate immunization must be obtained by

the specified date or the student will be excluded from school until proof of the immunization or exemption is provided.

Communicable diseases

Communicable diseases can best be avoided by practicing good personal hygiene such as thorough hand washing and covering open lesions to the skin. Parents need to clean and cover open lesions to the skin that the child may incur while at home. Please let the health office know if your child is being treated for any skin problems. Most students can safely return to school after being treated with antibiotics for 24-48 hours.

When students are suspected of having a contagious disease, the parents will be contacted so the child may be sent home. Students should stay home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours without the use of fever-controlling medicine.

Head Lice

The following procedures will be followed in the event a student is suspected or found to have head lice.

1. Students suspected of head lice infestation will be referred to the school nurse or designee.
2. Students who are found to be infected will be excluded from school.
3. The parent or guardian will be sent a letter with instructions for care and treatment.
4. The returning student must be accompanied by a parent or guardian and be re-checked by the school nurse or designee before returning to the classroom.
5. If lice or nit infestation is still present, the student will continue to be excluded from school until the problem has been eliminated.
6. If a child is absent for more than three days as a result of head lice, school officials may initiate an investigation.

Medication at School

Prescription Medication Guidelines:

Under certain circumstances, it may be necessary for a student to take medication during school hours. Prescribed or over the counter medication may be administered if the following requirements are met:

1. All medication for students must be brought to the school by a **PARENT OR LEGAL GUARDIAN**. All Medications will be kept in the school office in a locked cabinet. Medication will not be accepted in baggies.
2. 5-12th grade: Students are allowed to carry their own inhalers and epi-pens if: Parents complete the Consent to Carry Inhalers/ Epi-Pen form and return to the Health Office prior to the student carrying an inhaler or epi-pen on campus. All inhalers and epi pens, self-carry or not, must have a pharmacy placed label on it or have the inhaler or epi-pen inside of the box with the pharmacy label. Inhalers or Epi-pens not properly labeled are not allowed per district policy.
3. A completed Parent's Consent for Giving Medication at School form must be completed before medication will be administered. A new form must be completed with the expiration of each prescription and for each change in routine, such as time of day or dosage increase or decrease. The authorizing doctor must submit a note stating the change to the school.
4. Prescription medication must be prescribed by a physician.
5. The medication must be in its original prescription container with the dispensing pharmacy's label, student's name, name of medication, authorizing doctors name, instructions for use including time of day medicine is to be dispensed.
6. Medication must have a current date and not be expired.
7. **All controlled medication will need to be signed in and signed out by**

parent or guardian and will not be sent home with the student.

8. EpiPens will require an Allergy Action Plan Form with parent/guardian and physician signature, Inhalers will require an Asthma Action Plan Form with parent/guardian and physician signature, Insulin/glucometers will require a Diabetic Action Plan Form with parent/guardian physician signature.

Over the Counter Medications

Occasionally your child may unexpectedly need medication during the school day. For these occasions we must have written permission. We stock a small supply of over the counter medications in the school health office; however, parents are requested to supply over-the-counter medications for their child if the medication needs to be used for an extended time for a chronic condition. The medication must be in the original container with all warnings and directions clearly visible. The school nurse or designee will attempt alternate methods of care or treatment before using over-the-counter medications. The medication dose will be according to the manufacturer's recommendations for age and weight. **Over the counter medications can only be given with a parent/guardian's written consent completed on the Medication Permission Card.**

Epi Pens

Arizona Schools can now stock epinephrine pens for rapid response against life threatening allergy attacks. There are epinephrine pens located at each of the school offices.

The Law (SB 1421)

Requires school district governing boards to prescribe and enforce policies and procedures for the emergency administration of auto-injectable epinephrine by a trained school district employee. Allows a school district or charter school employee who is properly trained to administer or assist in administering auto-injectable epinephrine to a student or adult whom the employee believes in good faith is showing signs of anaphylactic shock while at school or a school-sponsored activity.

Mandatory Child Abuse Reporting

School personnel are required by State law to report suspected or known cases of child abuse or neglect to the police or Child Protective Services.