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Foundations

OUR VISION

The vision of Santa Maria Middle School is to:

- Promote a positive, safe, and nurturing environment that supports learning, mutual respect, and cooperation for students, staff, and community so that all students grow academically.
- Demonstrate high expectations for student performance among staff and students that promote high student achievement.
- Prepare all students to meet the challenges of high school graduation and beyond by providing curriculum and instruction aligned with Arizona's College and Career Ready Standards through multiple paths to learning.
- Promote parents and community as active participants in the education and decision making process at Santa Maria Middle School to create a collaborative environment that supports academic achievement.

OUR MISSION

In partnership with parents, and our community, the mission of Santa Maria Middle school is to promote a safe and positive learning environment that is committed to high expectations for academic performance and personal integrity. We are dedicated to the challenge of preparing young adults for high school graduation, and we are proud to work with young people who become lifelong learners and productive members of society.

BOARD OF TRUSTEES

Arizona Revised Statutes grant authority for the development of school district policy to the elected Board of Trustees. Based on the direction of the Board, the superintendent is responsible for the implementation of Board policy, both directly, and through the site administrator.

The Board of Trustees for the Fowler Elementary School District holds regular monthly meetings on the second Tuesday of each month.

LAW

Arizona laws are considered part of the policies of Santa Maria Middle School. Whatever is in violation of Arizona Revised

Statutes (AZ Title 15-341 & 13-2911) is in violation of school policy.

APPLICATION OF THE HANDBOOK

All Policies listed in this handbook apply at all times while school is in session and at all school related activities.

Students present on any property operated by the Fowler Elementary School District are subject to the policies found in this handbook and the District Code of Conduct.

Additionally, school rules may be enforced for conduct occurring off campus. Refer to the District Code of Conduct on page 14 section 2 – Good Neighbor Policy.

Santa Maria Middle School reserves the right to make changes to the student handbook to preserve the safety of our children and to promote the learning environment. Parents will be notified when changes to the student handbook are made.

ENROLLMENT ELIGIBILITY

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- A student who is 18 years of age or older and whose place of residence is in the District.

- A student who is homeless, and who attended a school in the District at the time of becoming homeless.

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may include, without limitation, landlord-tenant agreements, rent receipts, and receipts for utility payments.

Students seeking to enroll in the Fowler Schools will be asked to provide the following documents:

- Proof of Residency (Current electric, phone, water bill, contract of home, lease agreement with parent name & address listed.)
- Birth Certificate
- Immunization Record (Up to date)
- Transfer or Withdrawal papers from previous school, including last report card or previous school name, address, fax & phone number.

Students who have been expelled from a previous district will not be allowed to enroll without the approval of the Governing Board.

Santa Maria Middle School actively checks residency verification information. Falsified or inaccurate residency documents and statements may result in the withdrawal of the student from Santa Maria Middle School.

Students who do not reside within the boundaries of the school may apply for admission from March 31 through May 1 through the Open Enrollment process.

Students who have not applied for Open Enrollment by May 1st may ask for a variance.

Students who move out of the school service area will have to apply for continued enrollment through Open Enrollment.

After the Open Enrollment Period if a student is found to be living outside the school boundaries and not have approval for attendance, the parent will be notified and the student will be withdrawn from enrollment until the Open Enrollment process has been completed.

Students attending Santa Maria School on the basis of a variance may have the variance withdrawn by the school if attendance or disciplinary problems inhibit the ability of the school to provide educational services.

PARENT/GUARDIAN INVOLVEMENT IN ENROLLMENT

When a student enrolls at SMMS, the school must have the signature of a parent or guardian on all enrollment forms.

Students who are not residing with a legal parent or guardian will be asked to provide the school with proper documents that establish custody or Power of Attorney. Without these documents, the school may not disclose information concerning the child to the supervising adult.

NON-DISCRIMINATION

The Fowler Elementary School District is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Individuals who believe that they have been subject to violations of this policy are to direct their concerns to the school principal 623-707-1100 or to the superintendent of schools 623-707-4500.

Variance Applications

Only students within the Santa Maria Middle School boundaries are permitted to come to Santa Maria with the proper documents and registration. However, if you would like your student to attend Santa Maria and you are out of district boundaries you may submit an application for variance. Santa Maria will only consider students that have a 'C' average from their last year's report card and have not been a discipline problem the year before. If your student is accepted on campus, we will be checking grades and behavior on a weekly basis. **If your student fails to maintain their grades or behavior your variance will be revoked and you will be asked to withdraw your student** and go back to your home school. Parents will also be required to be active participants of our Parent Teacher Organization.

School Safety

SCHOOL SAFETY REPORTS

Students and parents who become aware of information regarding weapons on the school campus, the potential of bombs, or bomb threats, or anticipated harmful or violent activities are urged to contact school district officials and/or police to report the information.

The school principal may be reached at 623-707-1100 and the superintendent may be reached at 623-707-4500.

In the event of an emergency situation, individuals should call 911.

SCHOOL CLOSURE

In the event of an emergency school closure parents and students should tune into local radio stations for updates on the school closure. An announcement may also be left on the school voice-mail system. If children have left for school prior to the announcement of a school closure parents may report the situation to school officials at 623-707-1100.

In the event of a prolonged school evacuation parents should tune to local radio stations for information regarding evacuation sites and the procedure for picking up their child.

Gang Affiliation and Activity.

Symbols, writing, gestures, or possession of paraphernalia associated with gangs or gang-like activity are prohibited and will be subject to appropriate disciplinary action. Law enforcement will be notified of gang activity. For more information regarding this please refer to the District Code of Conduct on page 14, section 2.14.

SCHOOL CAMPUS

The campus opens at 8:15 a.m. Students shall not arrive before this time.

The campus of Santa Maria Middle School is defined as the actual property of the school site, and the streets and sidewalks surrounding the school property, excluding private residence.

School rules will be enforced within this area before school, during the school day, and when school activities are taking place on campus.

Students violating school rules inside private vehicles parked on streets adjacent to the school site will be subject to the

enforcement of school rules in the same manner as if they were in a school parking lot.

The school will also enforce rules on the use of controlled substances within a 300 ft. limit from the school property.

STUDENT CHECKOUT

All pupils are the responsibility of the employees of the School District. A parent or other identified adult who is to pick up a child during school hours must sign out in the office. The person picking up the child must assume personal responsibility for the student.

In accordance with the Arizona State Law, with the exception of some emergency services, only a person listed on the emergency card may take a student from the campus during school hours. A picture ID will be required before a student will be released from the school.

ANYONE COMING TO PICK UP A STUDENT DURING SCHOOL HOURS MUST GO TO THE OFFICE, NOT TO THE CLASSROOM.

SMMS students will not be checked out to any person under the age of 18 (even if listed on the enrollment form) unless the parent has made prior arrangements with the Principal.

SMMS students will not be checked out at lunchtime to high school students. A parent must be present to check out the student.

The school strongly suggests that parents not check their student out for lunch at times other than their lunch period. The school also strongly suggests that parents check out only their student for lunch, and not ask to checkout friends.

The District does not condone or authorize the use of ride sharing options such as Uber or Lyft to pick up students. Under general circumstances, the District will not permit students to be picked up by anyone but parent, guardian, or an individual expressly authorized by the parent or guardian.

STUDENT ID

All students are required wear their ID on their collar, or a school approved/provided lanyard at all times, for all school functions, unless otherwise directed by the

school administrator. This includes riding the bus. IDs will be issued at the beginning of the year. If the ID is lost or damaged, replacement IDs must be purchased for **\$5.00** in the office.

First period teachers will require students to present their ID upon entrance to their classroom. If a student does not have his/her ID, a temporary ID will be issued during the 1st period class in the RTC room or in the cafeteria before school starts. Students will be allowed three temporary IDs without consequence each quarter. Upon the 4th temporary ID the student will be subject to a disciplinary referral. Any student requesting a temporary ID after the first hour will receive a referral for not complying with school rules.

If the student arrives to school after first hour, the front office will check for ID and issue a temporary ID if necessary.

Students may purchase IDs before school or during lunch time. Students are not to miss class time to obtain new ID cards.

Students will not be allowed to board the bus in the afternoon without a permanent picture ID.

Attendance and Tardy Policy

ATTENDANCE POLICY

The campus at Santa Maria Middle School is considered closed. Once students arrive on campus, they cannot leave the campus unless they are signed out by a parent or guardian.

A student leaving campus without permission will be considered truant and disciplinary action will be taken.

The office handles absence and tardiness records. Parents should call the school at 623-707-1100 no later than 9:30 a.m. on the day of the absence to report a student being absent or tardy. If you wish to call during non-school hours, please leave your message on voice mail at 623-707-1100. This service is available after office hours.

Absences will be marked as unverified on the student's attendance record if a parent call is not received or parents cannot be reached for verification.

Any student who misses school for any reason is required to make up the work missed during the absence. It is the

responsibility of the student to get the assignments and submit them to the teachers within the specified time.

If a student becomes ill after arriving at school, he/she must report to the nurse's office before going home. No one may authorize any departure from the school grounds except the school administration and/or nurse. Medical and dental appointments should be scheduled after school hours. If a student is to leave during the school day, he/she must report to the office upon leaving and returning.

If an absence is pre-planned, please contact the office ahead of times. Students are responsible for obtaining school work for the time absent.

Excused Absences

An absence is excused when the school receives notice, by phone or by note, from the parent explaining the student's absence. Arizona Revised Statutes require all children ages 6-16 to be at school. The law provides that a parent is "excused from the duties prescribed by the law" (ARS 15-802 Sec. D) if they can show to the satisfaction of the school principal that their child was ill. Santa Maria Middle School will excuse absences for the following reasons:

- A. Illness
- B. Doctor/dental/legal appointments
- C. Death in the family
- D. Court appearances
- E. Family Emergencies
- F. Religious Holidays

The school reserves the right to ask for documentation for absences.

Repeated absences for illness will result in the school asking for proof of illness, and a doctor's visit. A note from the doctor/dentist or other professional involved will excuse absence for reasons of appointment.

Absence for religious holidays should be cleared with a note to the office prior to the holiday.

Absences for reasons other than those listed here need to be excused by the principal. Parents may be required to meet with the principal to discuss the situation.

Unexcused Absences

Absences that are not excused by phone or by note, and that do not apply to the categories listed above, will be unexcused.

Absences that are not excused within 48 hours of the absence will be marked as unexcused.

Unexcused absences are considered as truancy by the law. Students who are considered "habitually truant" as defined in ARS 15-803 will have their parents notified that a referral has been made to the School Truancy Program.

Habitual truancy as defined by ARS 15-803 as any student who is truant for at least five days during a school year.

Excessive Absences

ARS 15-802, Section B states that parents are responsible to ensure that their child is in attendance for the full time school is in session.

ARS 15-803 states that "Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days."

When students are absent more than 18 days in which school is in session the school will consider the student to have excessive absences and the student will be referred to the School Truancy Program.

TARDY POLICY

A student is deemed tardy when he/she is not seated in class when the tardy bell rings at the beginning of the day or for any class during the day.

Students who are late to class by more than fifteen minutes will be counted as absent for that class period.

A parent note or phone call does not automatically excuse a tardy, unless it pertains to one of the approved areas, or is approved by an administrator. Approval of any absence is up to the discretion of the school.

Late admission to class may be excused if it involves the student being at a:

- Medical, dental, legal appointment, or
- Meeting with a counselor, nurse or principal.

- Unavoidable/emergency situation (Must be approved by the office)

Late admissions based on an allowable situation should submit a note from the individual, medical, dental or legal firm involved.

All other late arrivals will be marked as unexcused.

Consequences for unexcused tardiness will be as follows:

1st Unexcused Tardy—Warning to student by teacher or office.

2nd Unexcused Tardy – Warning to student by teacher or office.

3rd Unexcused Tardy – Lunch detention and parent phone call by teacher.

4th Unexcused Tardy --Level 1 Referral with discipline points assigned and corresponding consequence.

All subsequent unexcused late arrivals become Level 1 Referrals with progressively increasing consequences.

ATTENDANCE ON THE DAY OF AN ACTIVITY

Students participating in any school sponsored extracurricular activity are expected to attend **ALL CLASSES THE DAY OF THE ACTIVITY IN WHICH THEY ARE PARTICIPATING**. If, for some reason, the student is unable to attend ALL classes, they **MUST** receive clearance **IN ADVANCE** from the Assistant Principal, in order to be eligible to participate in the activity. They do not need clearance for classes you are **REQUIRED** to miss because of a school-sponsored activity.

Dress Code

All students attending kindergarten through eighth grade in the Fowler District will be required to wear school uniforms. The clothing may not be altered in a manner that includes, but is not limited to, slits of shredded hems, logos, other than the school mascot (when allowed), or is disruptive to the educational process. Bare midriffs are not allowed. Some exceptions may be allowed due to religious reasons. The standard school clothing is:

TOPS:

- Colors must be solid white, light blue or navy

- Shirts must have sleeves
- Polo shirts with buttons, or regular shirts and must have collar and sleeves
- Shirts may be un-tucked but must be no longer than the top of the hand when placed to the side
- Must not have any logos larger than a quarter or writing on them other than school mascot when allowed.
- Must be size appropriate
- No denim may be worn
- Undershirts worn beneath tops must be white and not visible below the outer shirt.
- A uniform shirt is to be worn under sweaters, jackets, or other outerwear.
- Uniform shirts must be worn at all times, unless otherwise approved by the principal.

BOTTOMS:

- **Must be navy blue**
- No denim may be worn
- No cargo pants nor cargo shorts
- Students may wear shorts, skirts, skorts, or slacks that conform to the 3-4 pocket tailored uniform style
- All shorts, skirts and skorts must be no shorter than two inches above the knee
- All shorts must be no longer than two inches below the knee
- Belts must have no logos
- Belts may not hang down below the waist line.
- No logos larger than a quarter or writing on bottoms
- Must be size appropriate
- Pants must fit at the waist and may not drag the ground – NO SAGGING or BAGGING
- Sweatpants, spandex, joggers, and tight fitting clothes are not permissible
- Leggings worn under skirts or skorts must be white, black, or navy blue
- Gym shorts may not be worn under uniform pants.
- Uniform bottoms must be worn at all times, unless otherwise approved by the principal.

FOOTWEAR:

- Shoes are:
 - To be closed toes
 - To have laces (if applicable)
 - To have same laces on both shoes.
 - Not to have writing on them.
 - To have tongues that are under the tied laces
 - To be the same on both feet

- Socks are to be the same on both feet.

OUTERWEAR:

- Must be **solid** white, light blue, or navy, no logos larger than a quarter
- Sweaters and sweat shirts may be worn in the building
- Sweater hoods may not be worn on the head while inside the buildings
- No denim may be worn
- Windbreakers, jackets, coats, and any item with a zipper are to be worn outside of the building only. It must be removed once the student is in the building.

OTHER UNIFORM ISSUES:

- No piercing in nose, brow, tongue, or other visible parts of the body (other than ears).
- Tattoos are not to be visible at any time.
- Hoop earrings shall be no larger than a fifty-cent coin
- Earrings shall be no longer than 1inch long. (i.e. tapers)
- Make-up products shall be left at home
- Hats, visors, bandanas, hairnets, knit stockings, and/or caps are not to be brought to or worn at school.

Dress Code Violations

Footwear must be worn at all times. Safety requirements for specific classes such as industrial technology, life management, physical education and science shall be followed.

Gang clothing/paraphernalia is prohibited on school property, in school buses and/or at school activities. Gang paraphernalia is defined as any apparel, altered apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute which may denote membership in a gang.

The school reserves the right to further define appropriate dress for the students. Santa Maria Middle School has established the following site guidelines for student dress.

Students that are out of uniform will be directed to bring their attire into compliance with the dress code, and the following steps will be taken.

Students will be allowed to call parents for a change of clothing. If the parent cannot come, the student will be required to change into 'loaner' attire if it is available. The student will not be allowed back in class until the clothing is changed.

Dress code violations 1- warning and parent call

Dress code violations 2-3 will result in a referral for non-compliance with disciplinary points and the corresponding consequence.

Dress code violation four (4) will result in a referral, disciplinary points and a two-day off campus suspension.

Dress code violations five (5) and above will result in a referral, disciplinary points and a five-day off campus suspension.

Questions regarding the dress code may be directed to the Assistant Principal at 707-1100.

Student Life - Academics

GRADES / REPORT CARDS / PROGRESS REPORTS

The grade received for yearly work is the only one recorded on the permanent record card and represents a cumulative score of the student's work over two semesters.

A progress report form will be sent home with each student every Friday. Parents should review the progress report and direct questions to the specific teacher. Parents are also encouraged to utilize the Parent Portal to view student grades. Information can be obtained from the school's office.

Final report cards will be held in the office and not mailed if any school library books, classroom books, or school equipment is not returned.

Student Grades are reported in letter grade form. The letter grades equate to the following percentages:

100% to 90% = A

89% to 80% = B

79% to 70% = C

69% to 60% = D

59% to 00% = F

P/F = Pass or Fail (IEP/AE)

R = Student Refusal

NHI = Not handed in

I = Incomplete

NG= No Grade has been entered at this time

BOOKS AND SUPPLIES

Students will be furnished with many of the supplies they need; however, they will need to furnish some items. It is the student's responsibility to use these materials properly. In some instances, students will be requested to bring special supplies.

Books are provided to the students on an assigned basis.

Some textbooks will be given out at the beginning of the year and will be kept at home for use by the student for homework assignments throughout the year.

Student agendas will be given to each student. Students will be required to replace lost agendas at a cost of \$5.00. **Replacement agenda pages will be provided upon request and students will be assigned a lunch detention.**

The student is responsible for the care of these books. Lost, misplaced, or damaged library books, text books and agendas will be paid for by the student assigned the books.

Parents will be notified of lost or damaged books and the incurred cost.

Sports equipment and uniforms may be withheld until damage or replacement fees have been paid, and students with outstanding fees or lost books will not participate in promotion activities.

LATE WORK

No late assignments will be accepted unless prior arrangements have been made with the teacher.

MAKE-UP WORK

Upon returning to school after an excused absence, **STUDENTS MUST ASK** each teacher for work missed. Two calendar (2) days for each day missed will be allowed to complete make-up work. Individual teacher policy may extend this time. Students who are absent due to an off campus suspension must ask for assignments upon their return to school. Individual teachers will set due dates for work missed due to suspension.

Parent requests for assignments due to a pre-arranged excused absence are to be made with the individual teachers.

Assignments that are given out prior to a student's absence are not considered make-up work, and will be due on the designated date.

ACADEMIC ASSISTANCE

Academic assistance services are offered after school. Please check with the school office for the location and times of services.

PARENT CONFERENCES

Parent/teacher conferences will be conducted twice a year. In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with teachers at other times during the year. Parents who wish to schedule a conference with a teacher or team should contact the school at 623-707-1100.

PROGRAM OF STUDY – ACADEMIC CLASSES and REQUIREMENTS

Students attending Santa Maria Middle School will be required to complete classes in the core areas of Math, Language Arts, Science and Social Studies. Students will also enroll in a variety of exploratory classes. All students attend two exploratory classes each day. All students change exploratory classes every nine weeks. Based on academic need, students may be assigned to a supplementary math, reading or language class during the exploratory block.

Student Assistants:

We will allow students be student assistants to teachers, the office or the media center in lieu of an exploratory class once in one school year (totaling no more than 3 times in 3 years). If a student is requested by a teacher, the office or the media specialist to be their assistant, the student will bring home a permission slip for parents to sign explaining the work they will do, who they will be working for and what exploratory classes they will miss.

PASS/FAIL GRADES

Students may receive a pass/fail grade when the level of their work has fallen below 60%, but there is an indication that the student is making progress. The pass/fail mark will not be issued in place of an A, B, C, or D grade. Parents will be notified regularly after first quarter if students are not making progress.

Pass / Fail grades may be issued:

- To students who qualify under an Individual Education Plan (IEP). Generally, these students are enrolled in the Special Education Program.
- To students who qualify under a Section 504 Plan.
- To students enrolled in an exploratory class, and have made every effort to succeed in the subject area.
- When a student has successfully undertaken remedial work to make-up a failed core class.

PROMOTION REQUIREMENTS

In grades six (6) through eight (8), the student must receive the teachers' recommendation for promotion. This recommendation is based on the student achieving in four criteria.

- 1 - Passing grades in Math, Language Arts, Social Studies and Science.
- 2 - Attendance (Excessive absences may result in retention).
- 3 – State testing results
- 4 - Age/maturity/readiness for next grade level

All students are expected to maintain passing grades and make adequate progress in the curriculum to advance to the next grade level. Students who do not meet the criteria will be identified and placed on academic intervention plans in an effort to support the academic progress of the student. Interventions could include the following: mandatory tutoring, SOAR reading classes, reading intervention classes, math intervention, and/or summer intercession support based on availability and funding.

Students who fail core classes may be considered for retention, except, if the student successfully makes up the failed class(es).

Make up courses may be completed through summer school, an approved correspondence course, or other course approved by the principal.

8th grade students:

Students must successfully pass all core classes before they are promoted to the ninth grade.

REVIEWS OF PROMOTION/RETENTION DECISION:

A.R.S. 15-521 states that every teacher shall make the decision for promotion or retention of students.

Parents do not have the authority to overturn the decision of the teacher.

If a parent or legal guardian chooses not to accept the decision of the teacher as provided in SEC. 15-521, the parents or legal guardian may request in writing that the Governing Board review the teacher's decision.

The pupil has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. In order to sustain the burden of proof, the pupil shall demonstrate to the governing board that the pupil has mastered the academic standards adopted by the state board of education. (ARS 15-342). The decision of the board will be made on the basis of adopted promotion and retention guidelines.

SCHEDULE CHANGES

The assistant principal handles schedule changes for all classes. Before a schedule change is made, the situation will be discussed with the teacher.

ACADEMIC AWARDS

Santa Maria Middle School offers the following academic honors:

Gold Honor Roll: Awarded each semester to students who maintain a 4.0 grade point average. These students will receive a certificate and other school-based rewards. No Ds or Fs will be allowed.

Silver Honor Roll: Awarded each semester to students who maintain a 3.5 to 3.99 grade point average. These students will receive a certificate and other school-based rewards. No Ds or Fs will be allowed.

Bronze Honor Roll: Awarded each semester to students who maintain a 3.0 to 3.49 grade point average. These students will receive a certificate and other school-based rewards. No Ds or Fs will be allowed.

Student of the Month Two students are selected from each grade level by the faculty.

Most Improved Student: Presented to one student at each grade level who has been able to do achieve academic and/or behavior progress.

Character Counts Award: Presented to one student at each grade level who exemplifies the six pillars of good character.

Character Counts

Students at Santa Maria Middle School are encouraged and rewarded for building personal character and therefore building a positive community for the school. Our students are expected to be trustworthy, respectful, and responsible, fair, caring and have good citizenship. GO BULLDOGS!

Student Life - General Policies

BICYCLES

Students riding their bikes to and from school are reminded to comply with A.R.S. Title 28; Sections 811-818 to ensure compliance with state bicycle safety laws and ensure students are riding safely. Bike racks are available and student provided chains/locks must be used. As with other personal items brought to our campus, we cannot accept responsibility for the safety of bikes throughout the school day.

NOTE: Students are to walk their bikes across the streets through appropriate crosswalks and follow the instructions of the crossing guards and/or other staff members.

SKATEBOARDS AND SCOOTERS

Skateboards and in-line skates may not be brought to the campus. Scooters of any type are not allowed on the school campus.

BUS POLICY

Refer to the School District Code of Conduct on page 20 for a complete list of school bus rules.

Students receive permission to travel to and from school by bus when prior arrangements have been made between parents and the school. Parents must obtain prior permission from the administration for students not previously assigned to ride a bus or to ride a particular bus (i.e. to travel with a school friend). Students must have a written note from parents requesting permission to ride the bus. Phone calls will not be accepted.

Only students staying with a teacher for an authorized afterschool program may ride the “late” bus after school.

CAFETERIA

Hot meals are available for all students and teachers. Applications for free or reduced meals are available in the school office.

Students will be allowed to add money to their account in the cafeteria during their lunch time. Teachers will not send students to the cafeteria during class time.

Any student needing assistance should ask a lunch duty aide, duty teacher, or administrator for help.

With the exception of water, all food and beverages will be consumed in the cafeteria. The only exceptions to this policy will be special celebrations approved by the principal’s office and during breakfast in the classroom.

No food will be eaten in buses, classrooms or hallways of the school. No food is allowed on the school grounds, except in the cafeteria or during breakfast in the classroom.

LUNCH AREA EXPECTATIONS

Santa Maria Middle School has three lunch periods scheduled into the school day.

The school expects that all of its students will conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

- Enter and leave the lunch area at a walk.
- Form and keep a single line at each service area. Cutting into line is not allowed.
- Go through the serving line one time only (unless the cafeteria staff allows a second helping).
- Clean the table and floor area around your seat before leaving.
- Leave the lunch area or activity field during lunch period only with the permission of the duty person, and with a pass.
- Refrain from pushing and shoving.
- Conversation at lunch tables is not only permitted, but desirable. However, loud and boisterous talk, yelling, screaming, etc., are not acceptable.
- Students are not to throw any object -- no matter how small, for however short a distance.
- Students are not to take food or drink of any kind from the lunch area.

- Students in Lunch Detention will report at the beginning of lunch and refrain from talking at the table. Students who disrupt and talk during detention will be written a referral for not following the procedures.
- There is a maximum of six people per table.

DANCES

Dances are a part of Santa Maria Middle School's activities. Several dances are sponsored during the school year. School dances are restricted to students enrolled in SMMS.

DANCE POLICIES

1. Minimum lighting must be maintained so that chaperons can identify people on the dance floor.
2. **OBSCENE AND/OR UNSAFE DANCING WILL NOT BE ALLOWED AND WILL RESULT IN IMMEDIATE REMOVAL FROM THE DANCE.**
3. Students will not be allowed to provide music for the dance.
4. Only music provided by the D.J. and approved by the school may be used.
5. **Students who leave the dance early - will not be readmitted. Students are to leave the school grounds immediately. Students are not to loiter.**
6. Although close dancing is allowed during slow songs, hands must be above the waist level.
7. No “game” dances or any dance variations in which potential for physical contact that could be a safety hazard is allowed.
8. No food or drinks are allowed except refreshments sold by a school sponsored club (i.e. PTO/Student Council).
9. No loitering in the restrooms, at the door, or on the grounds outside of the gym.
10. Student behavior must comply with school policies, those policies will be enforced.

DELIVERIES TO SCHOOL

Deliveries of flowers, balloons and other items to the school are not allowed.

Deliveries that do arrive will be held until the end of the school day in the office. Deliveries will not be sent to the classrooms. Students will be paged at the end of the school day. If the student does not pick up their item, another page will be made at the end of the next school day.

The school does not guarantee that students will pick up an item delivered to the office.

FEES

There may be reasonable assessments for optional activities and extracurricular programs conducted when school is not in session. Extracurricular activity means any optional, non-credit, educational or recreational activity that supplements the educational programs of the school, whether offered before, during or after regular school hours. Optional class activities provide the student with an enhanced educational experience.

Students may also owe fees for lost or damaged materials library books or uniforms. Students will not receive report cards or promotion certificates and will not be allowed to participate in other activities or field trips until all fees have been paid.

EXTRA-CURRICULAR ELIGIBILITY

In accordance with the State of Arizona's regulations and Fowler District's Governing Board Policy, only those students deemed academically eligible may participate in extra or co-curricular activities in which competition is an integral part of the organization.

FIRE OR EMERGENCY EVACUATION

In the event of emergency evacuation, a loud, continuous alarm will be heard. Students and staff will follow the printed maps posted in each classroom for evacuation.

Students are required to follow the instructions of the teacher and are required to form a single file line, not talk, and follow the teacher to the designated area.

Students are also expected to comply with directions given by any uniformed emergency personnel (police or firemen).

FOOD AND DRINK

Students are not allowed to take food or drink into the classrooms, library, office, gymnasium, or onto the activity field.

Students are not allowed to bring to or possess any open container to the campus. This rule includes fast food and convenience store beverage cups, as well as soda bottles/cans.

Students are allowed to carry a water bottle to school and may have the water bottle in class with them (water only).

HEALTH CENTER

The school health-aide is the consultant for students concerning health problems. In case of accident or sudden illness, students may report directly to the school nurse. If not seriously ill or injured, or if the illness/injury occurs during the class period, the student should report to the teacher to have his/her agenda signed in order to see the health-aide.

In the event the nurse determines the student should go home, the parent/guardian will be contacted.

Only the school health care professional can determine if a student needs to go home, as such, students may NOT call home from the classroom.

Students requiring medicine at school, including aspirin, must have a parent's written request on file.

All prescription medication must be brought to school in a prescription bottle. All medications and inhalers must be kept and administered in the Health-aide's Office.

The health-aide may not dispense any prescription medication that has been prescribed for anyone but the student.

PHYSICAL EDUCATION EXEMPTION

For a student to be exempted from participating in P.E., the following requirements must be met:

1. A note from parents will excuse a student from participation for two class periods or less.
2. Long-term exemptions must be made through a doctor's note. A return to P.E. will require a doctor's release.
3. All students excused for either reason listed above will be asked to complete an alternative assignment during the students' time of release from P.E. activities.

HEAD LICE

Should your child become infected with head lice, district policy requires that your child be sent home for treatment. Treatment may require being out of school for one to three days which are considered excused absences. It is our expectation that within three days, your child will return to school, treated and free of head lice. **The school district policy is that students**

will be “nit free” upon their return to school. If your child remains home for more than three days, the extended time would be counted as unexcused absences and would become a truancy issue (refer to section on Attendance).

IMMUNIZATIONS

Schools shall forbid attendance of any student not meeting the requirements for immunizations or exemption from immunization and shall suspend such student pursuant to A.R.S. 15-843. These immunization records must comply with the documentary proof required pursuant to R9-6-503.

LOST OR STOLEN ITEMS

Student’s MUST ASSUME sole responsibility for loss of, or damage to, their property. The school is not responsible for lost personal property. Claims regarding stolen property may be made to the assistant principal through an incident report. **WARNING: CELL PHONE THEFTS ARE RARELY RECOVERED. WE STRONGLY ENCOURAGE STUDENTS TO LEAVE THEIR ELECTRONIC DEVICES AT HOME AS PER THE RULES.**

Lost and found articles should be taken to the office. Unclaimed articles will be given to charity periodically during the school year. Lost articles may be claimed before or after school or during lunches. Personal belongings must be marked for identification.

LIBRARY

The library opens at 8:15 a.m. and closes for the day at 4:00 p.m.

The library is here to service students and help make the students’ experience more pleasurable and academically successful. Familiarizing yourself with the following information will help students greatly.

Behavior- Any behavior which is disruptive or disturbing to anyone else in the media center will not be tolerated and may result in loss of media center privileges and/or a disciplinary referral.

Passes: All students need a pass to enter the media center unless they are part of a scheduled class. The pass must be issued by a staff member.

Circulation: Students will be allowed to check out two library books at a time, but must return one or both before any other books may be checked out. Lost books must be paid for before the student will be allowed to check out additional books. If a student has an overdue library book, he/she will

not be able to participate in extra-curricular activities or rewards until the book is returned or paid for.

Responsibility: After checking a book out, its care is totally the student’s responsibility. If it is lost, stolen, or damaged, the student will be charged. Students should check the book BEFORE they check it out to make sure there is no damage to the book. Once the book is checked out the school will hold the current student responsible for the book and the damage.

The following rules apply in the library:

- Students must remain quiet and maintain a serious study environment.
- Food, candy, gum, drinks, etc., are not allowed in the library.
- The library must be left neat and orderly.
- Students are not allowed to tilt chairs, sit on tables or put feet up on the furniture.
- Students are expected to use school computers for schoolwork. The viewing of sites not related to an assignment may result in the student being asked to give up the use of the computer.
- The use of personal e-mail or chat rooms is not allowed in the library.

Report a lost or stolen book immediately. If no price is listed on the computer record, a paperback book will cost \$5.00 and up. Students, who do **not** return a book or books, **will not receive their report card or promotion certificate, and will not be eligible for the promotion ceremony until the book/s have been returned or have been paid for.**

ELECTRONIC INFORMATION SYSTEMS

Refer to District Code of Conduct on page 28 for a complete listing of computer and Internet use guidelines.

STUDENT FUNDRAISING ACTIVITIES

Fund Raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Student Council and the principal, and approved by the Governing Board.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- A. The aim of the activity shall benefit youth in educational, civic, social and ethical development.
- B. The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Only Student Council is permitted to sponsor fundraisers for Santa Maria. Individual teams or grade levels cannot sponsor a fundraiser in order to make a profit for their team. All funds that are raised are to benefit the student body.

STUDENT VISITORS

Student visitors and siblings are not allowed on the Santa Maria campus.

STUDENT RECORDS

Refer to the District Code of Conduct Page 1, section 1.5.

TELEPHONE USAGE

The school's office telephones are for official business. Students must ask permission to use any school telephone.

TRAVEL POLICY

Students participating in school-sponsored activities away from school must travel to and from the activity in school provided transportation. Exceptions to this policy may include:

- A. Sponsors, coach, and Assistant Principal must be contacted **IN ADVANCE** by the student's parent in **PERSON OR PHONE** giving special permission for that student to travel by private vehicle. **NOTES ARE REQUIRED FOR VERIFICATION.**
- B. If permission is not given prior to the activity, the parent must personally speak to the sponsor, administrator, or coach, at or after the activity, and provide written verification that they are assuming responsibility for the transportation of their student.
- C. Students may not travel with any individual who is not allowed to check them out of school.

WITHDRAWING FROM SCHOOL

Students who withdraw from school must obtain the proper withdrawal form at the office. A parent or guardian must sign this form along with their teachers, the librarian, and the

cafeteria and office secretary to complete the withdrawal process.

Students who are withdrawing from school are expected to pay for any lost or damaged materials at the time of withdrawal.

Behavior and Attendance Codes

CONTACT POLICY

On campus, on school buses, and at school functions, students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any inappropriate physical display of affection.

Among the actions **prohibited** are:

- A. Kissing, either on lips or any body surface.
- B. Rubbing bodies together.
- C. Leaning against each other in an intimate embrace or for any length of time.
- D. Writing or drawing on any body surface of another student.
- E. Holding hands and inappropriate touching.

HALL PASSES

All students who are excused from the classroom to go to the office or on an errand with the teacher's permission **MUST** have their agenda, appropriately signed, in their possession.

Students that fail to have their agendas must obtain a current page from the front office. This page will be treated as an agenda for the day.

Students found on the campus without an agenda pass may be subject to disciplinary consequences.

HARASSMENT AND TOUCHING

Please refer to the District Code of Conduct page 14, section 2.16.

Teasing and Bullying

Santa Maria is a NO-BULLY ZONE. Teasing, name calling and bullying of any kind will not be tolerated.

The State of Arizona defines bullying as follows: Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less

powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)

Santa Maria Middle School will investigate all alleged cases of bullying and adhere to district policy as stated in J-3200 and J-3211. Students involved in bullying directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE.

Not all harassment incidents are defined under the term 'bullying' and the administration will make final determination based on the investigation.

Parents and students are always encouraged to report bully behavior either through the incident report forms, in person, or by phone.

Please call 623-707-1100 to report. False reporting will result in an office referral.

PROHIBITED ITEMS

Any item(s) brought to school that might be used as a weapon or is **"Potentially dangerous and/or disruptive to the educational process"**; are all **SUBJECT TO CONFISCATION AND THE STUDENT SUBJECT TO DISCIPLINARY ACTION.**

Confiscated items will only be released to a parent in the afternoon between 3:00 P.M. and 4:30 P.M.

Items that are prohibited include (but are not limited to):

- Guns, any knife, fire extinguishers, explosives of any type, water balloons, noise producing devices, electric/battery shock devices, water guns, in line or roller skates, skateboards, laser pointers, trading cards, stink bombs, police style batons
- CD players - MP3 players - Game Boys - radios - iPods, electronic devices or visible ear buds or headphones .

The school administration reserves the right to add items to this list as conditions warrant. Any item that disrupts the learning environment is prohibited.

CELLULAR PHONES

Cell phones are not allowed. Should a student have a cell

phone in his or her possession during school time, it will be confiscated and the following procedures will be followed.

1st offense- Parent or Guardian will be notified and parent can pick up the phone from the office that same day.

2nd offense- Phone will be held for one week and released to the parent or guardian thereafter.

3rd offense- A referral will be written and a suspension will be issued.

Cell phones will only be released to a parent or guardian between 3:00 PM and 4:30 PM.

The school is not responsible for the loss of battery life or cell plan minutes after a phone has been confiscated.

CHEWING GUM AND SEEDS

No chewing gum, possession of chewing gum, and/or sunflower seeds is allowed on campus, neither in the buses nor in any buildings.

Students will be warned once, thereafter students will receive disciplinary referrals for non-compliance with progressive discipline for reoccurring incidents.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students.

School Discipline

Our school community is committed to the development of a discipline policy which creates a positive, safe, orderly and efficient learning environment free from distractions. The key factors in this philosophy of effective discipline are fairness, firmness, and consistency. The responsibility for developing and supporting this policy falls equally on each member of our community. Students are responsible for their own actions and behavior. Expected behavior is identified in the Fowler Elementary School District Student Code of Conduct Handbook and is presented by staff to students.

Nothing is intended to prevent a staff member or administrator from using his/her best judgment with respect to a particular situation.

The school uses a point system to determine discipline violations and consequences. All violations are assigned a point value based on their severity. Violations are grouped into seven categories. Each category relates to a set of prescribed consequences. In most cases, consequences are applied based on this matrix.

FUNDAMENTALS OF THE DISCIPLINE PLAN

- All procedures will be in accordance with the District Code of Conduct.
- The administration reserves the right to determine the definition of an infraction and to select and apply consequences that may not be in the standard list of penalties.
- An administrator will choose penalties for all infractions. The administrator may solicit parent and student input regarding penalties. This will be carried out at the discretion of the administrator.
- Any inappropriate acts that violate the law or are not covered in this plan may be dealt with by administration
- Any extreme violations, in any category, may be dealt with more severely than the code prescribes. Police may be notified.
- Students do not have the right to refuse to cooperate with school officials in investigating disciplinary situations. A refusal to cooperate will be considered to be insubordination, and will be subject to disciplinary consequences.
- Students who incur major infractions may be referred directly to the Superintendent with a recommendation for long-term suspension or expulsion. (Weapons, substance abuse, repeated fight, assaults, etc.)
- Students enrolled under an Individual Education Plan (IEP) or 504 plan will be disciplined in accordance with the terms of such plan

HOW THE POINT SYSTEM WORKS

- A student receives a referral, which is a report of a student behavior problem.

- The student will meet with an administrator. If the student is found to be responsible for the behavior the violation will be classified and the points that go with the violation will be added to the student's discipline record. A consequence will also be assigned at that time.
- If a student accumulates 60 points of infractions during the school year, he or she will be placed on a behavior contract that will provide the student with clear limits as to their future behavior and consequences that may occur if the contract is violated.
- Students are allowed to accumulate 100 discipline points for the entire school year. If a student enters school later in the school year, the '100 points' will be prorated.
- *Students who accumulate 100 points (or the prorated number of points) of infractions during the school year and violate their behavior contract have lost the privilege of continuing as a student in good standing and may be referred to an alternative program or the School Board for long-term suspension or expulsion from Santa Maria Middle School.*
- Eighth grade students, who accumulate 60 discipline points during the school year, will be ineligible for participation in end of year activities. Reinstatement of activity privileges will be considered fourth quarter, and will involve the completion of community service work and no further violations of school rules.

END OF YEAR DISCIPLINE

- During the month of May, violation of school rules (Category III and above) will result in a minimum Off-Campus Suspension of three days. All procedures regarding suspension will be in effect and eighth graders could lose the privilege to participate in all activities including, the social and/or dance. All students will lose end of the year field trip privileges.
- During the last two weeks of the school year, violation of school rules (Category III or higher) will result in an Off-Campus Suspension for the remainder of the year. All procedures regarding suspension will be in effect. Eighth graders will lose the privilege to participate in all activities.

PARENTAL NOTIFICATION

It is the practice of Santa Maria Middle School to notify parents of disciplinary situations as soon as possible. The school will investigate any disciplinary situations prior to notifying parents of the situation.

Parents may wish to be present when their student is questioned. Please be aware that the school is not obligated to have parents present when their student is questioned, and that circumstances may not always make that possible. During an investigation many students may be called to give a statement about a given situation. Only the parents of the disciplined students will receive a call.

POLICE INTERVIEWS AND ARRESTS

Santa Maria Middle School enjoys a coordinated, cooperative relationship with the Phoenix Police Department. If the student is being questioned as a victim or as a witness, questioning may take place without parental notice. The school will notify parents if their child is being questioned as a suspect in a situation.

If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence.

If the parent(s) cannot be reached, we will request that the peace officer contact the parent(s) and make arrangements to question the student at another time and place.

A parent may be present during an interview. Exceptions to this policy include:

- When police are responding to an emergency situation (i.e. weapon on the campus, student distributing controlled substances)
- When police are making an arrest or serving a subpoena or warrant
- When police are seeking to investigate child abuse or other criminal activity by the student's parent

When dealing with exceptions to parental notification the school will follow the findings of the Arizona Attorney General that:

- In either of the above cases, law enforcement must be granted immediate access to the student and must heed police advice regarding parental notification.

- School officials must comply with a police directive to not inform a student that they may consult with his or her parents prior to an interview with police, in instances where child abuse or criminal activity is alleged on the part of a parent.
- School officials are not required to comply with unconditional parental demands of prior notice before a police interview takes place.
- School officials are not required to advise a student of juvenile Miranda warnings unless the official is conducting a custodial interrogation and acting in the capacity of a law enforcement officer.

ARRESTS

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Parents should be aware of routines

Santa Maria encourages parents to be aware of weekly student expectations. The following are expected of SMMS students:

- A. Vocabulary tests will be given every Friday. Please help your student study.
- B. Progress reports will be given every Friday between the 3rd and 8th week of the quarter, **parents need to be asking students for these reports.**
- C. IDs are to be worn every day, at all times, on campus and on the bus unless otherwise specified. Students who mark up, break, or put stickers on their ID will be required to replace the ID at the family's expense.
- D. Students are not to gather in groups larger than six in any areas of the school before school, during lunch, during passing periods, and/or after school.

DISCIPLINE INFRACTIONS

CATEGORY ONE								
Number of referrals student has received in Category 1		1	2	3	4	5	6	7
Points earned for this referral (based on number of referrals received in category)		10	10	15	15	15	20	20
Consequence selected from level (based on number of referrals)		1	2	3/4	4/5	5	6/7	8/9

- A. Public display of affection
- B. Dress Code Violation
- C. Non-compliance with School Rules
- D. Failure to complete infraction consequence
- E. Pass abuse or out of class without a pass
- F. Writing or passing notes during class
- G. Late Arrival (Tardy)
- H. Rough Housing/Horseplay

CATEGORY TWO								
Number of referrals student has received in Category 2		1	2	3	4	5	6	7
Points earned for this referral (based on number of referrals received in category)		15	15	20	20	20	20	25
Consequence selected from level (based on number of referrals)		1/2	2/3	3/4	4/5	5/6	6/7	8/9

- A. Classroom/Campus Disruptions
- B. Play Fighting
- C. Fighting Words
- D. Harassment (Including but not limited to intimidation, threatening, verbal abuse, teasing, bullying)
- E. Rock Throwing, (non-injury)
- F. Minor aggression (i.e. hitting)
- G. Inappropriate language/gestures not directed to a student or staff – Profanity
- H. Improper attitude directed to school staff
- I. Improper Assembly – Disruption to school operations
- J. Gang writing on personal objects
- K. Misuse of school property
- L. Leaving class without permission
- M. Getting students out of class without permission
- N. Possession of inappropriate items (Including but not limited to toys, trading cards, water balloons, poppers, etc)
- O. Failure to identify self to school employee
- P. Minor misbehavior
- Q. Use of personal electronic device during the school day

CATEGORY THREE							
POLICE MAY BE NOTIFIED							
Number of referrals student has received in Category 3		1	2	3	4	5	6
Points earned for this referral (based on number of referrals received in category)		20	20	20	25	25	25
Consequence selected from level (based on number of referrals)		3	4	4/5	6/7	8	9

- A. Possession or use of disruptive objects (Including but not limited to fire extinguishers, cigarette lighters, matches, fireworks)
- B. Gambling
- C. Forgery of parent or staff signature
- D. Vandalism/destruction of property
- E. Jeopardizing the health or safety of self or others
- F. Inciting misbehavior
- G. Minor theft (Student returns/replaces items)
- H. Misuse of technology resources
- I. Making false statements to a school employee (Lying)
- J. Falsification/cheating/plagiarism
- K. Ditching - not in assigned location on school grounds
- L. Failure to follow staff requests
- M. Failure to attend assigned after school program.
- N. Trespassing while suspended
- O. Possession, sharing and/or consumption of energy drinks

CATEGORY FOUR					
POLICE MAY BE NOTIFIED					
Number of referrals student has received in Category		1	2	3	4
Points earned for this referral (based on number of referrals received in category)		25	25	30	35
Consequence selected from level (based on number of referrals)		5/6	6/7	8	9

- A. Harassment – Repeat Offense - (Police will be notified)
- B. Major theft (Student/parent returns item or pays for replacement) (Police will be notified)
- C. Disrespect directed to a student (Including but not limited to mooning, de-pantsing)
- D. Placing fake call to 911
- E. Inappropriate activation of fire alarms
- F. Profanity/profane gestures directed to students or community members
- G. Severe Misbehavior
- H. Fighting
- I. Physical Assault (Attack provoked by victim)
- J. Ditching – Not in assigned location and not on school grounds
- K. Interference with disciplinary and administrative proceedings (Pressuring witnesses).

CATEGORY FIVE				
POLICE MAY BE NOTIFIED				
Number of referrals student has received in Category 5		1	2	3
Points earned for this referral (based on number of referrals received in category)		30	35	35
Consequence selected from level (based on number of referrals)		7	7/8	9

- A. Lewd Conduct - Possession or distribution of pornographic or indecent material.
- B. Using technology resources to access indecent material.
- C. Indecent exposure.
- D. Disrespect directed to a school employee (Including but not limited to profanity).
- E. Insubordination – Defiant refusal to follow staff requests – Repeated offenses
- F. Vandalism/destruction of property/theft (Major incident or repeated incidents).
- G. Aggravated assault on a student (Including but not limited to rock throwing)
- H. Physical Assault (Attack not provoked by victim)
- I. Misconduct related to gang membership (Including but not limited to flashing signs, tagging, gang writing) (Police will be notified).
- J. Use, possession of drug paraphernalia.
- K. Unauthorized entry to school building.
- L. Use, possession or distribution of tobacco products and/or tobacco like products (i.e. e-cigarettes)

Any infraction of this category may result in a recommendation for **Long Term Suspension or Expulsion** depending on the administrator's judgment as to the seriousness of the infraction

CATEGORY SIX			
POLICE WILL BE NOTIFIED			
Number of referrals student has received in Category		1	2
Points earned for this referral (based on number of referrals received in category)		50	50
Consequence selected from level (based on number of referrals)		8	9

- A. Assault on a staff member.
- B. Sexual Harassment.
- C. Extortion.
- D. Use, possession or distribution of over the counter medications or nutritional supplements.
- E. Use, possession or distribution of dangerous or harmful substances, i.e. acid or mercury.
- F. Possession of a knife.

Any infraction of this category may result in a recommendation for **Long Term Suspension or Expulsion** depending on the administrator's judgment as to the seriousness of the infraction.

CATEGORY SEVEN		
POLICE WILL BE NOTIFIED		
THE SCHOOL SUPERINTENDENT WILL BE NOTIFIED		
Number of referrals student has received in Category		1
Points earned for this referral (based on number of referrals received in category)		100
Consequence selected from level (based on number of referrals)		9

- A. Arson – Intentionally Burning Property
- B. Bomb Threat - Calling in a threat or making statements that show an intention to set off an explosive device.
- C. Use or possession of controlled substances (Prescription Medications and Alcohol)
- D. Distribution or sale of controlled substances (Prescription Medications and Alcohol)
- E. Use or possession of illegal drugs (Marijuana, Cocaine, Heroin, Methamphetamine, etc)
- F. Distribution or sale of illegal drugs (Marijuana, Cocaine, Heroin, Methamphetamine, etc.)
- G. Possession or use of explosives (pipe bomb, explosive device, dynamite)
- H. Possession or use of a Firearm
- I. Possession or use of a weapon (Including but not limited to knife, brass knuckles, baton, numb chucks, and simulated firearms)
- J. Threat- life threatening (towards an individual/s or the school).

Any infraction of this category will result in a recommendation for **Long Term Suspension or Expulsion** depending on the administrator's judgment as to the seriousness of the infraction

INFRACTION CONSEQUENCES

(All consequences may include assignment to the Responsible Thinking classroom to work on a plan for future behavior)

LEVEL ONE

- A. 1 AFTER SCHOOL DETENTIONS OR
- B. 1-2 LUNCH DETENTIONS

LEVEL TWO

- A. 1-2 DAYS ISS OR
- B. 2-3 AFTER SCHOOL DETENTIONS OR
- C. 2-3 LUNCH DETENTIONS

LEVEL THREE

- A. 2-3 DAYS ISS OR
- B. 4 AFTER SCHOOL DETENTIONS OR
- C. 4-5 LUNCH DETENTIONS

LEVEL FOUR

- A. 3-4 DAYS ISS OR
- B. PARENT ATTENDS SCHOOL WITH STUDENT (LENGTH OF CONSEQUENCE TO BE DETERMINED)
- C. 2 DAYS OCS (OFF CAMPUS SUSPENSION)

LEVEL FIVE

- A. 4-5 DAYS ISS
- B. PARENT ATTENDS SCHOOL WITH STUDENT (LENGTH OF CONSEQUENCE TO BE DETERMINED)
- C. THREE (3) DAYS OFF CAMPUS SUSPENSION (OCS) OR
- D. TWELVE AFTER SCHOOL DETENTIONS

LEVEL SIX

- A. FOUR (4) DAYS OF OCS OR
- B. FIVE DAYS ISS
- C. PARENT ATTENDS SCHOOL WITH STUDENT (LENGTH OF CONSEQUENCE TO BE DETERMINED)

LEVEL SEVEN

- A. 5-7 DAYS OCS

LEVEL EIGHT

- A. 7-9 DAYS OCS

LEVEL NINE

- A. 9 DAYS OCS AND RECOMMENDATION FOR LONG TERM SUSPENSION OR EXPULSION

DEFINITIONS OF DISCIPLINARY ACTIONS

SCHOOL-DAY CONSEQUENCES

LUNCH DETENTION: Lunch Detention will be held every school day. Students will report to the detention table at the start of the lunch period. Students will be allowed to receive/purchase the school lunch. Students will follow the directions of the detention monitor, and will not interact with other students.

AFTER SCHOOL CONSEQUENCES

AzMerit 2016		
Reading	Writing	Math

AFTER SCHOOL DETENTION: Detentions will be held from 3:35 p.m. to 5:00 p.m. on Monday- Wednesday, except holidays. Students are expected to come prepared to serve detention with schoolwork and/or do the work assigned by the detention monitor.

The school administrator assigning detention will make contact with the parents of the student given the detention to notify them of the offense and to allow for transportation arrangements to be made before the detention is served. Failure to attend detention or being sent out of detention will result in further disciplinary action. This does NOT take the place of the original detention, but is an additional assignment for the offence of not attending or being sent out. The original detention must still be served in detention time.

SUSPENSIONS:

IN-SCHOOL SUSPENSION (ISS): ISS is served on campus in the ISS room. Students will work on assignments generated by their classroom teachers. Students spend the entire day in the ISS room, with breaks for use of the restroom and lunch. Students assigned ISS will be denied the privilege of attending any school-sponsored activity on the days of ISS, **including practice**, unless that activity has an impact on a student grade. Students receiving Special Education services will receive their program services while in ISS.

OFF CAMPUS SUSPENSION (OCS): OCS is served at the location of the parents' choice. The student, while serving OCS, is not to be on or near the school campus or buildings. Suspended students are denied access to any school sponsored activity during the term of suspension.

LONG TERM SUSPENSION (LTS): This is a suspension of more than 10 days and is determined by the Board of Trustees, as the result of a disciplinary hearing. By State Law A.R.S. 15-843 and local governing board policy, the principal is the final authority in suspension cases up to and including ten days.

EXPULSION: This is a permanent removal of a student from school. It requires governing board action after a proper hearing. It may be recommended at any time that the administration considers the offense to be of an extreme nature as covered in A.R.S. 15-843.

Log-ins	
Google: Username: _____	Password _____
Khan Academy: Username: _____	Password _____
_____:	
Username: _____	Password _____
Lunch #	

READING			
AzAC PRE-TEST	AzAC QUARTER 1	AzAC QUARTER 2	AzAC QUARTER 3
YOURS:	YOURS:	YOURS:	YOURS:
CLASS:	CLASS:	CLASS:	CLASS:

SCIENCE			SOCIAL STUDIES	
<u>PRE-TEST</u>	<u>BENCHMARK</u>	<u>POST-TEST</u>	<u>PRE-TEST</u>	<u>POST-TEST</u>
YOURS:	YOURS:	YOURS:	YOURS:	YOURS:
CLASS:	CLASS:	CLASS:	CLASS:	CLASS:

MATH				
Test:	Test:	Test:	Test:	Test:
PRE:	PRE:	PRE:	PRE:	PRE:
POST:	POST:	POST:	POST:	POST:
Test:	Test:	Test:	Test:	Test:
PRE:	PRE:	PRE:	PRE:	PRE:
POST:	POST:	POST:	POST:	POST: