



Santa Maria Middle School

Attitude + Attendance + Achievement = Success

Student Handbook, 2022-23

Santa Maria Middle School

Fowler Elementary School District

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FESD CODE OF CONDUCT

The Fowler Elementary School District [Code of Conduct](#) guides the rules concerning this handbook.

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.

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. School rules may be enforced for conduct occurring off campus in accordance with the FESD "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 provided they meet one of the following criteria:

- 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 utility bill, contract of home, lease agreement with parent name & address listed)
- Birth Certificate
- Immunization Record
- Transfer or Withdrawal papers from previous school

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 does not have approval for attendance, the parent will be notified and the student will be withdrawn from enrollment until the Open Enrollment

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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, gender/gender identity, 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.

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. Administration will consider the capacity of the school to accept students on a variance first, then consider additional factors such as attendance, discipline, and grades. Students on a variance are required to stay in good standing with attendance, discipline, and grades in order to maintain their enrollment at SMMS.

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

Symbols, writing, gestures, or possession of paraphernalia associated with gangs or gang-like activity are prohibited and will be subject to appropriate disciplinary action and immediate referral to law enforcement.

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.

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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. Students will be released from the office only. 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. The school will not release students to ride-shares such as Uber or Lyft.

STUDENT ID

All students are required to display their ID for all school functions between their shoulders and belly, 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 their ID, a temporary ID will be issued during the 1st period class in the administration office or in the cafeteria before school starts. Students will be allowed three temporary IDs without consequence each quarter before consequences are issued. If the student arrives at school after the 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 will not be allowed to board the bus in the afternoon without a permanent picture ID or an office-issued pass.

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 ask for the missed assignments and submit them to the teachers within the specified time.

If a student becomes ill after arriving at school, they must report to the nurse's office before going home. No one including the student themselves may authorize any departure from the school grounds except the school administration and/or nurse for medical reasons. 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. Students who coordinate early pickup without notifying staff may receive consequences.

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:

- Illness
- Doctor/dental/legal appointments
- Death in the family
- Court appearances
- Family Emergencies
- Religious Holidays

Absences in excess of three days 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

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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. Unverified 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 and/or the Court Unified Truancy Suppression system, which is a program within the juvenile probation department.

EXCESSIVE ABSENCES

ARS 15-802, Section B states that parents are responsible to ensure that their child is in attendance for the allotted time school is in session. ARS 15-803 states that "Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days." SMMS administration will contact families when students become absent for more than 10% of the possible days in session.

TARDY POLICY

A student is deemed tardy when they are not present in class at the start as all students transition together.. 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:

- Medical, dental, legal appointment, or
- Meeting with a counselor, nurse or principal.
- Unavoidable/emergency situation (Must be approved by the office)

ATTENDANCE ON THE DAY OF AN ACTIVITY

Students participating in any school-sponsored extracurricular activity are expected to attend all classes on the day they are participating. If, for some reason, the student is unable to attend all classes, they must receive clearance in advance from the Principal (and coach, if sports) in order to be eligible to participate in the activity. Students who are not present for the full day of instruction may not be allowed to participate in extra-curricular activities such as sports and events.

DRESS CODE

The purpose of a dress code is safety, order, and a distraction free learning environment. SMMS staff will enforce the dress code with this purpose in mind. All students attending kindergarten through eighth grade in the Fowler District will be required to wear school uniforms. Certain classes (PE, science) may have additional clothing requirements. The clothing may not be altered in a manner that includes, but is not limited to, slits or shredded hems, logos, other than the school mascot (when allowed), or is disruptive to the educational process. With exceptions due to religious or medical reasons, the dress code is as follows:

TOPS

- Colors must be solid white, light blue or navy
- Shirts must have sleeves
- Polo shirts with buttons, or button down shirts and must have collar and sleeves
- Oversized shirts must be tucked in
- Logos or labels should be no larger than 1"
- Must be size appropriate (fits without the need for regular adjustment)
- Any top with "Santa Maria Middle School" or Student Council sponsored Spirit Shirt may be worn as a uniform shirt

BOTTOMS

- Must be navy blue
- No denim may be worn
- No cargo pants nor cargo shorts

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- Students may wear shorts, skirts, skorts, or slacks that conform to the 3-4 pocket tailored uniform style
- Skirts, shorts, skorts, must have a leg length that ends no more or less than 2" inches above/below the knee.
- Belts must have no logos
- Belts may not hang down below the waist line.
- Must be size appropriate (fits without need for regular adjustment)
- Pants must fit at the waist and the leg length must stop before the floor.
- Sweatpants, spandex, joggers, tights, leggings, and tight-fitting clothes are not permissible unless worn under approved bottoms.
- Leggings worn under skirts or skorts must be white, black, or navy blue
- Uniform bottoms must be worn at all times, unless otherwise approved by the principal.

FOOTWEAR

- Shoes must be worn at all times
- Shoes must have closed toes and a secured heel (no crocs or similar)
- Laces may be black, white, brown, or navy and must match
- Footwear is worn at all times

OUTERWEAR

- Sweaters and sweatshirts may be worn in the building
- Sweater hoods may not be worn on the head while inside the buildings
- Windbreakers, jackets, coats, and any item with a zipper may be worn outside of the building only.

OTHER UNIFORM ISSUES

- Piercings may be in the earlobes only. No other body piercings (nose, lip, tongue, eyebrow) will be allowed.
- Earrings should be no longer than 1"
- Outdoor head coverings (caps, visors, bandanas, knits) may be worn outdoors.
- Tattoos may not be visible

DRESS CODE VIOLATIONS AND PROCEDURES

The school reserves the right to further define appropriate dress for the students in response to evolving community and safety needs. Students that are out of uniform will be directed to bring their attire into compliance with the dress code. 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.

GRADES / REPORT CARDS / PROGRESS REPORTS

The purpose of grades is to communicate progress relative to Arizona State Standards. Grades communicate the measure of content learned and demonstrated. 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. Grades will be updated weekly, posted online, and students will be given both time and guidance to review their progress and make changes to improve their grades. Parents are also encouraged to utilize the Parent Portal to view student grades. Parents requesting paper progress reports should do so to their child's homeroom teacher. Students with a D or F in any class must have their parents sign weekly paper progress reports until such time as their grade improves.

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:

A = 90% - 100%	B = 80% - 89%	C = 70% - 79%	D = 60% - 69%	F = 0% - 59%
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Many teachers will choose to use rubrics to grade skill-based assignments, whereas the 0 - 100% scale is more effective for content-based assignments. Rubrics communicate skills mastered at different proficiency levels. In general, the following conversion can be used for rubric graded assignments:

A = 4 (Above grade level)	B = 3 (At grade level)	C = 2 (Near grade level)	D = 1 (Below grade level)	F = 0 (Nothing turned in)
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Additional Codes

P/F = Pass, Fail	R = Student Refusal	NHI = Not Handed In	I = Incomplete	NG = Not Graded
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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.

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, report cards, 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

The school policy is that no late work will be accepted. However, each team will define their procedures on a case by case basis.

MAKE-UP WORK

Upon returning to school after an excused absence, students must ask each teacher for work missed. Two school 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/TUTORING

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

PARENT-STUDENT-TEACHER CONFERENCES

Parent/teacher/student 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. Students will prepare for conferences during the school day and lead the conference.

PROGRAM OF STUDY – ACADEMIC CLASSES, 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. Students will attend one exploratory class each quarter. Based on academic need, students may be assigned to a supplementary math, reading or language class during the exploratory block.

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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 the first quarter if students are not making progress. Pass / Fail grades may be issued:

- To students who qualify under an Individual Education Plan (IEP) for an alternative grading system
- To students who qualify under a Section 504 Plan for an alternative grading system
- 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.

- Passing grades in Math, Language Arts, Social Studies and Science.
- Attendance (Excessive absences may result in retention).
- State testing results
- 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 intersession 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 PROMOTION

Students must successfully pass all core classes before they are promoted to the ninth grade. 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. By the end of the first quarter, 8th graders will receive the criteria they must meet in order to participate in 8th grade promotion. 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.

ACADEMIC AWARDS

Santa Maria Middle School offers the following honors:

Gold Honor Roll: 4.0 GPA, no Ds or Fs	Silver Honor Roll: 3.5 - 3.99 GPA, no Ds or Fs	Bronze Honor Roll: 3.0 - 3.49 GPA, no Ds or Fs
Student of the Month: Two students selected by the faculty who demonstrate above and beyond effort/growth.	Most Improved Student: Presented to one student at each grade level who has been able to 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

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

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safety of bikes throughout the school day. 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, scooters, and in-line skates may not be brought to the 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 activity 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 on 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.
- While under COVID protocols, students will sit in designated areas. (*currently not in effect*)

DELIVERIES TO SCHOOL

Deliveries of flowers, balloons, food, and other items to the school are not allowed. Deliveries that do arrive will be returned to the sender. Office staff will not sign for deliveries addressed to parents and students.

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. If participation is cost prohibitive, please speak with the school principal. Students may also owe fees for lost or damaged materials, library books or uniforms. Students will not

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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. For sports, this means students must be passing all classes and not be serving consequences for discipline.

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 or energy drinks. Students found attempting to sell food items will be subject to disciplinary action. Students are allowed to carry a water bottle to school and may have the water bottle in class with them. In short, WATER ONLY.

HEALTH CENTER

The school health-aide is the consultant for students concerning health problems. In case of an 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. A student who coordinates their own pickup without using the health-aide services will receive consequences. 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:

- A note from parents will excuse a student from participation for two class periods or less.
- Long-term exemptions must be made through a doctor's note. A return to P.E. will require a doctor's release.
- 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. It is our expectation that within one day, 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 one day, 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.

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LOST OR STOLEN ITEMS

Students assume sole responsibility for their personal property. The school is not responsible for lost personal property. The school will investigate claims of stolen items, but recovery is not guaranteed. Students should not bring cellphones to school as they are rarely recovered if taken and are a violation of school policies. Lost and found articles should be taken to the office. Unclaimed articles will be given to charity quarterly during the school year. Lost articles may be claimed before or after school or during lunches.

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. 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. 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.

The following rules apply in the library:

- Students must remain quiet and maintain a serious study environment.
- Use furniture as intended
- Use technology for school work only

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 extracurricular activities or rewards until the book is returned or paid for. 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. 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. Any student with outstanding debt will not be eligible for the promotion ceremony until the debt is settled.

ELECTRONIC INFORMATION SYSTEMS

Refer to District Code of Conduct on page 28 for a complete listing of computer and Internet use guidelines. Students should be aware that all of their activity using school computers is tracked and should have no expectation of privacy using school devices.

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

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

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.

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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. Students must have signed parental/guardian permissions slips for the activity.

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.

CONTACT POLICY

The purpose of school is to learn, and public displays of affection are not compatible with an institution of learning and excellence. 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:

- Kissing, either on lips or any body surface.
- Rubbing bodies together
- Leaning against each other in an intimate embrace or for any length of time.
- Writing or drawing on any body surface of another student.
- 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 (or alternative accepted hall pass). 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.

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).

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 should be aware that "bullying" has become a highly specified term used to describe specific behaviors, and not all peer-conflict is bullying; nevertheless, SMMS will respond according to policy in response to any inappropriate behavior. 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 proper disciplinary action. Confiscated items will only be released to

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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.
- Handheld or portable electronic devices
- 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 and wireless headphones are not permitted on campus. If visible during 8:00am - 5:00pm, the phones will be confiscated. If students choose to disregard this policy, cell phones should be off, in a student's backpack, and be out of sight. Any staff member who sees or hears a cell phone is required to confiscate it according to the following procedure:

- The student will be asked to produce the phone that was seen or heard
- The student will be asked to turn the phone off
- The phone will be placed in a paper bag, stapled closed, with the student's name and date written on it
- The phone will be taken to the office at the first possible opportunity. Teachers will not hold cell phones in their classroom.
- Office staff will log who confiscated the phone and who it belongs to, as well as inventory the confiscated items.
- Parents will be required to sign for release of the property.

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.

GUM

No chewing gum, possession of chewing gum, and/or sunflower seeds is allowed on campus, on the buses nor in any buildings.

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. If a student's personal property requires search due to a reasonable belief of inappropriate materials, administration will conduct the search and contact the parent/guardian.

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. During the month of May, violation of school rules may 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. 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

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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 is part of 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.

CLASSROOM EXPECTATIONS

B	<i>Brave Learners</i>	-Ask questions to maximize learning -Give your best effort on every question -Learning begins with a wrong answer, so be brave and be wrong
A	<i>Accountable</i>	-Accept responsibility for mistakes and seek the opportunity to correct them -Follow all school procedures, even when no one is looking -Be on time, prepared, and dressed for school
R	<i>Respectful</i>	-Use professional language in class -Stay in your own personal space -Communicate needs to your teacher and discuss how and when you will get your needs met
K	<i>Kind</i>	-Be a good Digital Citizen -Stop gossip and rumors -Use "I statements" to communicate feelings

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	-Listen to understand and ask how to be better
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Fowler School District Student Code of Conduct Guidelines for Student Behavior

Problem Area	Range	First Occurrence	Repeated Occurrences
Academic Misconduct/Cheating	Minimum	AISI•	Suspension
	Maximum	Loss of Credit for the Assignment	Removal from Class, Loss of Credit, and/or Expulsion
*Abuse of Staff	Minimum	AISI/Counseling	Short-term Suspension
	Maximum	Expulsion	Expulsion
*Alcohol and Non-prescribed Drug Possession, Use, Distributions	Minimum	AISI/Suspension	Suspension
	Maximum	Expulsion	Expulsion
Bus Violations	Minimum	Conference	Denial of specified privileges
	Maximum	Denial of all bus-riding privileges	
Disruptive, Deceptive/Defiant Behavior	Minimum	Parent Conference	Parent Conference/AISI
	Maximum	AISI	Suspension/Expulsion
Dress Code Violations	Minimum	Clothing Change	Conference/AISI
	Maximum	AISI	Suspension
Electronic Devices	Minimum	Confiscation	AISI
	Maximum	AISI	Suspension
*Extortion/Fighting	Minimum	AISI	AISI/Suspension
	Maximum	Suspension	Expulsion
*Gambling	Minimum	Parent Involvement	Parental Involvement/AISI
	Maximum	AISI	Suspension
*Harassment	Minimum	Conference/Suspension	AISI/Suspension
	Maximum	Suspension	Expulsion
Internet/Computer Violations	Minimum	Loss of privileges	Suspension
	Maximum	Suspension/Expulsion	Expulsion
Theft	Minimum	Conference/Restitution	AISI/Restitution
	Maximum	Suspension/Restitution	Expulsion/Restitution
Trespassing	Minimum	Conference	AISI
	Maximum	AISI	Suspension
*Tobacco: Use, Sale, Distribution	Minimum	AISI	Suspension
	Maximum	Suspension/Expulsion	Expulsion
*Truancy	Minimum	Conference	AISI
	Maximum	AISI	Court Referral
*Vandalism	Minimum	Parental Involvement	Restitution/Suspension
	Maximum	Expulsion/Criminal Charge	Expulsion/Criminal Charge
*Weapons/Dangerous Instruments	Minimum	AISI/Suspension	Suspension/Expulsion
	Maximum	Expulsion	Expulsion

*These areas also involve state and/or federal law. School officials shall notify appropriate law enforcement officers of all deadly weapons and non-prescribed drug violations, as required by law. School officials may also notify law enforcement officers of other violations.

•AISI – alternative In-School Instruction. The student is temporarily removed from one or more classes but remains at school.

The Governing Board may, on a case-by-case basis, provide for lesser disciplinary action after consideration of all relevant circumstances.

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Student Acknowledgement

I, _____, have read and understand the 22-23 Student Handbook, and I have had the handbook explained to me by my teacher. I agree to follow all policies contained in this handbook. I understand that failure to follow handbook procedures will result in disciplinary action as described in the handbook.

I understand that input from the staff, student body, and community may result in handbook updates from time to time, and that those updates will be communicated by my homeroom teacher.

If I disagree with anything contained in this handbook, I will make my concerns known to my teacher or my student council representative.

I will commit to being a Brave Learner who takes Accountability for my actions, who demonstrates Respect for my learning and the learning of others, and who promotes a culture of Kindness.

Printed Student Name

Printed Parent/Guardian Name

Signed Student Name, Date

Signed Parent/Guardian Name, Date