

Wallace Colts



Student Handbook

2018/2019

This handbook belongs to:

Grade: _____

Teacher: _____

Homeroom Number: _____

Purpose of Your Colts Handbook

This is a compilation of information about your school giving you and your parents a resource for general information about how your campus is organized.

| 6th Grade | | |
|--------------------------------------|-------|-------|
| Regular Day Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:08 |
| 1st | 8:11 | 9:06 |
| 2nd | 9:09 | 10:04 |
| 3rd | 10:07 | 11:02 |
| 4th | 11:05 | 12:00 |
| Recess | 12:00 | 12:15 |
| Lunch | 12:15 | 12:30 |
| 5th | 12:31 | 1:26 |
| 6th | 1:28 | 2:23 |
| 7th | 2:25 | 2:56 |
| | | |
| Early Release Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:08 |
| 1st | 8:11 | 8:55 |
| 2nd | 8:58 | 9:41 |
| 3rd | 9:44 | 10:27 |
| 4th | 10:30 | 11:13 |
| 5th | 11:16 | 11:59 |
| Recess | 11:59 | 12:14 |
| Lunch | 12:15 | 12:28 |
| 6th | 12:30 | 1:20 |
| Enrichment | 1:23 | 1:50 |
| | | |
| Parent/Teacher Conf. Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:08 |
| 1st | 8:11 | 8:41 |
| 2nd | 8:44 | 9:14 |
| 3rd | 9:17 | 9:47 |
| 4th | 9:50 | 10:20 |
| 5th | 10:23 | 10:53 |
| 6th | 10:56 | 11:30 |
| Lunch | 11:30 | 11:45 |
| 7th | 11:45 | 12:00 |

| 7th Grade | | |
|--------------------------------------|-------|-------|
| Regular Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:08 |
| 1st | 8:11 | 9:02 |
| 2nd | 9:05 | 9:56 |
| 3rd | 9:59 | 10:50 |
| 4th | 10:53 | 11:44 |
| 5th | 11:47 | 12:38 |
| Lunch | 12:39 | 1:12 |
| 6th | 1:14 | 2:04 |
| 7th | 2:07 | 2:56 |
| | | |
| Early Release Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:03 |
| 1st | 8:06 | 8:47 |
| 2nd | 8:50 | 9:31 |
| 3rd | 9:34 | 10:15 |
| 7 min. break | 10:15 | 10:22 |
| 4th | 10:22 | 11:03 |
| 5th | 11:06 | 11:47 |
| 6th | 11:50 | 12:30 |
| Lunch | 12:30 | 1:03 |
| 7th | 1:03 | 1:50 |
| | | |
| Parent/Teacher Conf. Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:03 |
| 1st | 8:06 | 8:40 |
| 2nd | 8:43 | 9:17 |
| 3rd | 9:20 | 9:54 |
| 4th | 9:57 | 10:31 |
| 5th | 10:34 | 11:08 |
| 6th | 11:11 | 11:45 |
| Lunch | 11:45 | 12:00 |

| 8th Grade | | |
|--------------------------------------|-------|-------|
| Regular Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:11 |
| 1st | 8:14 | 9:05 |
| 2nd | 9:08 | 9:59 |
| 3rd | 10:02 | 10:53 |
| 4th | 10:56 | 11:47 |
| 5th | 11:50 | 12:39 |
| Lunch | 12:39 | 1:12 |
| 6th | 1:14 | 2:07 |
| 7th | 2:10 | 2:56 |
| | | |
| Early Release Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:06 |
| 1st | 8:09 | 8:52 |
| 2nd | 8:55 | 9:38 |
| 3rd | 9:41 | 10:24 |
| 7 min. break | 10:24 | 10:31 |
| 4th | 10:31 | 11:09 |
| 5th | 11:12 | 11:50 |
| 6th | 11:53 | 12:31 |
| Lunch | 12:30 | 1:03 |
| 7th | 1:03 | 1:50 |
| | | |
| Parent/Teacher Conf. Schedule | | |
| Tardy Bell | 7:56 | |
| AIMS Prep | 8:00 | 8:03 |
| 1st | 8:06 | 8:40 |
| 2nd | 8:43 | 9:17 |
| 3rd | 9:20 | 9:54 |
| 4th | 9:57 | 10:31 |
| 5th | 10:34 | 11:08 |
| 6th | 11:11 | 11:45 |
| Lunch | 11:45 | 12:00 |

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

The Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such act;

The Education of all Handicapped Children Act; Title 20, United States Code, Sections 1412 (2)(d) and 1417 ©; and the Federal Regulations (34CFR 300.560-300.574) issued pursuant to such act; and

Arizona Revised Statutes, Title 15, Section 141.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records, which the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Parker Unified School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon requests, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

EQUAL EDUCATIONAL OPPORTUNITIES

The school must provide all students a chance to get an education. This means free admission to school and the obligation to attend school until the age of 16, or upon completion of the tenth grade. A student also has the right to attend school until he/she graduates from high school. No student can be prevented from participating in any program based on his/her race or sex. Students have the right to equal educational opportunity without interference from other students and people who do not belong on campus.

FREEDOM OF EXPRESSION AND FREEDOM OF SPEECH:

Students are entitled to express verbally their personal opinions as long as that expression does not interfere with the right of others to express themselves, or with the conduct of school and classroom activities. With respect to written expression and circulation of petitions, students are entitled to express, in writing, their personal opinions. These opinions should be signed by the author and meet standards prohibiting libel, pornography, intentional distortion, or reckless disregard of facts.

PROCEDURES AND POLICIES

One of the purposes of this handbook is to ensure that all students, parents, educators and community members are aware of the rights and responsibilities of each student. The handbook also indicates the consequences which may be applied when school rules are violated and the procedures used in dealing with such violations.

The essence of discipline is respect-respect for self, respect for others, respect for authority, and respect for rules. Discipline is an attitude which begins in the home, is reinforced at school, and is applied throughout one's life.

STUDENT RESPONSIBILITIES

1. Students are responsible for protecting their own rights and the rights of others to study and learn. Students attend school for an education that will allow them to be contributing, productive citizens. An individual may decide not to take advantage of this educational opportunity. However, no one should interfere with another's right to education.
2. Students are to attend school daily, unless ill or excused by parent or guardian. Children in Arizona are required by law to attend school from age 5 until the age of 16 or until completion of the 10th grade.
3. Students should be on time for all classes. Students who enter a classroom after instruction has begun are depriving themselves, and others of the opportunity to study and learn.
4. Students must complete all in-class work and homework when due. All information that must be learned cannot always be accomplished during the school day. Homework will be assigned. It is the student's responsibility to complete homework when it is assigned. It is also the student's responsibility to request and complete class assignments for excused absences. Education is an on-going lifetime process.
5. Students should come to class with the necessary materials to fully participate in the classroom activities. A teacher should not have to delay starting class because a student has come unprepared for class.
6. Students must respect public property. It should be used carefully and for the purpose intended. All materials and equipment must be returned.
7. Students must obey school rules. Rules are designed to allow a school to meet its obligation to educate students. Students who obey these rules allow themselves and others to have the proper environment in which to learn.
8. Students are to cooperate with school staff in disciplinary matters, as provided by Parker Unified School District's Policy Manual and Wallace Junior High Student Handbook.
9. Students will see that school correspondence intended for parents and guardians reaches them. Often, students will be asked to be the messenger. Students are asked to accept the responsibility of taking informational announcements, progress reports, attendance information, and report cards home promptly.
10. Arizona Revised Statutes, Section 15-210, states that pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers and the Governing Board.

REGULAR SCHEDULE

| | |
|------------------------|---|
| 7:30 | Staff and teachers arrive. School offices are open. |
| 7:30 | Breakfast service begins |
| 7:45 | Campus supervision begins |
| 7:56 | Warning Bell |
| 8:00 | Tardy bell – Homeroom |
| 12:15-12:30/12:39-1:12 | Lunch 6 th /7 th & 8 th |
| 2:56 | Wallace Junior High is dismissed (School is dismissed at 1:50 on early release Fridays) |
| 3:05 | Bus departure |
| 4:00 | Offices close |

ARRIVAL/DEPARTURE

Students should plan to arrive between 7:45 and 7:55 unless they eat breakfast here, ride busses, or have made arrangements to meet with teachers before school. There is no ground supervision until 7:45 each morning. Unless participating in an organized after school activity, students are expected to leave the school campus after dismissal. There is no ground supervision after 3:15 each afternoon, although the office is open until 4:00 and teachers are usually working in a special program or in their classrooms.

ATTENDANCE

Arizona State Law requires daily school attendance for all children between the ages of 5 and 16. Parents are legally responsible for making sure their children attend school. Daily attendance records are kept on each child enrolled at Wallace Junior High School. A parent or guardian must contact the school whenever his child is absent. Parents may contact WJH at 669-2141 #1203. A parent or guardian may also write a note explaining an absence. Students who miss (10) consecutive instructional days are withdrawn from schools unless the parent or guardian contacts the school. School officials are responsible for contacting appropriate authorities if it becomes evident that parents are not insuring the regular attendance of their student. Absences exceeding seven/semester are considered excessive. Students will be assigned to detention if they have excessive absences. Any student with absences exceeding sixteen during any point in the school year will be reported as having excessive absences to the appropriate outside agency (CRIT Attorney General and Prosecutor/ La Paz County Attorney).

TARDINESS

Students are considered tardy if they are not in their assigned classroom, or assigned seats, when the tardy bell rings. Detention for excessive tardiness will be assigned by the office as needed. BMC will be assigned if excessive tardiness persists. Students arriving at school after 8:00 A.M. must sign in at the appropriate office.

RETENTION

Students are considered for retention if they have a cumulative below 60% in any class. Students will be considered for retention if they have excessive absences. **IT IS CRUCIAL FOR YOUR STUDENT TO COME TO SCHOOL ON TIME AND COMPLETE CLASS AND HOMEWORK ASSIGNMENTS ON TIME.**

MAKE-UP WORK

Students will be given a reasonable amount of time to complete make-up assignments for excused absences. The individual teacher will determine the make-up work and the amount of time allotted to complete the work. Full credit is allowed for work completed after an excused absence. Teachers may allow partial credit for work completed after an unexcused absence.

ADDRESS CHANGE

Parents are required to alert the school office of any address changes, changes of home/ employment phone number, emergency contact phone numbers, or change of employer.

BICYCLES

Wallace Junior High School does not assume responsibility for bicycles which are lost or stolen from campus. We recommend that all bicycles be registered with the appropriate police department and that a lock be used to secure the bicycle while at school. Metal racks are available for students use. Wallace Junior High School stresses safe riding practices from our students. Students riding in an unsafe manner may be placed on restriction and asked not to ride the bike to school for a period of time. Bicycle helmets are suggested.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices are not to be used on campus. Using a cell phone/electronic device to call someone, text message, take pictures/video, or play music anytime during the school day is prohibited. Students with cell phones/electronic devices may keep them put away in their backpack during the school day. Cell phones/electronic devices seen during the school day will be confiscated and parents/guardians can come to school and pick them up after school on **Fridays only**. Repeat offenders will be assigned to ASD, and or BMC, and or suspended. Students with an emergency can use the phone in the office. WJH does not assume responsibility for cell phones/electronic devices lost or stolen from campus.

STUDENT MESSAGES

Messages will be given to the student at the earliest convenience of the office. No messages will be given to students after 2pm on regular release day and on 12pm on early release Fridays.

Fever/Sickness at School

While Parker Unified does not currently have a District Policy regarding children with fevers or the "flu" it is the current procedure of Parker Unified School District to follow the guidelines set forth by the Centers for Disease Control regarding children with the "flu" or "flu" like symptoms. The CDC recommends encouraging those children and staff with "flu" like symptoms to stay home when sick until at least 24 hours after they no longer have a fever without the use of fever-reducing medicines. A good indication of a fever is a body temperature that is above 100.5 degrees Fahrenheit.

To keep your child from infecting other children and for the well-being of your child, Parker Unified School District would highly recommend that your child be kept home from school or be taken home from school when showing a fever of 100.5 degrees Fahrenheit or greater. We understand that under some circumstances a parent/guardian may not be able to come and get their

child with a fever right away. Parker Unified will have the child stay in the sick room (health aide office) until the parent/guardian is able to come and get them. Thank you for understanding.

Meal Programs

Parker Unified School District will be participating in the National School Lunch Program and the School Breakfast Program. As part of this program, all PUDS schools will offer healthy meals every school day at NO COST to the student due to the implementation of the Community Eligibility Provision for the school year 2018/2019. Students will be able to participate in these meal programs without having to pay a fee or submit a household application.

Food and Beverages

Food items and beverages should not be brought on campus except by those students who bring their lunch to school. Snacks that are not approved under the Arizona Department of Education Standards, gum, candy, sunflower seeds, canned or bottled drinks are prohibited. These items will be confiscated if on campus. Bottled water is allowed at the individual teacher's discretion but must be handled appropriately and not disrupt the educational process. Wallace Junior High School Student Council operates healthy snack sales which are available to junior high students during their supervised lunch period.

Closed Campus

Wallace Junior High School is a closed campus. **STUDENTS WHETHER TOWN OR BUSSED, ARE REQUIRED TO STAY ON CAMPUS FROM THE TIME THEY ARRIVE UNTIL SCHOOL IS DISMISSED.** This includes the time before the bell rings- students are not permitted to go to Circle K or any other off campus area. Only a parent can check a student out of school for lunch, appointments, etc.

If a student must leave campus during the school day, parents must give written permission or come to the office personally for the child. The student must sign out through the office and sign back in through the office upon returning. If an emergency arises, and the parent or legal guardian is sending someone to pick up the student, WJH requires that the office be contacted in writing or by telephone before the child will be allowed to leave.

Dances

Dances may be held for Wallace Junior High School throughout the year. These dances are for WJH students only. All 6th, 7th & 8th graders are invited unless they are denied this privilege because of unsatisfactory behavior. Students suspended off-campus or students who have served more than one day in BMC or 2 days in ASD may be on social restrictions. Students must have attended school on the day of the dance. Students must have written permission or a signed permission slip and must have been in classes the day of the dance. Once admitted to the dance, students will not be permitted to leave until the scheduled end of the dance unless a parent or guardian comes to pick them up early.

ATHLETIC EVENTS

Students are invited to attend athletic events. Students must adhere to the WJH school dress code and student code of conduct. Students must have attended school on the day of the event. Students that were not in school or were on suspension are not permitted to attend athletic events.

HONOR ROLL

WJH students may earn one of two honor roll distinctions. The Principal's Honor Roll requires all A's. The Honor Roll requires A's and B's. The honor roll is determined at the end of each grading period after report cards have been issued. Assemblies are held to recognize honor roll students with a certificate.

REPORT CARDS / PROGRESS REPORTS / PARENT CONFERENCES

Progress reports for academics and citizenship are prepared at the midterm of each quarter. Parent conferences have been scheduled for mid-term of the first and third quarters. Specific dates can be located on the school events calendar. Reports cards will be prepared at the end of each 9/10 week period to be sent home with each student. The WJH staff encourages parents to call, email, visit, or drop a note anytime if there are questions or concerns.

MEDICATION, ILLNESS, ACCIDENTS

Students who take prescription medication during the school day must leave the medication with the School Nurse along with instructions for its administration. Students will generally report to the School Nurse's office to take the medication. Parents must complete the "Request for Giving Medicine at School" form, available from the School Nurse for distribution of aspirin-free pain reliever at student request. Should a student become ill or is injured at school, school personnel will call home number, then the work numbers listed on your Emergency Information Card. If no response is received, the school will contact the emergency numbers from the card. To pick up an ill child, please go to the loading area outside the School Nurse's office on Navajo, close to 16th street, or at the WJH office.

WITHDRAWAL OF STUDENT

Students moving or withdrawing for any reason must complete a student withdrawal form to satisfy all textbook, locker, and school accounts. Parents may call or stop by the school office prior to the withdrawal date to inform the school and allow ample time for the student to complete the withdrawal paperwork.

LOCKERS FOR WJH STUDENTS 7th & 8th grade

Lockers may be assigned to WJH students by their PE teacher. Lockers may provide a convenient, secure place to store books, Papers, personal belongings that students do not want to carry around during PE. Each student is assigned a combination lock. Students should not share the combination with other students. Students may not share lockers. Each student will have his/her own and is responsible for its condition. A student who defaces his or her locker will be charged a \$25 repair fee. Lockers remain the property of Parker Unified School District. As such, they are subject to school control and supervision. WJH administration and its designated representatives have the right and responsibility to open lockers to examine the contents, including personal items, which might threaten the safety, health or welfare of other students and staff. Periodic inspections may be conducted to determine if lockers are being kept clean, neat, and in good operating condition.

STUDENT CONDUCT

The information contained in this portion of the student handbook is provided to:

- (1) Identify conduct which may result in disciplinary action
- (2) Identify commonly used disciplinary measures; and
- (3) Explain student's rights (due process) as provided by Governing Board policy.

Students at Wallace Junior High School should feel that they are given the opportunity to learn in an atmosphere which provides physical safety and security, freedom from unnecessary distractions, and interpersonal relationships which are based on fairness, mutual respect and courtesy.

WALLACE JUNIOR HIGH SCHOOL DRESS CODE

Wallace Junior High School is an educational facility. All Wallace Junior High School students will be required to wear a uniform shirt to school. There are times, such as spirit week and Fridays for students on Principal's Honor Roll, where students do not have to wear the required uniform but are still required to follow the traditional dress code. Students have the responsibility to dress for an educational setting. Students, with the help and guidance of their parents, should develop a tasteful wardrobe to be worn on campus. All students are expected to conform to basic hygiene standards of neatness and cleanliness.

The following is a guide that will assist students and parents in clothing choices:

1. Students are asked to wear shorts at mid-thigh length or lower. Dress and skirt length should not be above the mid-thigh. Volleyball style shorts are permitted to be worn under regular shorts however their length must meet the approved mid-thigh length.
2. It is inappropriate to wear pants, shorts, or tops that permit undergarments to show. This policy includes boxers and bra straps. Students may not wear any type of swimsuit.
3. The length of tops worn by individuals must be at least to the top of the pants, skirt or shorts. When the arms are held up, midriff or belly should not be exposed. All shirts/tops must have sleeves and are not permitted to have a plunging neck line. The straps of "shortfalls or bib overalls" are not designed to cover bra straps and do not qualify as meeting the sleeve requirement.
4. Students may not wear any type of clothing that is excessively tight or revealing.
5. Clothing and/or hats which have printed messages containing profanity or references to guns/violence, alcohol, drugs, sex, gang-related materials or messages, or racial slurs are strictly prohibited. Included here are booby bracelets, bandanas & wallet chains.
6. Students with piercing must wear school appropriate jewelry. Students may not wear spikes, safety pins, or related inappropriate/non-jewelry items. All jewelry must be taken out or taped while participating in an athletic event.
7. Sunglasses or hats/hoods may not be worn in the classroom or building used by WJH students. Sunglasses and hats are for protection from the sun's rays. Therefore, sunglasses or hats/hoods may not be worn in class or other inside areas.
8. Shoes or sandals must be worn at all time (no bare feet & no slippers).
9. In addition, any attire which is considered by school personnel as indecent, or distracts from the school's learning environment will not be permitted.

A student in violation of the WJH Dress Code will be required to make a clothing change before returning to the classroom. If a clothing change is necessary, students will have the opportunity to contact their home for a change. Confiscated hats will be kept by the teacher or in the office until the end of the day or another set time (repeated offenders: Friday afternoon and/or further disciplinary actions). Students reported for dress or hygiene concerns will be privately conference by an administrator, school psychologist, or the school's health aide.

PUSD Bullying Policy JICFB

Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others. Intimidation consists of making verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property. Harassment is the continual or repeated annoyance or humiliation of another person. Students who believe themselves to be a victim of bullying, intimidation, and/or harassment should report it to a teacher/principal immediately. Students who are aware of incidents of bullying, intimidation, and/or harassment need to report to a teacher/principal immediately. Students and bystanders encouraging, soliciting, aiding, or committing any form of bullying, intimidation, and/or harassment will be placed on long term lunch detention, receive in-school suspension, and/or off campus suspension.

GENERAL CAMPUS RESTRICTIONS

1. Respect and courtesy will be shown to each student, and school employee.
2. Physical contact sports during recess periods will not be allowed.
3. No running in the hallways. No bicycles, skateboards, or roller blades are to be used on the campus at any time.
4. The sidewalks were designed to provide space for orderly movement around campus. Students should not walk in or use the grassy areas.
5. Large amounts of money should not be brought to school by staff or students.

CAFETERIA RULES

Students should use GOOD manners while eating in the cafeteria. The following rules will apply:

1. All students must go through the lunch line though they are not required to purchase a lunch.
2. Stand in line correctly. No cutting in line or giving cuts to others.
3. No running. No pushing others while in line to be served.
4. No throwing food or other items.
5. No roaming around the cafeteria. Students will ask for permission to get up after they have taken their seats at the tables.
6. Keep noise to a minimum. No loud, boisterous talking. No profanity.
7. Always be courteous to others.
8. Keep hands and feet to one's self.
9. Follow the directions of supervising adults and cafeteria staff.

TRANSPORTATION RULES

BUS RIDING IS A PRIVILEGE NOT A RIGHT. When school transportation rules are violated causing the potential for danger or injury to students, bus drivers, or other motorists, the district will take appropriate disciplinary action to remedy the situation. Each bus student will be given a set of bus rules for students and parents to read and sign. The signature section is designed to be removed and returned to the appropriate driver. The drivers will alert students to the date for returning the signatures before transportation privileges are revoked.

STUDENTS ON THE BUS ARE UNDER THE AUTHORITY OF THE BUS DRIVER AND MUST OBSERVE THE FOLLOWING RULES:

1. Obey the driver's instructions.
2. Keep the aisles clear and sit in assigned seat facing forward.
3. Be courteous. Keep hands to your selves.
4. Do not throw anything while on the bus.
5. No food, drinks, or gum on the bus.
6. No weapons or items that could endanger the safety of self or others.
7. No alcohol, drugs, tobacco products, or imitation items.
8. Remain seated until the bus has come to a complete stop.

9. Keep all items inside the bus. This includes hands and upper body.
10. Talk quietly. No profanity.
11. A student must have a written bus pass from the school office to get off or be at a stop other than the regular one. A student who does not usually ride a bus must have a bus pass issued by the office before he/she will be allowed to ride.
12. Students must remain at campus once the bus has dropped them; students that leave are considered truant and will be suspended.

CONSEQUENCES OF BUS DISCIPLINARY REFERRALS

1. Warning and parental contact
2. ASD for 1 or more days and parental contact
3. BMC for 1 or more days and parental contact
4. Loss of bus privileges for 1 or more days and parental contact (parent conference may also be requested)
5. Off campus suspension for 1 or more days with loss of bus privileges and parental contact
6. Loss of bus privileges for the remainder of the quarter, semester, or school year.

General Considerations: Administration reserves the decision to advance consequences based on the situation.

Major Transportation Violations include:

1. Physical contact – aggression toward another student or adult.
2. Alcohol, drugs, tobacco products – possession or use.
3. Vandalism – destruction of school property or another’s property.

For major violations, a minimum 3-day suspension will be imposed. Any violation of state or federal law occurring at the bus stop, on the bus, or any transportation provided a student by PUSD, may be reported to the appropriate law enforcement agency. Extreme and uncorrected misbehavior by an individual student or group of bus students, which endangers the safety of others on the bus, may demand removal from the bus by a law enforcement agency.

Remember, bus riding is a privilege offered by this school district. School- provided transportation is not a student’s right. This privilege will be revoked if a student’s behavior is consistently inappropriate. If that occurs, parents/guardians will assume the responsibility of providing transportation to and from school. The WJH administration retains the right to deny bus privileges at any time should a student’s actions seriously endanger others or be excessively disruptive in nature.

Bus Passes

Bus passes are only given to Student address on file. If a bus pass is needed to another address other than the one listed on file, the parent must request before 1:00pm on regular release days. No bus passes will be giving on Fridays. A new bus pass is required for each day that the Student is going to an address other than the address on file.

PROHIBITED CONDUCT

The following areas violate state laws, federal laws, and/or adopted board policy, in addition to violating the disciplinary policies of Wallace Junior High School. School officials may notify the appropriate police authorities for such violations. If this occurs, school officials will contact the parent(s) or legal guardian(s) by telephone or letter. Any action the police authorities take will be in addition to the action taken by the school. Police authorities will be called to investigate serious violations. Prohibited conduct and an explanation of it follows:

ALCOHOL AND DRUGS

Students may not use, have, sell, or be under the influence of illegal substances including alcohol, marijuana, narcotics or other harmful substances. Students may not use, have, or sell drug paraphernalia. Police authorities shall be contacted in ALL cases involving known violations of this rule. Police authorities may be contacted in cases of suspicious behaviors which may be related to alcohol or drugs. Look-a-like substances that are presented as authentic are prohibited and will be treated seriously. A student is not permitted to have, sell, or use any type of tobacco: cigars, cigarettes, or chewing tobacco. Students should not be in possession of matches or lighters.

ARSON

Arson is starting or trying to start a fire or cause an explosion.

CHEATING OR PLAGIARISM

Copying the work of others and handing in as one's own or getting answers in a dishonest way.

NUISANCE ITEMS ON CAMPUS

In addition to those items not permitted in the classroom, anything which distracts from the educational process of the school and/or may lead to injury or property damage is not permitted. This includes, but is not limited to the following: sharpies, bicycles, skateboards, roller skates, roller blades, cell phones, hand held video games, CD walkmans, iPods, MP3 players, balloons, hard balls, etc. Teachers may hold these items for return at the end of the day, or the items may be forwarded to the principal who will make arrangements with the family to return the nuisance item (on Fridays after school) and clarify the item's restriction from campus. Repeat offenders will be assigned disciplinary consequences.

DESTRUCTION OR DEFACEMENT OF PROPERTY

This means damaging or destroying objects or materials not belonging to that person and includes school, teacher, staff and students property

DISORDERLY CONDUCT

This is defined as conduct that is disruptive to the educational procedure of the school. This includes but is not limited to displays of over-affection between two people, obscene behavior, physical aggression, and swearing.

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY/DISRESPECT

Refusing to follow the reasonable requests of school personnel and/or refusing to obey classroom and school rules.

DRESS CODE

Failing to follow the school's dress code requirements

EXPLOSIVE DEVICES

Use, possession, or sale of firecrackers or other explosive devices

EXTORTION

Asking money or things of value from another person in return for protection

FIGHTING OR PHYSICAL ASSAULT

Engaging, or threatening to engage in, physical contact for the purpose of causing harm to another person. An attack by one or more persons upon another person who does not wish to engage in the conflict and whose conduct has not provoked the attack is assault.

FORGERY

Using the signature or initials of another person

GAMBLING

Involvement in games of chance for the purpose of exchanging money or goods

HAZING

To play tricks on or to make one do dangerous or silly thing, Hazing has no place in our schools or on our athletic teams.

LYING

Giving of false information intended to mislead.

TARDINESS

Unexcused lateness to school or class

THEFT / STEALING

Taking items from another person or from the school

THREATS AND VERBAL ABUSE / BULLYING

Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others. (An unfair match exists.) Intimidations consist of making verbal threats toward another person made with the intent to inflict fear, injury, or damage to property. Harassment is the continual or repeated annoyance or humiliation of another person.

TOBACCO AND CIGARETTES

A student is not permitted to have, sell, or use any type of tobacco: cigars, cigarettes, or chewing tobacco. Students should not be in possession of matches or lighters.

TRESPASSING

The unauthorized presence of a person on a campus, all visitors must check in with the office and get a visitor's pass. It is a violation of the law if the person remains on campus after being requested to leave.

TRUANCY / UNEXCUSED ABENCE

Any absence that has not been excused by the parent or legal guardian and approved by the appropriate school official, Leaving the campus or classroom without permission at any time during the school day, including being absent from class without permission, is truancy or "ditching".

VEHICLE MISUSE

The inappropriate use of a motorcycle, bicycle, or other type of vehicle on school property, Vehicles are not allowed on patios, sidewalks, playgrounds, or other recreational areas of campus.

WEAPONS

Possession of any dangerous weapon or the use of such weapons or other devices for the purpose of causing bodily harm to another person, Possession of look-alike firearms for the purpose of intimidation threats, or disruptions are treated as seriously as an actual weapon. Knives with blades longer than 2 ½" or which have a blade locking mechanism, are considered lethal. Board policy states that a student carrying or possessing a firearm will be suspended, expelled, or placed in an alternative education program for not less than one year.

RESTITUTION – PLEASE NOTE:

UNDER ARIZONA LAW PARENTS ARE LIABLE FOR DAMAGE DONE TO SCHOOL PROPERTY which includes textbooks & desks – BY THEIR CHILDREN. IN ANY SITUATION IN WHICH DAMAGE TO SCHOOL PROPERTY OCCURS, THE STUDENT AND/OR HIS/HER PARENTS ARE REQUIRED TO PAY FOR DAMAGES AFTER DUE PROCESS HAS OCCURRED. SEVERAL OPTIONS INCLUDE: (A) FULL PAYMENT FOR DAMAGES, (B) PAYMENT ON A WEEKLY BASIS UNTIL COMPLETE, (C) WORK OFF DEBT, (D) COMBINATION OF THESE, A CONTRACT WILL BE SIGNED BY THE STUDENT AND PARENTS. IF THE DAMAGES ARE NOT PAID FOR AS PER CONTRACT, EXCLUSION FROM CAMPUS WILL BE RECOMMENDED.

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 its students.

Designated school employees may conduct searches when they have justifiable **reason** to suspect that the health, safety, or welfare of a student or school personnel may be in danger. Any search of a student's property will be justified at its inception. The school official will have reasonable grounds, based on personal knowledge, observation, or specific reports for initiating a search and will explain that to the student before the search. Searches will be confined to outer clothing, purses, books bags, equipment bags, and/or lockers. Students may be asked to empty a purse or his/her pockets. Items that may disrupt or interfere with the educational process may be removed from the student. Items may be returned to the student's parent or guardian. Items that are illegal to have at schools may be turned over to the appropriate law enforcement agency.

Guidelines for Making a Search and/or Seizure:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable cause for the designated employee to believe that something violating a law or a school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, alcohol, and drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purpose, will be seized by the designated employee and may be turned over to the appropriate law enforcement agency.
3. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
4. A student's person may be searched by designated school employees when there is reasonable cause to believe that the student has on his/her person illegal items, or other items that may interfere with school purpose.

EXPLANATION OF COMMONLY USED DISCIPLINARY ACTIONS

Students who choose to become involved in conduct which violates accepted school conduct shall be subject to certain disciplinary actions. Depending on the nature of the misconduct, one or more of the following actions shall be taken by the school officials:

INFORMAL TALK/CONFERENCE

A school official (teacher or administrator) will speak with the student to reach an agreement regarding how the student must behave and shall identify the appropriate behaviors expected.

LUNCH DETENTION

Students may be assigned detentions during the lunch recess as the result of classroom or campus misconduct. Lunch detentions are assigned by the individual teacher according to the school's discipline system.

PARENT CONTACT

Parents will be contacted by telephone, email, notes sent home, letter, or personal contact. This contact may be initiated by the teacher, parent, or administrative personnel. The contacting person will maintain a record of such contacts. Conferences may be scheduled at the request of the parents or school personnel.

PRIVILEGE RESTRICTION

A student may be denied the opportunity to participate in a future school activity. Such restrictions shall be recorded in the student's disciplinary file. Examples of restricted activities are school games, dances, recess time, field trips, assemblies, spirit week, promotion activities, etc.. etc..

CONFERENCE

A formal conference may be held between the student and school officials. Parents shall be informed of such conferences and encouraged to attend. During such conferences the student must agree to correct his/her behavior. Behavioral contracts may be written indicating expected behavioral change and defining future disciplinary consequences. Formal conferences shall be recorded in the student's disciplinary file.

EXCESSIVE DETENTION POLICY

Students who are excessively tardy to school / class will be assigned after school detention until the problem is resolved. Excessive tardiness interrupts the student's learning process. It also disrupts and interrupts the learning process of others.

MANDATORY TUTORING

Students participating in band who have a failing grade will be required to attend mandatory tutoring. Students with failing grades not participating in band will be assigned to mandatory tutoring if their teachers believe it will improve their academic

ability and/or prevent them from being retained. There is a ZERO TOLERANCE for misbehavior in mandatory tutoring. If students are told to leave mandatory tutoring, parents/guardians will be required to pick their student up as they will not be allowed to ride the tutoring bus.

AFTER SCHOOL DETENTION

ASD will be assigned by the WJH administration. It will be assigned on specific days corresponding with after school tutoring (3:00 – 4:00 PM). Therefore, transportation will be available for those students. Students assigned ASD will follow the rules set forth by the administration and the ASD supervisor. Failure to successfully complete ASD will result in being assigned additional days, possible placement in BMC, or possible off campus suspension.

BEHAVIOR MODIFICATION CENTER (BMC)

The Behavior Modification Center is an alternative classroom setting. Students are assigned BMC by the WJH administration. Students may be assigned for the balance of a school day, a class period, or for one or more school days. Students will complete the work which is being presented in the regular classrooms as well as activities assigned by the BMC supervisor. Work completed in BMC will be credited by the student's teacher(s). Students who misbehave in BMC will be assigned additional time in BMC or suspended off campus.

OFF – CAMPUS SUSPENSION (SHORT – Term)

A student may be suspended off-campus for a period of one to nine days. Off-campus suspensions shall be used when students engage in behavior that is dangerous or severely disruptive. Misconduct in ASD, BMC, or continued misconduct on campus may also result in short-term, off-campus suspensions. Students will be afforded due process and parents are contacted. Such suspensions are recorded in the student's disciplinary file. A record of such suspensions is also sent to the Governing Board of Parker Unified School District #27.

OFF-CAMPUS SUSPENSION (LONG-Term)

Students may be suspended off-campus for periods which exceed nine days and may extend to the end of the school year AND one additional semester. Students will be afforded full due process rights, including the right to a hearing. Parents will be contacted and provided with information regarding such suspensions as required by law.

EXPULSION

Expulsion means that the privilege of attending school in this District is permanently withdrawn. Only the Governing Board may expel a student and only the Governing Board may reinstate the privilege of school attendance. Parents will be contacted and informed of all due process as required by law.

DUE PROCESS

This Handbook has explained the major areas of misconduct and the possible consequences that will result for those students who choose not to follow the rules. All students are entitled to due process. This means there are certain procedures that school officials must follow prior to taking appropriate disciplinary action.

In cases involving disciplinary action, students are protected by rights which are called "Due Process" rights. Due process guarantees that no action will be taken against a student until facts have been presented and a judgment is made. In all cases involving serious discipline, the student and the student's parent or guardian will be informed of these rights as required by law.

Parents and students should read this handbook carefully. All students are responsible for knowing the rules and policies to be followed. Teachers will spend part of each day discussing this information during the first week of school. There are rules and policies that identify appropriate conduct expected on the school grounds, at special activities, on the way to and from school, and on the school bus.

There are also procedures that students must follow if they do not agree with the school's action on discipline. If a student does become involved in a situation where suspension or expulsion might result, both the student and his/her parent and/or guardian will be given a more detailed description of the due process procedures.

DISTRICT-WIDE DISCIPLINE PLAN

In June, 1996, the Governing Board adopted into policy a disciplinary plan which applies to chronic misbehavior in three areas. The policy is outlined as follows:

1.) Disrespect / Defiance

Failure to respond to a reasonable request of any staff member
Physical actions or gestures demeaning to children or adults

2.) Physical Aggression

Any physical contact that has the potential to cause harm to students or staff Members

3.) Profanity / Obscenity / Indecent Conduct

Any verbal or nonverbal behaviors or actions deemed obscene or offensive

Consequences: After two off-campus suspensions during a semester for any of the behaviors cited above, the student shall be subject to the following consequences:

***Short-Term Suspension (up to 9 days) With Alternatives**

Short-Term Suspension (up to 9 days) With No Alternatives

***Long –Term Suspension (over 9 days) With Alternatives**

Long –Term Suspension (over 9 days) With No Alternatives

Expulsion

Long-term suspension and expulsion require hearings before the district hearing officer. All suspensions are off-campus. When suspension with an alternative is deemed appropriate, the length of the original suspension will be shortened if the select alternative(s) is/are completed as directed by the individual administering the punishment. Students whose suspensions are shortened under these provisions shall be considered on probation for the length of their original suspensions.

Possible Alternatives

- Parent / guardian attends classes with the student for a specified number of days
- Student performs manual labor on campus at specified times for a designated period
- Student and parent / guardian provide proof they are attending or receiving appropriate counseling and/or behavioral health services.
- Student attends, and successfully completes, evening or Saturday classes which would be provided on a fee basis
- Student earns passing grades on a designated number of home study assignments.

Actual alternative(s) applied will be determined by the appropriate on a case-by-case basis.

TEACHER’S RIGHT TO INVOKE A REFUSAL TO READMIT A STUDENT: Arizona Revised Statutes (A.R.S.)

15-841 was revised in July, 1997. The amendments refer to a teacher’s authority to remove a disruptive student from the classroom. The three-part amendment is summarized here.

- 1.) A teacher may send a pupil to the principal’s office in order to maintain effective discipline.
- 2.) A teacher may refuse to readmit a disruptive student if the student removed from the classroom for either of the following two reasons:
 - Teacher has documented that the student has repeatedly interfered with the teacher’s ability to communicate effectively with other pupils in the classroom or with the ability of other students to learn.
 - Teacher has determined that the pupil’s behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher’s ability to communicate effectively with other pupils in the classroom or with the students’ ability to learn.
- 3.) A Placement Review Committee will be established to assist in making determinations regarding a student whose teacher refuses to readmit. The PRC will consist of two teachers selected by the faculty. The principal will also be a member of the PRC. The PRC process must not exceed three working days from the date the student was removed from the classroom. The administrator will not return the student to the classroom without the teacher’s consent unless the PRC determines that the return of the pupil is the best or only practicable alternative.

Truancy

Arizona State law says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a valid reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III Misdemeanor. When the parent does not provide a valid excuse for his/her child's absence a law enforcement officer may cite the student, parent or a custodian directly into court for violating the state truancy law. (Re: A.R.S. 15-802, 15-803, 15-804)

A habitually truant child is a child between the ages of six and sixteen who has five (5) days of unexcused absences or five (5) Unexcused absences from class within a single school year (Re: A.R. S. 15-803, C.1) A student who is habitually truant from school may be issued a criminal citation. An administrator will attempt to notify the parents that the citation may be issued, and the parent will be required to appear in court with the student.

Upon reaching four unexcused absences, a student may lose credit in that class. Upon reaching any combination of **12 excused or unexcused absences**, a student may lose credit in that class.

For students under 16 years of age, a Truancy Citation may be issued if a student reaches five unexcused first period absences. ** Students with excessive absences may be required to provide medical documentation to remain in class and to excuse any further absences. If additional absences occur and no medical documentation is provided, the student may be dropped from class (es). If a medical exemption is given for the first semester, it may not carry over into the second semester.* Any student may be placed on a Attendance Contract upon reaching a total of five unexcused absences, when a pattern of unexcused absences occur, or when the student reaches a combination of seven excused absences. For students under 16 years of age, a Truancy Citation from Maricopa County will be issued.

2014-2015 Arizona School Immunization Requirement, Kdg – 12th Grade

1. Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>. Homeless students are allowed a 5- day grace period.
2. The immunization record for each vaccine dose must include the date and the doctor or clinic name.
3. The statutes and rules governing school immunizations requirements are:
Arizona Revises Statutes 15-871 – 874: Arizona Administrative Code, R9-6-701 – 708.
4. Privilege Restrictions will be applied if shot records do not get turned in. Students may be denied the right to attend school.

I have read and understand this Student Handbook and agree to abide by it.

Student Name (print)

Date

Student Signature (signature)

Date

I have read and discussed this Student Handbook with my student.

Parent/Guardian Name (print)

Date

Parent/Guardian Name (signature)

Date