

Dear Parents and Guardians, at Santa Maria Middle School, we will continue to implement Positive Behavior Intervention and Supports (PBIS).

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.

Our Mission

Inspire students to thrive and become empowered learners.

Our Vision

To instill confidence, collaborate on common goals, and foster a path to personal growth among our diverse community.

School Campus

The Santa Maria Middle School campus opens at 8:20 a.m. Students shall not arrive or come on campus before this time. The campus of Santa Maria Middle School is defined as the actual property of the school site, and the streets, sidewalks surrounding the school property, excluding private residences.

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.

Attendance

Student achievement is closely related to school attendance. The federal No Child Left Behind Act requires states, school districts, and schools to be held accountable for ensuring that all students meet high academic standards. On-time, daily attendance is a

critical component of the educational process. Arizona law dictates that: "Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school or a state institution." The parent portal can provide attendance information for parents to view in real time. Please contact the office to obtain your account set up.

Tardiness

Students are considered tardy when they are not in their assigned seats and ready to work when the tardy bell rings. Students arriving late to school must bring their parents and check in at the front office prior to attending class. After the first unexcused tardy, the student will receive an automatic lunch detention for that day.

Students who are late to class by more than fifteen (15) minutes will be counted as absent (unexcused) for that class period. **If the student decides to leave once attendance in class is taken, it will be considered an unexcused absence.** A parent note or phone call does not automatically excuse a tardy, unless it pertains to one of the approved areas or is approved by an administrator. Approval of any absence is up to the discretion of the school.

Late admission to class may be excused if it involves the student being at a medical, dental, legal appointment, meeting with a counselor, nurse, or principal. Late admissions based on an allowable situation should submit a note from the individual, medical, dental, or legal firm involved.

Unavoidable/emergency situations must be approved by the office. All other late arrivals will be marked as unexcused.

Absence Reporting

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 voicemail 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.

Santa Maria Middle School is a closed campus. 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.

Excessive Absences and Truancy

Students and parents of students who are "habitually truant" (having five or more absences within a school year) or who have "excessive absences" (days absent more than 10% of the number of required attendance days) may be referred to a hearing officer for truancy (A.R.S. 15-803). Eligible students may be referred to the C.U.T.S. Program. Poor attendance is also a consideration for retention.

C.U.T.S. Program/ Court Unified Truancy Suppression Program

According to A.R.S. 15-802 and A.R.S. 15803, "a child is truant if they have five unexcused absences or miss 10% of the school year (excused or unexcused absences). Attendance warning letters are mailed home to the parents after the fifth absence.

After the tenth absence, a conference is requested between the school and the parents to understand why truancy is an issue, and a referral may be issued for truancy. When a student is referred to the C.U.T.S. Program, a hearing will be held on the school campus with the assistant principal. The parent /guardian and the child will be expected to appear at the hearing.

Consequences at the truancy hearing may include:

Classes (to be held on Saturdays), performing community work service, counseling, etc., or a referral to Phoenix Municipal Juvenile Court. The parent will be assessed a \$50.00 diversion fee.

Failure to attend the hearing or complete these consequences may result in prosecution of the child and/or parent at Phoenix Municipal Court. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or a fine.

Make-Up Work

Upon returning to school after an excused absence, **students must ask each teacher for work missed.** Two calendar 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's requests for assignments due to a prearranged 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.

Student Checkout

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

In accordance with Arizona State Law, except for some emergency services, only a person listed on the emergency card may take a student from the campus during school hours. A picture identification card will be required before a student will be released from the school. **Anyone coming to pick up a student during school hours must report to the office, not to the classroom.**

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 arrangements with the Principal.

Students will not be signed out from classes at the end of the day between 3:30 p.m - 3:45 p.m on Mondays, Tuesdays, Wednesday and Fridays and from 1:30 p.m - 1:45 p.m on Thursdays.

School Closures

In the event of an emergency school closure, parents and students should look on the district website www.fesd.org for updates on the school closure. A message can also be left on the school voicemail system. If students 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 look on the district website www.fesd.org for information regarding evacuation sites and the procedure for picking up their student.

Student Identification Cards

All students are required to have a school identification card that is visible at all times for any school function and when riding the bus. ID's 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.

Students are required to have a current I.D. in order to ride the bus. If the student does not have an I.D., transportation arrangements will be the parent's responsibility.

If an ID will not scan on the bus, it can be exchanged for a new ID as each ID has a specific tracking chip for safety purposes during bus travel. Students may purchase a new ID before or after school. Students are not to miss class time to obtain new ID cards. **Students will not be allowed to board the bus without a current scannable ID.**

Dress Code

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

Tops:

- o Colors must be white, light blue or navy.
- o Shirts must have sleeves, no exposed shoulders.

- o Polo shirts with buttons, or regular shirts and must have a collar and sleeves.
- o Oversized shirts must be tucked in.
- o No logos or writing should be on tops
- o Students may wear school spirit shirts to substitute a uniform shirt.

Bottoms:

- o Colors must be navy blue, khaki, or beige.
- o No denim may be worn.
- o Students may wear shorts, skorts, or slacks that conform to the 4-pocket tailored uniform style found in the uniform department of any of the department or discount stores.
- o All shorts, skirts and skorts must be no shorter than two inches (length of Student ID) above the knee.
- o No rips above the knee
- o Sweatpants, spandex, tights, leggings, and tight-fitting clothes are not permissible unless worn under approved bottoms.
- o Sweatpants may be worn during the Winter season only.
- o Leggings worn under skirts or skorts must be white, black, or navy blue
- o No logos or writing on bottoms.
- o Must be size appropriate.

Footwear:

- o Shoes must be worn at all times
- o Shoes must have closed toes and a secured heel (No flip-flops, no crocs or similar).

Outerwear:

- o Sweaters and sweatshirts may be worn in the building.
- o Sweater hoods may not be worn on the head while inside the buildings

Other Uniform Issues:

- o Piercings may be in the earlobes only. Nose piercings with a stud are allowed, but discouraged. Hoops in the nose are not allowed.
- o Earrings should be no longer than 1"
- o Head coverings such as caps and visors may be

worn outdoors only.

- Hair accessories like durags, bandanas, and scarves may not be worn
- Tattoos may not be visible
- Make-up products shall be left at home, and in no case should makeup be used during class time.

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

Dress Code Violations

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.

Questions regarding the dress code may be directed to the Principal at 623-707-1100.

Academics

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. Paper progress reports will be sent home weekly with each student starting on the second Friday of each new quarter. 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.

The Arizona State Standards are the driving force behind our district's curriculum. State achievement tests will be administered in the spring each school year. The assessments measure our student's progress in the following standards: language arts, reading, math and science.

Benchmark tests will be given quarterly in all subject areas. These assessments will be used to guide instructional decisions and assess student achievement and growth.

Academic Assistance

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

Grades/ Report Cards/Progress Reports

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

<u>Percentage</u>	<u>Grade</u>
100%-90%	A
89%-80%	B
79%-70	C
69%-60	D
59%-0	F
P/F	Pass / Fail
I	Incomplete

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). Generally, these students are enrolled in the Special Education Program.
- Students who qualify under a Section 504 Plan.
- Students enrolled in an exploratory class, and have made every effort to succeed in the subject area

- When a student has successfully undertaken remedial work to make

the parents or legal guardian may request in writing that the Governing Board review the teacher's decision.

Schedule Changes

Administration must approve all schedule changes.

A parent meeting with the Principal shall take place prior to a schedule change. The parent may request a meeting by filling out a form and returning it to the office, or calling the main office. A decision will be made at the conclusion of the meeting. Once the approval is made, then the schedule can be changed. Please be aware that schedule changes may take up to two days.

Academic Awards

Santa Maria Middle School celebrates the following academic honors quarterly:

Principals' Honor Roll (Gold):

Awarded each quarter to students who maintain a 4.0 grade point average. Students will receive a certificate and other school-based rewards. No D's or F's allowed.

Silver Honor Roll:

Awarded each quarter to students who maintain a 3.5 to 3.99 grade point average. Students will receive a certificate and other school-based rewards No D's or F's allowed.

Bronze Honor Roll:

Awarded each quarter to students who maintain a 3.0 to 3.49 grade point average. Students will receive a certificate and other school-based rewards. No D's or F's allowed.

Promotion Requirements

We base our retention and summer school guidelines upon the Fowler School District's policy. A.R.S. 15-521 states that every teacher shall make the decision for promotion or retention of students. Parents do not have the authority to overturn the decision of the teacher.

If a parent or legal guardian chooses not to accept the decision of the teacher as provided in Section 15-521,

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.

Students who fail 3 or more of their core classes are subject to be retained or attend summer school.

During the school year, notices will be sent home, informing both parents about the student's progress. These notices will indicate what grades your child needs to score in order to improve his or her grade(s) to pass for the quarter and academic year. Parents may be kept abreast through the parent portal for updates on their students' progress throughout the year.

Students who demonstrate poor academic progress in 2 of their core classes will be notified if it appears that the student needs additional support at home and school. These students will be tracked the same and given warning to failure for their grade and possible summer school attendance. The core classes include Reading, Language Arts, Math, Science and Social Studies.

8th Grade Promotion Ceremony Requirements

An 8th grade Promotion Ceremony Requirements Contract will be sent home for both student and parent to read and sign. This contract will then be returned to their homeroom teacher.

After School Activities

SMMS will offer many after-school activities for students:

- | | |
|---------------------|-----------|
| -Student Leadership | -Yearbook |
| -Athletics | -Music |
| -Tutoring | |

Athletics

Fall

-Flag Football

-Cross Country -Girls Volleyball -Cheerleading

Winter

-Boys Basketball

-Girls Basketball

-Cheerleading

-Girls Soccer -Boys Soccer

Spring

-Baseball

-Softball

-Track

All students who want to participate in sports must have a physical completed **before** tryouts.

Parent Conferences

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

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 and come to school prepared with all their school utensils.

Books are provided to students and will be assigned. Textbooks are to be kept in school. The student is responsible for the care of these books. Lost, misplaced or damaged textbooks, and library books, will be paid for by the students. **Parents will be notified of the lost or damaged books and will incur the cost.**

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

Hall Passes

Students who leave the classroom for any reason **must** have a hall pass. Students must have a hall pass to be in the building before school or during lunchtime. Students are not to be in the office or nurse's office before school, during lunch or after school unless they

have a pass, and only the student assigned the pass will be permitted.

Arizona Healthy Schools Act, HB 2164

Arizona Healthy Schools Act, or House Bill 2164, prohibits public schools participating in federally funded meal programs from serving, selling, sharing, or allowing a third party to sell ultraprocessed food on the school campus during the regular school day. The law defines ultra-processed foods as those with 1, or more, of the following 11 ingredients: **potassium bromate, propylparaben, titanium dioxide, brominated vegetable oil, yellow dye 5 or 6, blue dye 1 or 2, green dye 3, red dye 3 or 40.**

A.R.S. 15-242.01 prohibits the service or sale of ultra-processed foods at any point of the school day. This includes student celebrations, birthday parties, prizes/incentives, and classroom snacks. The law does not apply to individual student lunches brought from home.

Breakfast and Lunch Programs

Hot breakfast and lunch are available for all students and teachers every day.

Fowler Elementary School District will provide free breakfast and lunch for all K–8 students enrolled in our schools.

- Except for water, all food and beverages are to be consumed in the cafeteria.
- No food will be eaten in the school hallways, field, classrooms or on school buses.
- No food including chips or drinks of any kind can be consumed on school grounds, except in the cafeteria.
- **Third-Party Food Deliveries:** Students are **not permitted** to receive food or beverage deliveries from third-party delivery services (such as DoorDash, Uber Eats, Grubhub, Instacart, etc.) during the school day. Deliveries will not be accepted by the school office and will be turned away or discarded if necessary. Parents/guardians who need to bring a lunch for their student should deliver it directly to the school office following school procedures.

The only exceptions allowed to this policy will be special occasions approved by the principal.

Any student needing assistance in the cafeteria should ask a lunch aide, teacher or an administrator for assistance.

Cafeteria Expectations

Santa Maria Middle School has three 40 minute lunch periods per day. We expect that all of its students will conduct themselves properly during lunch periods, practice good table manners and abide by the following rules:

- Enter and exit the lunch area in an orderly fashion.
- Keep a single file line at each service station.
- Go through the serving line once.
- Refrain from pushing and shoving
- Conversations at the table are desirable. Keep your voice level at an acceptable range. (Level 2)
- Six students maximum per table.
- Throw away all of the garbage in and around your eating area.
- Keep your floor areas clean and free of spills.
- No food is permitted to be taken out of the cafeteria.
- No cell phone use in the cafeteria and all electronic devices such as cell phones, earphones, and speakers must be put away in the backpack. Failure to do so will result in cell phone confiscation.
- No student will be allowed to order or purchase food through phone apps at any time for personal or group consumption.

Gum

Gum chewing is not allowed on campus, on the buses, nor in any buildings.

Contact Policy

On campus, on school buses, and at any and all school functions, students are expected to conduct themselves in a manner that displays the highest respect for all people, avoiding any inappropriate physical display of affection (PDA). Among the actions prohibited are:

- Kissing, either on the lips or any body surface.

- Rubbing bodies together, hand holding, etc.
- Leaning against each other in an intimate embrace or for any length of time.
- Writing or drawing on any body surface of another student.

Cell Phone Policy

The cell phone policy is in place to address concerns that are present when cell phones are allowed on campus. Rules governing the use of cell phones on campus are as follows:

- Cell phones must be turned off during school hours and kept in the backpack and out of sight during, school hours.
- Possessing another student's phone may constitute theft and will be disciplined accordingly.
- There is to be no cell phone usage on campus, this includes before and after school.
- In all cases not aligned with HB 2484; students will have their phones confiscated and delivered to an administrator until a parent comes to pick-up the phone.

Repeated violations will be considered defiant behavior and will be disciplined accordingly. **The school is not responsible for any cell phone that is lost, broken or stolen.**

Electronic Devices

Electronic devices such as phones, airpods, wireless headphones, external speakers, cameras, MP3 players, computer games, etc. are **NOT** allowed on campus. If these items are brought to school they will be confiscated and kept in the front office until a parent or guardian picks them up.

Bringing these items to school is a violation of our policy and incidents of theft or damage to these items will not be investigated.

Telephone Usage

Since the telephones in the office are for school business, students are encouraged to ask permission from their teacher to use the classroom phones. Students will **not** be able to call parents because they feel ill; instead, the teacher will send the student to the nurse to determine whether it is an illness or not.

Transportation Policy

Transportation to and from home is a privilege; it is not a right; therefore, parents must obtain prior permission from the administration for students to ride a bus. A phone call **will not** suffice.

The rules on the bus are intended for the safety and security of all students while traveling. Failure to follow the bus rules may result in bus privileges revoked. For a complete list of school bus rules refer to the School District Code of Conduct.

Unauthorized Transportation

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

Skateboards and Scooters

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

School-wide Discipline Plan

Our school community is committed to the development of a discipline policy which creates a positive, safe, orderly and efficient learning environment free from distractions. The key factors in this philosophy of effective discipline are fairness, firmness, and consistency. The responsibility for developing and supporting this policy falls equally on each member of our community. Students are responsible for their own actions and behavior. Expected behavior is identified in the *Fowler Elementary School District Student Code of Conduct Handbook* and is presented by staff to students. Nothing is intended to prevent a staff member or administrator from using his/her best judgment with respect to a particular situation. All procedures will be in accordance with the *Fowler District Code of Conduct*.

- The administration reserves the right to determine the definition of an infraction and to select and apply consequences that may not be in the standard list of penalties.
- An administrator will choose penalties for all infractions. The administrator may solicit parent and student input regarding penalties. This will

be carried out at the discretion of the administrator.

- Any inappropriate acts that violate the law or are not covered in this plan may be dealt with by the administration or the school safety officer.
- Any extreme violations, in any category, may be dealt with more severely than the code prescribes. Police may be notified.
- Students do not have the right to refuse to cooperate with school officials in investigating disciplinary situations. A refusal to cooperate will be considered to be insubordination, and will be subject to disciplinary consequences.
- Students who incur major infractions may be referred directly to the Superintendent with a recommendation for long-term suspension or expulsion. (Weapons, substance abuse, repeated fights, assaults, etc.)
- Students enrolled under an Individual Education Plan (IEP) or 504 plan will be disciplined within the terms of the IEP and the Behavioral Intervention Plan.

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.

POLICE INTERVIEWS AND ARRESTS

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

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

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

A parent may be present during an interview.

Exceptions to this policy include:

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

Lunch Detention

Lunch Detention will be held every school day. Students will report to the detention room at the start of the lunch period. Students will be allowed to receive a school lunch. Students will follow the directions of the detention monitor, and will not interact with other students.

After School Detentions

Detentions will be held from 3:45 p.m. to 5:00 p.m. on Monday, Tuesday, and Wednesday (except holidays). Students are expected to come prepared to serve detention with schoolwork and/or do the work assigned by the detention monitor.

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

Saturday Detention

On occasion students may be assigned to attend Saturday detention as a behavioral consequence. Attendance is mandatory and students and parents will be notified when Saturday school has been assigned to a student.

SUSPENSIONS

In-School Suspension (ISS)

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

Alternative to Out of School Suspension

Alternative to Out of School Suspension (OSS) for students with repeated higher infractions or severe infractions. Students can be assigned this consequence at the administration's discretion. Parents/Guardians must complete enrollment paperwork prior to the student entering the program.

Out of School Suspension (OSS)

This least desirable form of consequence is used only in the most severe situations or when all other forms of consequences and interventions have been attempted for both regular education and special education students. The student, while serving OSS, is not to be on or near the school campus or buildings. Suspended students are denied access to any school sponsored activity during the term of suspension. The parent/student MUST report to administration BEFORE returning to campus/class.

Long Term Suspension (LTS)

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

Expulsion

This is a permanent removal of a student from school. It requires governing board action after a proper hearing. Expulsion may be recommended at any time that the administration considers the offense to be of an extreme nature as covered in A.R.S. 15843.

Search and Seizure

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

School Wide Discipline Plan

The administration reserves the right to determine the definition of an infraction and to select and apply consequences in accordance with the student code of conduct.

An administrator will choose penalties for all infractions at their discretion. Any extreme violations, in any category, may be dealt with more severely than the code prescribes and the police may be notified.

Students sent to the office will be processed by administration.

Administration will contact parents/guardians by letter or phone. The Superintendent, School Board and Police may be notified.

****End of Year Discipline works differently during the Month of May.****

- During the *month of May*, any violation of the Student Code of Conduct rules may result in a minimum Off Campus Suspension for three days. ***All procedures regarding suspension will be in effect and eighth graders may lose the privileges to participate in all promotional activities. Students may lose end of year and/or field trip privileges.***
- During the *last two weeks* of the school year, any violation of the Student Code of Conduct may result in Off-Campus Suspension for the remainder of the year. All procedures regarding suspension will be in effect. ***Eighth graders may lose the privilege to participate in all end of year activities.***
- **Police may be notified as necessary, depending on the infraction.**

No Bully Zone

Santa Maria Middle School is a No Bullying Zone. Students are to treat each other with respect and dignity. If a student witnesses a potential bullying act or is the

victim of a potential bullying act the proper procedure is to tell the person to stop if you can and report immediately to a teacher or the office. An investigation will ensue and appropriate actions will be taken by the administration.

Definition of Bullying: 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 the form of (e.g. pushing, hitting, kicking, spitting, and stealing); verbal (e.g. making threats, teasing, taunting, name calling, etc.); psychological (e.g. social exclusions, spreading rumors, manipulating social relationships).

(Paraphrased from; Ericson, Nels, 2001, Addressing the Problem of Bullying, U. S. Department of Justice, Fact Sheet # FS200127).

Character Counts

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

Student Acknowledgement

I, _____, have read and understand the 26 - 27 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 an Inspired scholar. I will seek opportunities to Thrive. I will dedicate myself to becoming an Empowered learner.

Student Name Printed *Parent/Guardian Name* *Printed*

Student Name, Date Signed *Parent/Guardian Name, Date* *Signed*

