

Alvord Unified School District

Mission Statement

Our mission is to prepare our students with the skills and abilities necessary to become successful and contributing members of society. In partnership with students, parents and community, we will provide our students with a superior education within a safe and secure environment.

Arizona Middle School

Mission Statement

Arizona Middle School maintains a strong emphasis on academic achievement through a standards-based education where skills are developed to promote success and lifelong learning. In collaboration with students, parents, and community, we will provide a positive and secure school environment.

Principal's Message

Welcome to Arizona Middle School! Our staff maintains a warm, friendly, and caring climate to support student learning. Your child will be scheduled with a team of teachers in language arts, history, math, and science. This schedule enables teachers to develop interdisciplinary lessons and collectively respond to the individual needs of each student. Your child will also be enrolled in physical education and an exploratory class to meet his/her specific needs. The teachers at Arizona utilize a variety of instructional strategies to meet the different learning styles of the students and evaluate student progress utilizing multiple assessment measures.

Co-curricular activities at Arizona include academic competitions, ASB sponsored activities/clubs, and pep squad. Academic awards and incentives for attendance promote a positive and caring climate to enhance student learning. Students have access to two full-time counselors and support programs that include after school tutoring and PRIME Time to assist them in meeting their academic, social, and emotional needs. Parents have input in school programs through the School Site Council, PTSA, English Language Advisory Council, and the Gifted and Talented Education Committee.

We have identified expected school-wide learning results for students at Arizona Middle School. Arizona students will be:

- Quality achievers who:
 - Demonstrate respect, responsibility, self-discipline, and accountability
 - Access resources and process information
 - Work cooperatively
- Effective communicators who:
 - Speak and write clearly
 - Read and listen critically
 - Negotiate and collaborate skillfully
- Critical thinkers and problem solvers who:
 - Anticipate, diagnose, and solve problems logically
 - Analyze, synthesize, and interpret information
 - Make choices based on reasoned arguments

The staff is committed to providing students with challenging instructional activities within a safe and orderly learning environment. We look forward to working with you.

Mrs. Gallardo-Hopkins
Principal

School Hours

School Hours: 7:45 a.m. – 2:35 p.m.
Office Hours: 7:30 a.m. – 4:30 p.m.

School Phone Numbers

Office (951)358-1675
Attendance (951)358-1680
Bus Transportation (951)785-0122

Regular Bell Schedule

7:40 AM	First Bell	
7:45 – 8:43	1 st period (including announcements)	58 minutes
8:47-9:40	2 nd period	53 minutes
9:44-10:37	3 rd period	53 minutes
10:37-11:12	1 st lunch 6 th grade	35 minutes
10:41-11:34	4 th period 7 th & 8 th grades	53 minutes
11:16-12:09	4 th period 6 th grade	53 minutes
11:34-12:09	2 nd lunch 7 th grade	35 minutes
11:38-12:31	5 th period 8 th grade	53 minutes
12:31-1:06	3 rd lunch 8 th grade	35 minutes
12:13-1:06	5 th Period 6 th & 7 th grade	53 minutes
1:10-2:03	6 th Period	53 minutes
2:07-2:35	Advisory	28 minutes

Minimum Day Schedule

7:40 AM	First Bell	
7:45 – 8:20	1 st Period	35 Minutes
8:24 – 8:55	2 nd Period	31 Minutes
8:59 – 9:30	3 rd Period	31 Minutes
9:30 – 10:00	1 st Lunch – 6 th Grade	30 Minutes
9:34 – 10:05	4 th Period for 7 th & 8 th Grade	31 Minutes
10:04 – 10:35	4 th Period for 6 th Grade	31 Minutes
10:05 – 10:35	2 nd Lunch – 7 th Grade	30 Minutes
10:09 – 10:40	5 th Period for 8 th Grade	31 Minutes
10:39 – 11:10	5 th Period for 6 th & 7 th Grade	31 Minutes
10:40 – 11:10	3 rd Lunch – 8 th Grade	30 Minutes
11:14 - 11:45	6 th Period	31 Minutes

GENERAL INFORMATION

Lunch Costs

Breakfast: \$1.25

Lunch: \$1.75

Free or reduced lunch card (if qualified)

A wide variety of items are also available at the snack bar at various prices.

Registration

Registration requirements must be met and a registration packet must be completed before a student can be enrolled. Additional procedures are required when English acquisition, special education, or guardianship issues are involved.

Address and Telephone

It is the responsibility of the students and parents to notify the school if there is a change of address or telephone number. Every student is expected to have a current telephone number of an emergency contact on file for use when a parent cannot be contacted. It is extremely important that current information is on file in the office at all times.

Bus Transportation

Students must have their bus pass and student identification card each day in order to ride the bus. If a student loses or forgets his/her bus pass, a temporary bus pass will be issued which is only valid for one day.

Lost, stolen, or damaged ID cards and bus passes can be replaced for a \$7.00 processing fee. Students need to report to the office at Arizona Middle School before school to request a new bus pass or ID card.

Good behavior is expected from all students while they are at the bus stop and riding to and from school. All school rules apply at the bus stop and on the bus. Any student who violates the bus rules or the school rules while at the bus stop or on the bus will face disciplinary action which will include the loss of his/her bus pass for a specified period of time, depending on the severity of the rule infraction.

The following bus regulations must be followed for safety reasons:

- ✓ The bus driver has complete authority on the bus. Students are to respect that authority.
- ✓ Each student must ride the bus to which he/she is assigned.
- ✓ No students will be permitted on the bus until the driver is aboard.
- ✓ Students will not be permitted to ride the bus without a valid bus pass.
- ✓ Transportation is not provided for those students outside the Arizona attendance boundaries. Students on inter-district transfers must provide their own transportation.
- ✓ Students with after school detentions must provide their own transportation.

Specific information regarding the rules and regulations can be found in the bus contract.

School Supplies

Having a successful year is determined by a positive attitude toward school rules, good attendance, a sincere effort to do your best, keeping up with classroom assignments, and being prepared for class. The following list includes the essential supplies. Individual classroom teachers may require other items as well.

- ✓ Backpack or book bag (large size to hold all books and binder). It must be locked up in PE and never left unattended
- ✓ Three-ring binder (with 7 dividers, one for each subject, plus one assignment section)
- ✓ Notebook paper
- ✓ Pencils (#2) and erasers
- ✓ Pens (black or blue ball points)
- ✓ Ruler
- ✓ Student Handbook
- ✓ Textbooks

Textbooks

Textbooks are issued without charge to students. Each student must note the condition of the book on the textbook card/record sheet. Books must be returned at the end of the year or when the student withdraws from school.

Responsibility for textbooks rests solely with the student to whom the books have been issued. Students will be charged for the textbooks that have been lost, stolen, or damaged beyond reasonable wear and tear. Students will not be issued another textbook until all replacement costs have been paid to the school. Student records and registration may be withheld until all textbook charges have been cleared.

Physical Education

The Arizona PE uniform consists of the following: **Navy blue shorts, blue shirt**, socks, and lace-up tennis shoes. PE clothes are to be taken home on Friday to be washed. Lockers are to be left empty over the weekends and during holidays.

All clothes must be a solid color bearing no logos or writing with the exception of Arizona Middle School. Navy blue sweatpants and a gray sweatshirt (No jackets) may be worn during cold weather. All clothing must be marked, using indelible ink, with the student's name to assist in their return should they become lost or stolen.

Students may purchase the regular Arizona shirt (\$10.00) and shorts (\$15.00). Shoes, socks, and sweats may be purchased elsewhere. The PE teachers will issue locks. There will be a charge for locks that are lost.

All extended PE excuses require a doctor's note, which should be brought to the office. Students who are unable to participate in physical education because of injury or illness must have a note from their parent excusing them (maximum of 3 days). An alternative assignment may be given or make-up work expected. Please read and sign PE packet of expectations.

I.D. Cards

All students are required to have a current Arizona Middle School identification card with them at all times. ID cards will be provided free of charge to students at the beginning of each school year or at the time of enrollment. Lost, stolen, or damaged ID cards can be replaced for a \$7.00 processing fee. Photos for IDs are taken during lunch only.

Health Services and Procedures

Emergency Cards and Emergencies

Parents/guardians are required to fill out an emergency card at the beginning of every school year and every time information changes. It is absolutely essential that the information be kept current. In case of an emergency, the school will call home or parent's/guardian's place of employment. If a parent/guardian cannot be reached, office personnel will use their best judgment in getting medical attention for an injured or ill student. Students will only be released to an authorized adult, 18 years of age or older.

Students will not be released to anyone who is not on the emergency card. A picture ID must be presented in all cases when a child is picked up from school.

Illness/First Aid

If a student is injured while at school, the student will be sent or escorted to the office. The secretaries will administer first aid and/or call for a nurse if necessary. Students must not leave the building because of illness without written authorization. School nurses are on call for emergency purposes. The health office is located in the main office.

Each student is required to have an emergency card on file with updated phone numbers. If a student is ill, he/she will not be sent home until a parent/guardian or other person indicated on the emergency card is contacted to come to school. The school administers first-aid only. Injuries, cuts, burns, or blisters should be attended to before students arrive at school.

Student Insurance

It is the responsibility of parents to pay for medical care resulting from school injuries. It is highly recommended that parents provide accident coverage for their students. Parents who are interested in the low cost insurance made available through the district may use the enrollment forms provided with the registration packet or contact the school office.

Medications

Students who have been prescribed medicine by a doctor must bring the medicine to the office with directions from the doctor indicating when it is to be taken. Medicines must be in a regular prescription bottle with the student's name.

Students may not carry medication of any kind on campus. Students taking medication must have an AUSD form on file for medication. The form may be obtained from the school office, completed by a doctor, and signed by a parent/guardian. All medication will remain in the office. With a form on file, students may carry an inhaler on their person.

Attendance Procedures

Attendance

Regular attendance is expected from all students. It is required by state law and contributes to satisfactory school performance. Students who are truant (absent without a valid excuse) will be assigned Saturday school or other appropriate punishment. Students who have excessive absences may be referred to SARB (Student Attendance Review Board).

California law requires that children shall attend school on a regular basis. Parents are required to send school-aged children to school, or be in violation of the law. Parents who do not send their children to school may be brought before the District Attorney for prosecution. Children may also be referred to the juvenile court. Failure to send a child to school may also result in a fine for each absence.

1. Excusable reasons for a child to be absent from school are personal illness, medical/dental appointments, or death in the immediate family.
2. Parents must verify each absence by note or telephone call to the school office at (951)358-1675. Notification must be on the first day of the absence.
3. Extended absences: Parents are responsible for notifying teachers and the office in advance of extended absences. Students are responsible for all missed assignments. Assignments may be obtained from the teacher with 48 hours notice.
4. Parents will be mailed letters after 5, 10, and 11 absences. Subsequent absences will be referred to the District for further action.
5. Students who are late to school must be signed in at the office by their parent; otherwise a consequence will be assigned.
6. Students who have seen a doctor or dentist during school time are to submit notes upon their return to school.

Tardiness

Promptness to class is very important. Students should be in class and in their seats ready to begin the lesson when the tardy bell rings.

Students who arrive tardy to school must be signed in at the office by their parent. Students who are not signed in by their parents will receive a consequence. Students seen by a doctor or dentist must present written verification upon arrival.

All late arrivals will be posted on the student's permanent attendance record. Repeated tardiness will result in a referral to the School Attendance Review Board. Students who arrive tardy to periods 2 – 6 will be assigned an after school detention every time they are tardy to class.

Passing Periods

Passing periods between classes are four minutes in duration. This provides time to move from one class to the next, use the restroom, or get a drink of water. Students who are not seated before the bell rings will be considered tardy and assigned detention.

Permission to Leave Class

During the time classes are in session, students are not allowed to be in the halls without a pass issued by a teacher or school official. Students out of class without a signed pass will be considered truant. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted.

School Transfers

Students must be accompanied by a parent/guardian in order to check out of school. A parent/guardian must notify the office one-day prior to the initial checkout. Students must pay all charges and fines and return all school materials before checking out of school. Transcripts and grades may be withheld until all school property is returned and charges/fines are paid.

School Programs and Policies

Student Arrival

Students are expected to be in their seats before the bell. Students are responsible for information given to them during the morning announcements. Arizona's Mailbag information is given to students to take home on Wednesdays.

Arizona Mailbag

Every Wednesday, school information will be given to students to take home. This is a way for the school to communicate the upcoming events and important information to students and their families.

Cafeteria

All students are expected to eat in designated lunch areas. Adult supervisors are to be given the same respect as the principal, assistant principal, and teachers. Failure to follow directions or remain in designated areas during lunch will result in disciplinary action.

Closed Campus/Lunch Passes

Students must remain on the Arizona campus during the entire school day. Permission to leave campus during school hours will be granted only upon written request of the parent or guardian, and verified through the office. Students must be signed out by parent or authorized adult. Permission for an off-campus lunch pass must be obtained from the principal. In addition, students must sign out from the office when they leave school and sign in when they return. Parents wishing to pick up students early must present a picture ID.

Guidance and Counseling

The Guidance Department provides counseling and guidance services to all students and parents. It is a place to receive personal counseling and information. Counselors help students solve personal or school problems and help students make future educational and vocational plans. Students may make an appointment to see their counselor by coming to the main office.

Library

Students are welcome to visit the Arizona library before and after school. Students are expected to study quietly. The library consists of over twelve thousand volumes, eighteen periodicals, and one newspaper. Students may check out

books for a period of two weeks. Students are responsible for all materials that they check out and are expected to pay for lost books. The library is open during lunch if class is not in session. Students will be instructed in library procedures during a special orientation at the beginning of the school year.

Computers

Students are not permitted to change anything on any computer at school. Each time a computer is used the user's name will be entered into an official log. All computer activity can be traced. Changing anything on a computer will result in a discipline consequence. Students and parents must sign the District Internet Agreement in order to use the Internet.

Telephones

The school telephones may be used by students only in emergencies, and only with permission from the office personnel.

Cell Phones

Middle schools students are permitted to have cell phones at school. Such devices shall remain deactivated (turned off) and put away in the student's backpack, purse, pocket, etc. Use of any cell phone is strictly prohibited during instructional time, including extended day programs. If a cell phone is used as a camera or is in use during instructional time, it will be confiscated and held in the office for parent pick up. The District does not assume liability if such devices are damaged, lost, or stolen.

Visitors

Parents and guardians of the students are always welcome and are encouraged to visit the school. They must, however, check in through the office to pick up a visitor's pass before visiting the classroom. This pass must be returned to the office before exiting. A 24-hour notice is requested if a parent plans on attending classes with their child. This allows for prior arrangements for seating. Loitering on or near a school campus could result in arrest.

Rules Regarding Student Property

Students are encouraged not to bring electronic items (radios, tape recorders, CD players, cameras, games, mP3 players, etc.). Students are not allowed to bring permanent markers, toys, stuffed animals, and other personal items to school because there is a risk that these items may be stolen or disrupt the learning environment. Trading items, betting, and pitching coins are not permitted. Confiscated items will be stored in the office and returned only to parents/guardians. If a student needs these items for a class project, he/she must receive written permission from the teacher.

Bicycles

One gated area is provided for bicycles. The school assumes no responsibility for student bicycles. It is suggested that all bicycles be locked with a secure lock and that valuable items be removed.

Valuables

Students are encouraged not to wear valuable jewelry or bring large quantities of money to school. Except for special circumstances, students should not have money on them except to purchase lunch.

Lost and Found

If a student finds something on campus, he/she should take it to OCI. If a student loses something, he/she should check with OCI immediately to see if the lost item has been turned in. Unclaimed items are given to charity at the end of each month.

Promotion and Grading

Promotion Ceremony

Students are expected to achieve passing grades to be promoted to the next grade level. In addition to meeting the academic criteria, students must meet the following criteria in order to participate in the end-of-the-year activities:

- ✓ All textbooks must be returned.
- ✓ All library obligations must be met.
- ✓ Detentions/Saturday school referrals must be served.

The Principal may deny the privilege of participating in the promotion ceremony when students do not maintain a high standard of conduct/behavior.

An eligibility letter, which explains all of this information, is distributed to students and sent home to parents for signatures.

Grading

The classroom teacher shall determine the grade given to each student in the class. In the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, the grade shall be final. The determination as to whether mistake, fraud, bad faith, or incompetence exists in relation to an achievement grade shall be made by the site/district administration and the governing board of the school district. The Education Code shall govern the determination of grades given to students (Education Code 49066).

A "No Mark" (NM) may be given if a student has been entered in a class/school for less than ten (10) school days. An "Incomplete" (I) may be assigned when a student has been absent during the latter part of a grading period and has made prior arrangements with the teacher to make up the work. Incomplete is given only if the student was passing the class when present. All work completed to remove the "Incomplete" must be done within ten (10) days after the end of the grading period or the grade will be changed to an "F" for the course.

Progress Reports/Deficiency Notices

Parents are mailed progress reports after each grading period. This is a means of notifying parents that students are not performing at acceptable standards. Parents are encouraged to contact their child's teachers to rectify any problems with their child's progress.

After School Tutoring

After school tutoring is available for all students. Parent and student must sign a contract with the school promising the student's attendance.

PrimeTime

PrimeTime is an intervention program that is available to students after school until 6:00 p.m. each school day. Its mission is to provide a safe and positive learning environment for students after regular school hours. Students are expected to follow all school rules and act respectfully while in the program. An application must be completed and processed for a student to attend.

Homework Policy

The homework policy at Arizona Middle School specifies that middle school students should have approximately one and one-half hours of homework for four days each week. Students will be expected to keep a daily record of all class and homework assignments and obtain a parent's signature Monday through Friday. All homework must be turned in on time. Late homework may receive less or no credit.

Honor Roll

All students obtaining a grade point average of 3.5 to 4.0 qualify for the Principal's Honor Roll. Students receiving a grade point average of 3.0 to 3.49 qualify for the Honor Roll. Students must receive a letter grade in each of their courses to qualify for the awards.

Student Activities

Associated Student Body

The Arizona ASB sponsors the following activities: dances, fund-raising, awards programs, special drives, and clubs. Students attending after school activities must be picked up within fifteen minutes after the closing of the activity. Students must be in attendance at school that day to attend an after school or evening activity.

Arizona Activity Code

Any student who is a member of a co-curricular or extra-curricular activity must have a 2.0 GPA with no more than one failing grade. A student must carry a 2.5 GPA with no more than one "F" in order to petition for ASB. Attendance and behavior will be considered during the selection process.

Students failing to meet this code will not be released from classes for on or off-campus performances, rehearsals, preparation, field trips, etc.

Assemblies

Assemblies may be offered during the school year for all students. Students in the audience shall exhibit good manners. Whistling or booing will not be permitted. Students who misbehave may be denied the right to attend future assemblies.

STANDARD OF DRESS

The standard of dress for Arizona Middle School has been developed with input from staff, parents, and students. The dress code is vital to insure personal safety, to create a positive learning environment, and to discourage classroom disruptions or distractions.

Learning is a serious endeavor that must be undertaken without undue distractions. Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between students. Hair styles and clothing that depict recognition of specific groups or activities that represent an affiliation with anti-authoritarian, racial, ethnic or religious biases and other inappropriate behaviors **will not be allowed** on campus or during any Arizona Middle School activity.

Modesty should be maintained by both genders at all times. In order to assist with achievement of the goals for student success, the following is the suggested appropriate attire for Arizona Middle School:

Suggested attire for girls:

- † A plain shirt, blouse, sweater with a collar and sleeves. The garment must cover the midriff when arms are raised and must have an appropriate neckline.
- † A skirt, pair of pants or shorts of sufficient length to maintain modesty for sitting and bending.
- † Shoes with an enclosed toe and heel.

Suggested attire for boys:

- † A plain shirt or sweater with a collar and sleeves of appropriate size. Excessively baggy shirts are not appropriate.
- † A pair of pants or shorts of appropriate waist size, worn at the waist.
- † Shoes with an enclosed toe and heel.

Requirements for all students:

- Students are expected to be neat and clean. Modesty must be maintained at all times.
- Shoes must be worn at all times. A substantial sole is required and footwear with an enclosed toe and heel is highly encouraged. Roller shoes are not permitted.
- Pajamas and slippers may not be worn.
- Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothes shall be sufficient to conceal undergarments at all times. Skirts and shorts shorter than mid-thigh are prohibited. Baggy fitting and low-slung pants or shorts will not be allowed. Pants must be worn at the waist.
- Tank tops, bare midriffs, halter tops, tube tops, net tops, see through clothing, spaghetti straps, and low cut necklines are not permitted. Undergarments must be concealed at all times.
- Students may not wear excessive make-up, hairdos, emblems or jewelry. Applying make-up or grooming in

class is not allowed. Jewelry which creates a health and safety hazard is not permitted.

- Trendy hairdos that draw undue attention to the individual and disrupt the teaching or learning process are not permitted. Trendy hairdos, including unusual styles, bleaches or dyes significantly different than the student's natural color, radical tines, and/or spiked hairstyles, are not allowed. Students with violations will be asked to correct them. Violations will be handled on campus, when possible.
- Clothing and other personal possessions containing emblems, lettering, or pictures promoting gangs (including belt buckles with initials), tagging, drugs, alcohol, tobacco, sex, death, mutilation, weapons, violence, messages with double meanings are not permitted.
- Clothing which has been altered in an inappropriate manner will not be allowed. Military/Hunting camouflage clothing is not permitted.
- Gang attire of any kind, including garments with writing promoting or relating to gang activity, is prohibited.
- Sunglasses, baseball hats, stocking caps, hairnets or bandanas shall not be worn at school except with written permission from the administration.
- Sun protection caps may be worn, brim forward, before and after school, during lunch and PE. They are not allowed during passing periods or in class.
- Hoods are not allowed in class.
- Chains, including wallet chains, are not allowed.
- Tattoos need to be covered.
- Gym/PE shorts may not be worn in classes other than physical education.

The administration and faculty of Arizona Middle School have the responsibility to administer the dress code and may make additional changes to the above items at any time during the school year. Dress code violations will result in a consequence.

SAFETY PROCEDURES

Canine Detection

The purpose of the canine detection program is to serve as a deterrent to students who might bring harmful items on to campus and to provide all students and staff with a safe environment for learning and teaching. The canines are only used to sniff lockers, common areas, vacated classrooms and grounds. Interquest's and Alvord's policy prohibits the use of the detection canines to sniff individuals under any circumstances.

Fire, Earthquake, and Disaster Drills

Fire, earthquake, and disaster drills are set up to help prevent injuries in the case of emergencies. When the alarm sounds for a fire drill, students are escorted from their classrooms to their assigned area outside of the building. Each teacher reviews and posts the procedures to be followed in the event of an emergency. Earthquake and disaster drills are handled in a similar manner, but the evacuation procedure may differ based on the circumstances.

ARIZONA DISCIPLINE CODE

All rules apply during school hours, school events, and during travel (walking or bus) to and from school. Students' right of due process will be adhered to and respected and students shall know the reason for disciplinary actions. Students are subject to search if the administration has information about the student which indicates a search is necessary.

Major Rule Infractions

The following rule infractions will lead to an **automatic suspension and recommendation for expulsion**:

1. Possessing, selling, or otherwise furnishing a gun.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

Serious Rule Infractions

Any of the following offenses will, at the discretion of the administrative staff, result in suspension or a recommendation for expulsion per Education Code section 48900:

1. **Fighting:** Caused, attempted to cause, or threatened to cause physical injury to another person.
2. **Assault:** Willfully used force or violence upon the person of another, except in self-defense.
3. **Dangerous Weapons/Objects:** Possessed, sold or otherwise furnished any gun, knife, explosive, or other dangerous object, including lighters.
4. **Alcohol/Controlled Substance (Possession, Use, or Sale):** Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. **Sale of Alcohol/Controlled Substance:** Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
6. **Robbery or Extortion:** Committed or attempted to commit robbery or extortion (to get something from someone by violence or threats).
7. **Damage to School Property (Including Vandalism and Arson):** Caused or attempted to cause damage to school or private property.
8. **Theft:** Stolen or attempted to steal school property or private property.
9. **Tobacco:** Possessed or used any tobacco, or any product containing tobacco or nicotine products, including, but not limited to, clove cigarettes, snuff, and smokeless tobacco.
10. **Obscenity or Profanity:** Committed an obscene act or engaged in habitual profanity.
11. **Drug Paraphernalia:** Unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia.
12. **Disruption of School Activities:** Disrupted school activities.
13. **Defiance:** Defied school personnel by not following directions.
14. **Receiving Stolen School Property:** Knowingly received stolen school property.
15. **Imitation Firearm:** Possessed an imitation gun or look-alike weapon.

16. **Sexual Assault or Battery:** Committed or attempted to commit a sexual assault or battery.
17. **Harassment/Intimidation:** Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
18. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
19. Engaged in, or attempted to engage in hazing as defined in Section 32050.
20. Aided or abetted the infliction or attempted infliction of physical injury to another person.
21. **Sexual Harassment:** Unwanted verbal or physical contact with another person of a sexual nature.
22. **Hate Violence:** Caused, attempted to cause, or participated in an act of hate violence.
23. **Creating a Hostile Educational Environment:** Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.
24. **Terrorist Threats:** Terrorist threats against school officials or school property, or both.

Campus-wide Rules

1. **Unsafe acts**, such as fighting, hazing, initiation, rough or play fighting, or birthday swats **are prohibited**.
2. **Inciting others to violence or disobedience**, which includes encouraging others to fight, **is prohibited**.
3. **Discriminatory acts**, which include verbal or written acts toward a person that promote negative stereotyping, degrades, or flagrantly demeans any individual, **are prohibited**.
4. **Disorderly conduct**, which includes engaging in violent, abusive, indecent, profane, obscene, vulgar, boisterous, unreasonably loud, or other conduct which tends to cause or provoke a disturbance, **is prohibited**.
5. **Disrespect**, which includes insulting or derogatory names, inappropriate gestures, and actions toward staff members, **is not permitted**.
6. **Inappropriate display of affection** (including kissing and hugging) **is not permitted**.
7. **Gang type writing**, signing, tagging or doodling on books, notebooks, backpacks, and clothing or on desks **is not permitted**.
8. **Profanity** or insulting language **is not permitted**.
9. **Forgery**, the act of falsely using, in writing, the name of another person or falsifying time, dates, grades, addresses or other data on school forms, **is prohibited**.
10. **The sale** of unauthorized items **is not allowed**.
11. **Signaling a false alarm is prohibited**.
12. **Gambling is not permitted**.
13. **Possession of pornographic**, obscene, or vulgar pictures, objects or other materials **is prohibited**.
14. **Possession of permanent markers**, paint, or white-out **is not permitted**.
15. **Gum is not allowed** on campus: **No food or drink** is allowed outside the lunch area.
16. **No littering**.
17. **Bicycle riding or skateboarding is not permitted** on campus.
18. Use bathrooms during passing periods.
19. Radios, toys or electronic equipment are not permitted.

Classroom Rules

1. **Show respect** to others.
2. Students are to **follow instructions** the first time they are given without arguing.
3. Students are to **enter class quietly**. They are to be seated or at their assigned stations when the bell begins to ring. Students are to remain in their seats or their stations until permitted to leave.
4. **Students are responsible for their textbooks and required materials.**
5. **Students are expected to participate** in all class activities.
6. **Students are not to talk during class** unless permitted to by the teachers.
7. **Students are not** to use rude, abusive, insulting, or profane language.
8. There is to be **no willful destruction** of school or private property.
9. **Cheating** includes dishonesty while completing school work, plagiarism, and/or falsifying or altering records and will lead to **disciplinary action**.
10. There is to be **no gum, food**, (including sunflower seeds) **or drink** in the classroom.
11. **Cosmetics, perfume and hair brushes are not to be used** in the classroom.
12. **Failure to serve a classroom detention** assigned by your teacher will lead to a school detention.

Possible Consequences/Interventions

Due to the severity and frequency of an offense, each administrator may use professional discretion in determining the appropriate disciplinary step.

1. Warning
2. Detention
3. Parent conference
4. Referral to counselor
5. On Campus Intervention
6. Saturday school
7. Parent attend class with child
8. Suspension from school
9. Police report
10. Alternative placement
11. Recommendation for expulsion

Cheating/Fraud

Whenever a student is guilty of cheating on a test or assignment, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent as to the action taken.

Vandalism and Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary.

Hazing/Harassment

Hazing/harassment can be anything from teasing too hard to physically pushing someone around and trying to frighten him/her. It is important for students to inform their teachers or school personnel when hazing or harassment happens. Hazing and harassment complaints are handled with the utmost confidentiality.

Detention

Students with undesirable patterns of attendance, tardiness, or conduct may be assigned a detention by any staff member. Bus transportation is not provided for those serving detentions. Transportation must be provided by parent/guardians. The students and his/her parent must sign all detention notices.

Detentions are served after school. A student who is unable to serve on the assigned day must bring a note from his/her parent/guardian on or before the day the detention is to be served. Notes should be handed to the staff member in charge of the OCI room before school. Students who fail to serve detentions face alternative consequences.

On Campus Intervention

On Campus Intervention is designed to modify inappropriate behavior demonstrated by students. The purpose of OCI is to remove students from the classroom when they are disrupting the educational process. The Arizona site discipline plan is as follows: Individual warning on the 1st offense; moved to a different seat on the 2nd warning; after school detention on the 3rd offense; and OCI referral and parent contact on the 4th offense. Additional or severe offenses may result in a referral to the administration.

NONDISCRIMINATION POLICIES

Sexual Harassment

The School Board encourages students or staff to immediately report incidences of sexual harassment to the principal or designee. Each complaint of sexual harassment shall be promptly investigated in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Nondiscrimination Notice

The Alvord Unified School District does not discriminate on the basis of ethnic group, classification, ancestry, religion, age, sex, handicap or physical or mental disability. This applies to all students regarding admission and participation in programs and activities in the district's schools. Lack of English language skills shall not prevent participation.

Questions or concerns should be directed to the school Principal. A grievance procedure and forms are available.