

“If we did all the things we are capable of, we would astound ourselves” ~ Thomas Edison

Vision

Every Child has Hope
Every Student is a Graduate
Every Graduate has a Dream

Mission

The mission of the Wickenburg Unified School District is to be a proponent of a comprehensive, research-based education program which focuses on effective school factors to meet the needs of our students, staff, families and the Wickenburg Unified School District Community.

Focus Statement

We are creating A+ schools where there is a laser-like focus on the Effective Elements of Instruction and moving each student to the next academic level.

Wickenburg High School Administration

Mr. Mark Gorman, Principal
Mr. Clint Bushbaum, Assistant Principal
Mr. Matthew Johnson, Athletic Director

Wickenburg Unified School District Administration

Dr. Howard Carlson, Superintendent

Wickenburg Unified School District School Board

Joe Maglio, Board President
Ron Alexander, Board Member
Sandee Gill, Board Member
Randy Hodges, Board Member
Susan Webster, Board Member

A complete listing of all district guidelines and expectations, can be found in the WUSD Student Rights and Responsibilities Handbook located at www.wickenburgschools.org

Wickenburg Unified School District #9 Non-Discrimination Statement

The Wickenburg Unified School District (WUSD) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups. WUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Business, Photography, Culinary Arts, Construction, and Engineering. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. WUSD also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

All compliance coordinator(s) can be reached in care of:

Wickenburg Unified School District
101 East Coconino Street
Wickenburg, AZ 85390

- Title VI: Human Resources Specialist – 928-668-5301
- Title IX: Wickenburg High School Athletic Director – 928-684-6609
- ADA Compliance Officer and Section 504: Director of Special Services – 928-684-6713
- Title II: Executive Director of Educational Services – 928-668-5355

El Distrito Unificado de Wickenburg (WUSD) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, y proporciona un acceso equitativo a los Boy Scouts y otros designados grupos de jóvenes. WUSD Carrera y el departamento de educación técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Negocio, fotografía, artes culinarias, la construcción y de ingeniería. La falta de conocimientos de inglés no será una barrera para la admisión o participación en actividades y programas del distrito. WUSD también no discrimina en el proceso de contratación de empleados.

Se proporciona este aviso requerido por el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, y los Americanos con Discapacidades de 1990.

Preguntas, quejas o solicitudes de información adicional con respecto a estas leyes pueden ser remitidas al coordinador de cumplimiento designado(s).

Todos los coordinadores de cumplimiento pueden ser contactados en el cuidado de:

Distrito Escolar Unificado de Wickenburg
101 East Coconino Street
Wickenburg, AZ 85390

- Título VI: Especialista de Recursos Humanos – 928-668-5301
- Título IX: Director de Deportes de Wickenburg High School – 928-684-6609
- Oficial de Cumplimiento de ADA y Sección 504: Director de los servicios de Educación Especial – 928-684-6713
- Título II: Director Ejecutivo de Servicios Educativos – 928-668-5355

Wickenburg Unified School District Calendar

2019-2020 (Monday – Thursday)

July 29, 2019	First Day of School
September 2, 2019	Labor Day
October 7-10, 2019	Fall Break
November 11, 2019	Veterans' Day
November 28, 2019	Thanksgiving
December 23, 2019	Winter Recess Begins
January 6, 2020	School Resumes
January 20, 2020	Dr. Martin Luther King, Jr. Day
February 17, 2020	Presidents' Day
March 16-19, 2020	Spring Recess
May 21, 2020	Last Day for Students
May 22, 2020	Graduation

Wickenburg High School...Preparing students to be productive citizens in an evolving world...

Wickenburg High School is a place where:

- Character and accountability are promoted, practiced and valued
- Positive relationships are nurtured among all stakeholders
- High expectations for students, staff and faculty are found in an inclusive and supportive environment
- A solid academic foundation is available to all students
- Students are provided the skills necessary to make informed post-secondary choices
- Data is used to make appropriate decisions regarding student achievement

**2019-2020 Wickenburg High School Bell
Schedules**

Monday – Thursday

A Lunch

Period 1	8:00 – 9:07
Period 2	9:11 – 10:18
Period 3	10:22 – 11:29
A LUNCH	11:33 – 11:57
Period 4	12:01 – 1:08
Period 5	1:12 – 2:19
Period 6	2:23 – 3:30

B Lunch

Period 1	8:00 – 9:07
Period 2	9:11 – 10:18
Period 3	10:22 – 11:29
Period 4	11:33 – 12:40
B LUNCH	12:44 – 1:08
Period 5	1:12 – 2:19
Period 6	2:23 – 3:30

Assembly Schedule

Period 1	8:00 – 8:57
Period 2	9:01 – 9:58
Assembly	10:02 – 10:52
A/B LUNCH	10:56 – 11:26
Period 3	11:30 – 12:27
Period 4	12:31 – 1:28
Period 5	1:32 – 2:29
Period 6	2:33 – 3:30

Final Exam Schedule Early release
Semester 1 December 18, 19, 20
Semester 2 May 19, 20, 21

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General School Information

Phone Numbers

Wickenburg High School Main Office: (928) 684 – 6600

Athletics & Activities.....	928 – 684 – 6617
Attendance.....	928 – 684 – 6601
Bookstore.....	928 – 684 – 6617
Counseling.....	928 – 684 – 6608
Discipline and Student Conduct.	928 – 684 – 6600
Health Center.....	928 – 684 – 6606
Student Records.....	928 – 684 – 6608

Wickenburg Unified District Office: (928) 668 – 5350

Wickenburg Unified District Website: www.wickenburgschools.org

Debts

No records or transcripts will be sent to any other institution until all debts to the school are paid.

Health Center

The Health Center is located in the administrative office and is staffed by a health aide, Monday - Thursday. Students who become ill during school hours should report to class before reporting to the Health Center. Missing classes with an excuse of illness, without reporting to the Health Center, will be treated as the student being truant from class. All daily medications remain available when the Health Office is closed.

Communicable Diseases

Students who are diagnosed by a physician with a communicable disease may not attend school until released by their physician. All communicable diseases are reported to the Health Department, per Administrative Codes R9-6-202, R9-6-203 and R9-6-204.

Illness and Infestation

Students who are deemed contagious may be sent home under the Health Department guidelines R9-5-515. Signs and symptoms of a contagious illness may include, but are not limited to, vomiting, fever, rash and a persistent cough that produces blood.

Immunizations

All immunizations must be up to date in order to enroll in any public school. An updated record must be on file in the student record and/or an updated exemption form. Visit www.azdhs.gov/immune for additional information.

Medications

All prescription medications must be stored in the Health Center:

- Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.
- Inhalers and self-administered “Epi-Pens” may be carried if the proper medication form has been filled out and placed on file in the Health Center.

All over-the-counter medications must be stored in the Health Center:

- Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.

Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

Identification Cards

Identification cards are required to be in possession of students at all times and will be issued to each student at the time of registration. **Student services will not be given to any student not properly in possession of a current ID card.** The ID card is not to be altered or defaced in any way. The failure to properly identify oneself with valid ID will result in disciplinary action and may result in the student being removed from the activity. It is the student’s responsibility to purchase a replacement ID card if the original is lost, stolen, altered, defaced or damaged. **Replacement cost is \$3.00.**

Personal Property

The Wickenburg Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

Textbooks

In compliance with Arizona Revised Statutes, Wickenburg High School will provide free textbooks, or access to FlexBooks for all students. Additionally, A.R.S. 15-727 requires students to be responsible for the care of textbooks and related material, including pre-printed work packets. Students will be responsible for any lost or excessively damaged textbooks. All students must return their books within 5 days of withdrawing from a class whether from a

schedule change or the end of a semester. ***Students who fail to return textbooks and materials to school prior to June 15 will be charged the full purchase price to replace lost or missing books and materials.***

Academics

Graduation Requirements

Students must complete one of the following diploma options:

Traditional Diploma Class of 2018 and Beyond	* Grand Canyon Diploma
4 Credits English	2 Credits English
4 Credits Math	2 Credits Math
3 Credits Science	2 Credits Science
1 Credit World History/Geography	1 Credit World History/Geography
1 Credit American History	1 Credit American History
.5 Credit Economics	.5 Credit Economics
.5 Credit American/AZ Government	.5 Credit American/AZ Government
	1 Credit Fine Arts or CTE
1 Credit CTE or Fine Arts	Successful Completion of all Required Board Examinations
7 Electives	

*The **Grand Canyon Diploma (GCD)** is a competency-based diploma offered after qualification is achieved on all required Board Examinations. See the Course Catalog for details. The GCD is the only path to early graduation at WHS.

The Advanced Placement International Diploma (APID):

The APID is a globally recognized certificate for students who have an international outlook. The APID challenges a student to display exceptional achievement on AP Exams across several disciplines. To qualify for the APID, students must successfully complete all requirements for the Grand Canyon Diploma AND earn grades of three or higher on at least five AP Exams in the following content areas:

- Two AP Exams from two different languages selected from English and/or world languages
- One AP Exam from the science or mathematics content areas
- One AP Exam designated as offering a global perspective

- One (or two) additional AP Exams from among any content areas except English and world languages. These include the content areas already described as well as history and social sciences and arts.

Please see your counselor or an administrator for more details about this international certificate.

Please refer to district policy for all procedures related to transfer of credit.

Graduation Exercises

Participation in graduation exercises is restricted to those students who have completed the requirements for graduation as required by the State of Arizona and the WUSD Board of Education. Classification as a senior does not imply or guarantee graduation. Participation in graduation exercises is subject to administrative discretion.

University and College Entrance Requirements

Admission requirements to colleges and universities vary greatly. Students should consult the catalog of the college or university in which they have an interest to determine the exact requirements. Please consult the Guidance Department and the Wickenburg High School Course Catalog (located on the WHS website) for specific Arizona university entrance requirements.

Grading System

A	100% - 90%	Highest Grade
B	89% - 80%	Above Average
C	79% - 70%	Average
D	69% - 60%	Below Average
F	59% - 0%	Below Standard
NC	No Credit	Loss of Credit

Class Rank/Weighted Grading

The Class Rank Index (CRI) model for calculation of GPA and class rank portrays a complete, holistic picture of student achievement. Students receive incentives for taking rigorous courses and are rewarded for taking maximum course loads. The index reflects the Wickenburg

Unified School District's commitment to provide opportunities for all students to achieve and demonstrate academic excellence.

Grade Point Average (GPA)

Grade Point Average is calculated for each student for the purpose of reflecting a student's academic achievement over his/her high school experience. Grades received in Advanced Placement and Honors courses are weighted to reflect the level of workload and performance of the student.

Honor Grades and points are only awarded for classes offered at Wickenburg High School. Transfer credits will be accepted for honor and points if the class is the same as what is offered at Wickenburg High School, i.e. student transfers with an English 9 Honors class which is offered at Wickenburg High School for Honor Grade and points. Class substitution is not allowed for honor grades or points due the variables that exist in different systems. Honor Grades and points are not awarded for postsecondary work through dual or concurrent enrollment.

STANDARD GRADES	POINTS	AP OR HONORS GRADES	POINTS
A	4.0	A	5.0
B	3.0	B	4.0
C	2.0	C	3.0
D	1.0	D	1.0
F	0	F	0

To calculate a simple GPA, add the sum of the grade points and divide by the number of credits taken. The calculation is as follows:

$$\text{GPA} = \frac{\text{sum of grade points earned}}{\text{number of credits taken}}$$

Grades printed on report cards will be based on a 4.0 scale, but weighted grades will be included for CDW.

Students may retake any class for grade improvement. Both grades will appear on the transcript, however, the highest grade and credit will be

used in the calculation of the GPA. Student must retake the same course in order to get the same type of credit, i.e., student cannot be in honors and take non-honors to improve the honors grade.

Cumulative Difficulty Weight

The Cumulative Difficulty Weight (CDW) is a measure of a student's course load compared to that of other students and utilized to determine class ranking.

The prescribed load for students is three (3) credits for the first six (6) semesters completed, two (2) credits for semester seven (7), and two (2) credits for semester eight (8). The prescribed load is as follows:

1 st semester freshman	3
2 nd semester freshman	6
1 st semester sophomore	9
2 nd semester sophomore	12
1 st semester junior	15
2 nd semester junior	18
1 st semester senior	20
2 nd semester senior	22

Class Ranking

Transfer students will have their prescribed load individually calculated and adjusted based on the offering of their previous school.

Class ranking will be run the following intervals for students. Transfer students will be individually calculated but the entire class will not be run until the appropriate time frame has been reached.

- 9th Grade - At the beginning of semester 2
- 10th Grade - At the beginning of each semester
- 11th Grade - At the beginning of each semester

12th Grade - At the beginning of each semester and again at the end of May prior to graduation to determine Valedictorian and Salutatorian.

The GPA for a student who takes the prescribed number of credits is calculated using the honor point weighting formula listed above.

For students who take more than the prescribed load, the following sliding scale will be used for calculation purposes:

Each additional credit over the prescribed load plus .167

The formula would be:

$$\text{CDW} = \frac{\text{Prescribed Load} + .167 + .167 + .167 \dots}{\text{prescribed load}}$$

- ❖ Only credits taken after the eighth grade promotion will be used when calculating the student's CDW. Special Education courses, teacher assistance assignments, team teacher assignments, and Advisory classes will be noted on the transcript, but will not be used when calculating a student's CDW.
- ❖ Students graduating early (GCD Recipients) will not be added to the senior class rank of their cohort senior. Although they will be eligible to all honors and scholarships
- ❖ Transfer Honors or AP courses will be awarded weighted honors points for only those courses offered at Wickenburg High School.

All additional credit must be submitted and entered onto the transcript by the end of the seventh (7th) semester.

The Class Rank Index

The purpose of ranking students according to academic standing is to provide information requested by post-secondary institutions to determine admission and scholarship opportunities. The Class Rank Index (CRI) enables the District to rank students from first to last place.

To determine ranking the Grade Point Average (GPA) is multiplied by the Cumulative Difficulty Weight (CDW).

$$\text{CRI} = \text{GPA} \times \text{CDW}$$

(CRI equals GPA times CDW)

Final class rank will be calculated and submitted to post-secondary institutions at the end of the seventh (7th) semester. The seventh (7th) semester ranking will be used to identify the top three percent (3%), five percent (5%) and ten percent (10%) of the class, who will be recognized as students graduating with distinction and honored accordingly at the graduation ceremony.

Valedictorian/Salutatorian

The Valedictorian and Salutatorian will be selected at the end of the eighth semester. The Class Rank Index will be used to determine Valedictorian and Salutatorian. Those students will be recognized at the graduation ceremony. Students must be at Wickenburg High School at the start of the seventh (7th) semester to be eligible for this award.

Academic Integrity

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. A common example of this includes, but is not limited to plagiarism, cheating and copying the work of others. Plagiarism is defined as representing another person's work as your own. A student's test or assignment may be disqualified without right of make-up when plagiarism is evident or the teacher's test-taking procedures have not been followed. Additional consequences for academic dishonesty may include, but are not limited to denial of credit for the assignment up to denial of course credit.

Honor Roll

Students in grades 9-12 will receive an Honor Roll certificate for maintaining a GPA of 3.0 or higher for the previous semester.

Academic Letter

Students that maintain a 3.75 GPA for 2 consecutive semesters will receive an Academic Letter.

Make Up Policy

Total responsibility for acquiring and completing work missed during an absence lies with the student. Students may make up any missed class work. Work missed due to **excused** absence(s) must be made up at a rate of one school day for each full day of absence plus one school day. For example, if a student is absent three days, he/she has four days to make up the work. In the case of a prolonged absence, a deadline shall be agreed upon by the student and teacher. A teacher may require additional or substitute assignments to compensate for classroom activities that are difficult to replicate, such as classroom discussions, labs, etc.

National Honor Society

To be considered for NHS membership, students must demonstrate outstanding qualities in scholarship, service, leadership and character. References on students are solicited from faculty and administration. All decisions are made by faculty committee.

Parent Access to Grades

Parents are encouraged to access their child's grades through the district's student information system. Please contact the Guidance Department for further information.

For a complete listing of all academic policies, see the WHS Course Catalog.

Student Services

GUIDANCE AND COUNSELING

Upon enrollment, students are assigned a counselor who will invite the student and parents to come to school to complete a 4 Year Plan for graduation. The 4 year plan will be based on the student's educational readiness, future career plans, college admissions requirements, financial aid, scholarships, and personal problems that interfere with learning. The plan will be updated annually through a meeting at the school scheduled between the student, parent and counselor. As students' goals change or as students' struggle with courses, the 4 Year Plan can be revisited and revised. Students may drop in to talk with counselors before and after school or during lunch periods. Students at Wickenburg High School are strongly encouraged to make extensive use of the Guidance Department.

Guidance Department

Self-assessment and career exploration are the framework for good career planning. Students appraise their career potential, explore alternatives, and implement plans for achievement of career goals with the assistance of the career guidance counselor. The following is a list of services offered through the career center:

- Post-secondary education information
- Applications for scholarships and financial aid
- Registration packets for the SAT and ACT
- Career interest inventories
- Resource materials on careers
- Sample resumes, letters and applications
- Military information

Registration

All freshmen and returning students are expected to participate in summer walk-through registration. New students must provide a birth certificate, immunization record and an unofficial transcript, or transfer grades, prior to enrollment. Upon completion of all necessary enrollment forms and review of the Course Description Catalog, new students will complete a course request form with parent and guidance counselor assistance. Students will pick up a schedule from the guidance office prior to reporting to class.

Schedule Changes

Student course selections will be accommodated whenever possible, however; important course and staffing decisions are based upon these selections. Student schedule changes will be considered in the following circumstances

- Schedule conflict resolutions
- Failure of a prerequisite course
- Completion or non-completion of summer courses
- Placement test results
- Clerical or computer error
- Course Failure
- IEP goals and objectives

Schedule changes will not be made after the second week in any semester unless approved by an administrator.

Grand Canyon Diploma (GCD) Test Policy

Starting for the 2018-2019 school year WUSD will only pay for students exams for students that have earned the projected passing score from Cambridge teachers. Students wishing to take the exams that have not reached the

passing score will be required to pay the test fee prior to test registration to the WHS Bookstore. In addition WUSD will only pay for one attempt. Any additional attempts will need to be paid for by the tester.

Online Transfers/Equivalency test

Students transferring credits from an online program will be required to take an End of Course (EOC) assessment to receive core credit (English, Math, Science, Social Studies). The student will complete the End of Course (EOC) test with their guidance counselor during registration. If a student receives a passing score (70%) on the Wickenburg End of Course (EOC), the student will receive the grade attained thru the online program. Exceptions to taking the End of Course (EOC) will be made for all students transferring credits from a WUSD online program.

Challenge Courses

Students wishing to challenge a course must receive approval from the WHS administration. This needs to be completed within the first two weeks of the school year. Challenge courses will count towards graduation, but will not count in the class rank index (CRI).

Credit Recovery By Objective:

Students have one opportunity per core content course to participate in credit recovery by objective for a failed course if they have earned at least a 50% overall grade in the course. The purpose of credit recovery by objective is to allow students the opportunity to master concepts that they failed and to bring the grade to a passing grade. The highest grade a student may receive is a D. The failing grade will be replaced on the transcript.

Credit Recovery

Students have an opportunity to retake courses for which they received a failing grade. If a student received a grade of 49% or lower in a course, the entire course must be retaken. Both courses will remain on the transcript however only the higher grade will be calculated in class rank and GPA.

Grade Improvement

If a student is unhappy with a grade earned in a course, he/she has the opportunity to improve that grade only by repeating the entire course. The grade will be replaced on the transcript. Both courses will remain on the transcript however only the higher grade will be calculated in class rank and GPA.

Students who are requesting to take a course for grade improvement during summer months that is not offered through WVA during the summer will need to pay for all costs associated with the course. Students who wish to take this course during the school year can take the class through WUSD for free.

Request for early final exams

The scheduling of course assessments are done so that students can take a statistically-valid, secured assessment to show competency in course outcomes. We realize, however, that there may be some extenuating circumstances that may preclude a student from taking their exams at the appropriately scheduled time. This scheduling of exams affects not only the student, but his/her teacher; therefore, the following guidelines will be followed to ensure that all parties agree that this arrangement will be in the best interest of the student.

1. All requests for early course assessments are to be made by the student's parent/guardians through the principal, or their designee.
2. Parents who request an early course assessment will be required to sign a waiver stating they understand their student's grade may be affected by the early administration of the assessment, since their child will miss instruction time during the weeks leading up to the assessment.
3. The principal, at his/her discretion, may refuse a student the opportunity to take an early course assessment. Reasons may include, but are not limited to:
 - a. Prior attendance issues
 - b. Lack of adequate progress toward mastery of course outcomes (defined as 70% or better), as reported by the student's teachers.
 - c. Prior disciplinary issues
 - d. Reason for request (e.g., personal trip)
 - e. Time period of request (e.g., take exam more than one week prior to scheduled assessment)
4. If the early examination request is approved, the principal shall forward a copy of the "Request for Early Course Assessments" to the individual teachers with the approved dates and times for the early assessments.
5. If the early examination request is not approved, the following protocol will be enforced:
 - a. The student shall receive an "Incomplete" for the current semester.

- b. The student, parent and administrator will schedule a time for the student to take the assessment under the direction of the site administrator. This exam must be scheduled within a time period specified by the site administrator.
 - c. If the student does not take the exam within the prescribed period of time, a grade of “0” will be entered by the teacher and a grade shall be assigned to the student.
6. Appeals of the decision of the site administrator to deny a request shall be made to the superintendent. The decision of the superintendent is final and binding.

Withdrawal

Students withdrawing from Wickenburg High School must obtain a withdrawal form in the guidance office the morning of their last day of attendance. Exact books and materials issued to the student must be returned upon withdrawal. All debts must be cleared before official transcripts and other student records will be forwarded to other schools.

Student Records (FERPA)

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records:

1. To inspect and review the student’s educational records.
2. To request amendment of the student’s educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student’s educational record, with the exception of information deemed “directory information” which may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
4. To file complaints with the U.S. Department of Education.
5. To obtain copy of Governing Board Policies by requesting a copy from the principal. Copies of these policies may be obtained online at www.wickenburgschools.org . Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Directory Information

The Title IX, *No Child Left Behind Act of 2001*, Section 9528, and WUSD Board Policy states that high school principals are required to provide information to universities, colleges and the U.S. Armed Services recruiters when such release is clearly in the student's best interests. This information includes names, addresses, and telephone listing, date of birth, class designation, participation in officially recognized activities and sports, awards and honors received, the student's photograph, and the name of the school or school district the student attended prior to enrollment in the Wickenburg Unified School District. Parents may request, in writing, that such information not be released for their child without prior written parental consent.

Bilingual Education

Bilingual education is not currently offered in the Wickenburg Unified School District. Individual schools in which twenty or more students in the same grade level receive parental exception waivers in accord with A.R.S. 15-753, shall be offered classes teaching English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. WUSD #9 students wishing to receive bilingual education shall be permitted to transfer to a public school in which such classes are offered. For further information on parental waivers, please contact the high school principal.

Special Education

In accordance with state laws, Wickenburg High School offers special education programs for students who qualify in one or more of the following handicapped categories:

Autism	Visual Impairment
Emotional Disability	Hearing Impairment
Multiple Disabilities	Moderate Mental Retardation
Mild Mental Retardation	Orthopedic Impairment
Other Health Impairments	Speech/Language Impairment
Traumatic Brain Injury	
Specific Learning Disability	
Severe Mental Retardation	
Multiple Disabilities w/Severe Sensory Impairment	

If you know anyone in or out of school who might have one or more of the above handicaps, please call one of the counselors or the Special Education Director.

The Wickenburg Unified School District does not discriminate on the basis of race, creed, color, national origin, sex or handicap in its educational program, including Career and Technical Education, or activities, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990 (ADA), respectively.

Attendance and Conduct

Philosophy of Student Conduct

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. Respecting the rights and property of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. The student may be disciplined for off campus behavior that affects the school or the District in any way. To meet these goals, we enlist the support of our community.

AGGRESSION/HARASSMENT

Fighting/Mutual Combat/ Intimidation

Students shall not fight, push, intimidate, or otherwise abuse other students. For the purposes of reprimand, suspension and expulsion, fighting/mutual combat/ intimidation shall include but not be limited to the following types of contact:

- a. Exhibiting behavior which intentionally, knowingly or recklessly causes any physical injury to another person;
- b. Exhibiting behavior which intentionally places another person in reasonable apprehension of immediate physical injury;
- c. Intending to injure, insult or provoke another person by knowingly touching him/her;
- d. Acting together (2 or more students) in a way that recklessly uses force or violence or threatens to use force or violence which disrupts the educational process;
- e. Engaging in fighting, violent or seriously disruptive behavior;
- f. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation;
- g. Making protracted commotions, utterances or displays with effect of preventing the orderly administration of a district sponsored event;
- h. Refusing to obey a reasonable order of any employee of the Wickenburg Unified District to disburse which is issued to maintain public safety and to avoid injury or harm to persons or property;
- i. Threatening by word or conduct to cause physical injury to another person or serious damage to property;
- j. Threatening to use or using force against another person in response to a verbal statement

Gang Association or Activity

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Behavior which initiates, advocates or promotes activities which threaten the safety or wellbeing of persons or property on school grounds or which disrupts

the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

Harassment

Any form of religious, racial or sexual harassment and/or violence and bullying will not be allowed. If a student or parent experiences or witnesses harassment at school or at a school function based on gender, religion, race, ethnicity, culture or disability they should report the incident to a teacher, counselor or administrator. Sexual harassment is a form of sex discrimination that is illegal and does not belong in our school. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or another staff member, or when made by a student to another student where:

- Submission to such conduct is explicitly or implicitly made as a term or condition of an individual's education; or
- Submission to or rejection of such conduct is used as basis for education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational performances, or creating an intimidating, hostile, or offensive education environment

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes (written or electronic), touching, invitations, slurs, jokes, derogatory comment, impending or blocking movement, gestures, or display of objects, pictures or cartoons
- Continuing to express sexual interest after being informed that the interest is unwelcome. Reciprocal attraction between peers is not considered sexual harassment.
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied;
- Coercive sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student;
- Offering/granting favors of educational benefits, such as grades, favorable assignments, recommendations, etc., in exchange for sexual favors.

Any student subjected to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the administration. A substantiated charge against a student will result in disciplinary action which

may include suspension or expulsion and referral to local law enforcement. Matters involving sexual harassment will remain confidential.

Hazing

In accordance with Board Policy J-2950, there shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in the hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to district schools within twelve (12) calendar months. Hazing is defined as the intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization affiliated with the educational institution. This includes, but is not limited to athletic teams, associations, orders, societies, corps, cooperatives, or clubs.

Vandalism

Anyone defacing or damaging school, public or private property is violating criminal law and will be prosecuted under A.R.S. 13-1602. In addition to a criminal penalty, parents of minors who commit graffiti crimes may be liable up to \$10,000 in civil penalty. **All permanent markers, including Sharpies, are forbidden and will be confiscated if found.**

Weapons

The Wickenburg High School campus is a zero-tolerance, weapon free zone. A weapon is defined as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing bodily harm, including knives; any combustible or flammable liquid or other devices or instrument that, in the manner it is used or intended to be used, is likely to produce bodily harm. A weapon is an object that is in the possession of a student and can be used for the purpose of doing bodily harm or threatening another individual. Any person observing a potentially dangerous situation is expected to report the situation to the administration immediately. Students in possession of a weapon may face expulsion.

ATTENDANCE

Attendance Reporting

Parents should call the school on the day their student is absent before 10:00 a.m. at (928) 684-6601. State law requires that reasons for the absence be recorded. If notification is not received, the school will make attempts to contact the parent(s) / guardian(s) at home or work. If no contact can be made, parents should send a note when the student returns to school and the student should report directly to the attendance office. The note should

include: date of absence, reason for absence and signature of parent / guardian. The high school attendance office and/or the administration will determine if the reason for the absence is excused or unexcused. Valid student excused absences include illness of the student, family emergency, family vacation, death of family member, court appearances, medical appointments, and religious holidays. Excessive absenteeism is allowed by state law as sufficient reason to initiate long-term suspension or expulsion proceedings. **If parents and students do not legitimize absences within one (1) school day, the absences will be recorded as unexcused.**

Attendance Requirements

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular, punctual school attendance. High school attendance and punctuality is ultimately the responsibility of the student and his/her family. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replicated. Tardiness disrupts the learning environment of everyone in class. It must be emphasized that regular attendance/punctuality is the key to much of the success a student may gain from his/her high school program. **If a student is absent for more than ten (10) class periods in any particular class in a semester, the student may lose credit/eligibility in those classes for the semester. This includes unexcused and suspension absences.** It is the policy of the district to grant exceptions to this rule when absences beyond ten (10) are due solely to a chronic health condition certified according to district procedure.

Unexcused Absences

- Unexcused absences from class constitute not sitting in the class and failure to provide an approved excuse to the school. Schools will have a plan for dealing with student absenteeism.
- A student who is absent from school without an approved reason or who has not contacted the school for approval, will be considered unexcused each consecutive day. On the tenth (10th) consecutive day of unexcused absence, the student may be withdrawn from the school's membership.
- A student who is placed on out-of-school suspension shall be considered unexcused. On the tenth (10th) consecutive day of such absence, the student may be withdrawn from the school's membership. The withdrawal of a student from school membership will be subject to the right to notice and due process as provided in District policies.

The following are also considered unexcused absences:

- Leaving school without signing out through the attendance office.
- Unauthorized absence from a class (ditching).
- Missing the bus, unless the District's transportation is the issue.

Tardiness

Promptness is an important life skill. Students are expected to be in class & ready to work when the final bell rings. Failure to be at a designated location at a specific time is considered "tardy." Students who are late to class will be marked tardy. Up to four tardies, teachers will apply classroom consequences and a warning will be issued. Beyond four tardies (**all Classes total**), the following consequences will apply:

- **Fifth Tardy:** **After school Detention**
- **Sixth Tardy:** **After school Detention**
- **Seven or More:** **Possible Suspension / Alternatives to Suspension**

Students who are late to school must get a pass from the office and will be referred for discipline. **If a student is more than 12 minutes late to any class, he/she is considered absent.**

Truancy

All children between the ages of six (6) and sixteen (16) must attend school and be present during the days and hours that school is in session. Truancy is defined as any absence not recorded as excused. Unexcused absences include, but are not limited to: skipping classes, roaming (abuse of pass privileges), and leaving campus. Unexcused absences and excessive tardiness may result in detentions, suspension, or expulsion.

DANCES

School Dances

School dances are for Wickenburg High School students only. Outside dates are prohibited at general school dances.

The following are general regulations for special dances:

Homecoming:

- All WHS students may attend.
- Students may bring a date if that student is in their junior or senior year and enrolled in good standing at another school, or a graduate of WHS from the prior year. Approval must be obtained through the Principal's

office by submitting a guest contract at least 5 school days prior to the homecoming dance.

Prom:

Prom is a formal function and the behavior of students in attendance is expected to be respectful and dignified.

- Only WHS and Academy juniors and seniors will be invited to attend prom.
- Dates may be WHS sophomores, juniors or seniors, or graduates from the prior year.
- Dates may be a junior or senior in good standing enrolled in another school. Enrollment will be verified.
- All date requests must be submitted for approval 2 weeks prior to prom and must be approved by the Principal's office before tickets can be purchased.
- Dates must sign a form indicating agreement to follow all rules of conduct.
- All students invited as a date must accompany the person by whom they were invited. The "switching" of dates will be not be tolerated.
- Students who are engaged or married may bring their significant others providing they have proof of the legitimacy of the relationship.
- Guests age 21 or over are not permitted.

DISRUPTION OF THE EDUCATIONAL PROCESS

Students are expected to comply with the reasonable requests of all staff members, both in and out of the classroom. The administration, teaching staff, and other school personnel have the responsibility to determine when student behavior is inappropriate and disruptive or in violation of local school rules or regulations set forth by the Governing Board.

Body Spray/Deodorant

Many body sprays and aerosol deodorants can cause chemical and allergic reactions. For this reason, all body sprays and aerosol deodorants are not permitted on campus. Items discovered will be confiscated.

Food and Drink

Food and drink, with the exception of water, is prohibited in the classrooms.

Respect of School Property

Students are expected to treat the Wickenburg High School campus with respect. They are expected to maintain a clean, litter-free environment.

Student Deliveries

Wickenburg High School welcomes the celebration of birthdays and other significant events. Deliveries gifts or food will be made to the office. Final delivery to the student will be made at the least disruptive time possible.

DRESS CODE

Student Dress Code

Wickenburg High School and the Wickenburg Unified School District encourage students to take pride in their attire as it relates to the school setting. Standards for decency and common sense prevail. Clothing and jewelry that disrupt the educational process and/or the school's mission are not acceptable. If a student fails to meet these standards, then the student will be provided with an appropriate change of clothes for the remainder of the school day. Upon subsequent offenses, the student's parent/guardian will be notified and appropriate consequences will be given by the administration. The following is a list of items that students **MAY NOT** wear. Please note that this list is neither exclusive nor exhaustive.

- Shorts and skirts may be **no shorter than mid-thigh**, as measured by a hand length from the top of the knee. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Students are not allowed to pull their sleeves down and to expose bare shoulders. Shorts/pants that have slits must not have skin exposed in areas that would be against dress code. If that is the case, the student must wear a covering underneath. Tank tops, halter tops, spaghetti straps, and strapless tops are not acceptable. **All shirts must have sleeves.** Clothing that exposes undergarments will not be tolerated for males or females. Exceptions to this rule may include spirit clothing and athletic uniforms with prior administrative approval.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.
- Gang-related items or personalization are not permitted.
- Hair nets, bandanas, skullcaps and do-rags may not be worn. Exceptions to this rule may include spirit clothing and athletic uniforms with prior administrative approval.

- Sunglasses and head - coverings may not be worn inside of any building.
- Pajamas and slippers may not be worn.
- Clothing with vulgar or suggestive language (including double-entendres) or clothing with gang, drug, alcohol, death, weapon, sexual or inflammatory references (including logos from "Skin Industries") is not permitted.
- Baggy or sagging pants that expose undergarments are not permitted. Cutoffs, hanging belts, straps on bibs, chains of any kind are not permitted.

Apparel or accessories that could be used as a weapon, such as spiked jewelry, hat, Head-covering, wallets, arm, wrist or neckbands with spikes or chains is not permitted.

ELECTRONIC DEVICES/TECHNOLOGY

Electronic Devices

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibility of ensuring that those items are not used on campus. The use of electronic devices such as IPODs, CD players, **cell phones**, laser pointers, electronic games and other electronic devices that may create a disturbance and interfere with the normal conduct of the school is not permitted except with the exceptions listed below. If they are on and make a noise or vibrate or otherwise call attention to themselves, the device is creating a disruption. These items must be in the off position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

- Electronic devices may be used in the course of a lesson. If directed by the instructor, students may use electronic devices.
- Students may use electronic devices during lunch with a single earbud

Students are solely responsible for the proper use and security of any personally owned electronic device that they bring to school or school sponsored activities. Students should not share or loan electronic devices. If they do, they may be held responsible for any misuse of that device by another just as though it had remained in their possession.

Students should understand that they bring an electronic device on campus at their own risk. **WUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The school administration is under no obligation to conduct investigations for prohibited items if stolen.** The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any

student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

Students who violate this rule may forfeit the item in question and may retrieve the item at the end of the school day. Students who repeatedly violate this rule will have the item confiscated and parents/guardians will be asked to retrieve the item. The school is not responsible for forfeited items.

Bluetooth Speakers/Amplified Sound

Students are not permitted to use these devices. They may use headphones only.

Use of Technology Resources

The use of the school's electronic resources and networks is a privilege, not a right, and inappropriate use will result in a loss of those privileges. The administration, faculty and staff may request denial of all access. All students and parents are expected to sign a contract indicating their agreement to the appropriate use of electronic information services.

The network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio and other potentially offensive media. Students and parents will be asked to sign a Technology Use Agreement. Parents may revoke their students' privileges at any time by notifying the school in writing.

The following are not permitted

1. Send, access, download or display offensive messages or pictures
2. Use of obscene language
3. Harass, insult or attack others
4. Damage computers, systems or networks
5. Violate copyright laws and regulations
6. Use passwords of others
7. Share passwords with others
8. Trespass in others' folders, work or files
9. Employ the network for commercial purposes
10. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.

Sanctions

1. Violations of the above may result in a loss of access
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal
3. When applicable, law enforcement agencies will be involved

PARKING/DRIVING

Closed Campus

Wickenburg High School is a closed campus for all students. This means that no student is to leave campus prior to the end of the school day after they have arrived at school. The administration does understand that emergencies occur. If a student must leave campus, s/he must first receive permission from a parent / guardian and s/he must check out through the attendance office. Any student who leaves campus without permission and does not check out will face disciplinary action, including the **revocation of parking privileges**. All students that leave campus before the school day is done must check out through the front office. Students may not leave for lunch.

Transportation

WUSD provides transportation for students who qualify. Transportation is considered a privilege. **Students must have their school ID to ride the bus.** Students who continually disrupt while on a school bus risk losing the privilege to ride school transportation. Students exiting the bus at the high school must report to the commons area prior to the start of the school day and may not leave campus after arriving without checking out through the office. Students may not loiter in the parking lot or parking lot area. Transport on an

activity bus may be revoked at any time and may involve a fee. For complete bus conduct, please see the Student Rights and Responsibilities handbook.

Parking/Driving Privileges

Student parking on campus is a privilege, not a right. Students driving to school must obtain a parking permit. This permit must be displayed on the front windshield of the vehicle. Permits will be issued to students who have a driver's license, proof of insurance, and provide the make, model, year and license plate number of each vehicle to be driven. Once students have parked, they are to report to the commons area immediately. **Students are not to loiter in the parking lot or parking area.** Students may not return to their car during the school day. Wickenburg High School assumes no liability or responsibility for damage or theft to vehicles occurring in the parking lot. **Any spirit painting will be considered vandalism. All students must leave campus at the end of the school day unless they are participating in extra-curricular activities or tutoring.**

Speed limits must be obeyed and students must stay on pavement at all times. Please be aware that students are not permitted to use the fire roads connecting WHS and Vulture Peak Middle School. Wickenburg High School reserves the right to revoke parking passes for any driving or parking violations, including reckless driving (commonly known as "donuts").

Warning: Vehicles Subject to Search

Any vehicle entering the school grounds is subject to search by school authorities. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

OTHER TRANSPORTATION

Bicycles

Bicycles are acceptable means of transportation to and from school, but they must not be ridden on campus. Students riding bikes must walk their bike and lock it in the bike rack upon arriving on campus. Wickenburg High School is NOT responsible for lost or stolen bikes.

Skateboards, Skates, Roller blades & Scooters

Skateboards, skates, roller blades, and scooters are NOT acceptable means of transportation to and from school, and are prohibited on campus. Any student bringing skateboards, skates, roller blades and scooters on campus will be

disciplined. Wickenburg High School is NOT responsible for any lost or stolen skateboards, skates, roller blades, and/or scooters.

PROHIBITED ITEMS/SUBSTANCES

Drugs and Alcohol

Selling, possessing, using, or being under the influence of illegal drugs, alcohol, or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at a school-sponsored event is strictly prohibited. Students are also prohibited from selling or possessing imitation controlled substances on school property or at school-sponsored events. Students in violation of this policy will face disciplinary consequences, which may include suspension, expulsion, and/ or report to local law enforcement. The Wickenburg High School campus is designated as a **Drug Free Zone, High Profile Enforcement Area** by the Arizona Attorney General, the Arizona Department of Education and A.R.S. 13-3411. Violations will be aggressively prosecuted.

Dangerous Materials/Items

Items with little or no educational value, that pose danger to the owner, others, or high school property are strictly prohibited.

Possession of Inappropriate Material

Students shall not possess items which depict, or make reference to, drugs, alcohol, tobacco or other profane topics. This includes, but is not limited to, notebooks, drawings, photographs, keychains, and belt buckles. Students in violation of this policy may face disciplinary action and confiscation of items.

Random Sweeps By Narcotics Dog

Due to factual evidence of an existing problem with student drug possession, use and abuse and in an effort to keep Wickenburg High School free of drugs and to protect students' health and safety, authorities may conduct sweeps using trained and reliable narcotics canines to sniff students' belongings, including backpacks, automobiles, and school property, including lockers, desks, and storage areas, as permitted by law, to alert to the presence of illicit drugs, alcohol, weapons, other illegal contraband, or any material or matter detrimental to the health, safety or welfare of students. Such inspections by school authorities, law enforcement and/or other qualified personnel and trained dogs may be at any time with or without reason, or with or without notice.

Tobacco

Wickenburg Unified School District buildings and grounds have been designated as tobacco free (see Board Policy JFCG). Tobacco, or electronic cigarettes, in obvious possession (in hand, in mouth, lit or unlit or the exhaling of smoke) is a violation of district policy. Tobacco, or electronic cigarettes, use or possession, including smokeless tobacco is not permitted by any student on premises, at school activities, on school buses, or on any field trips. This also includes paraphernalia such as lighters. All violations are subject to disciplinary action and police referral.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches.

Items provided by the District for storage (e.g., lockers, desks) or personal items provided as a convenience to the student but remain the property of the school are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Parents are welcome to visit the campus at any time and are encouraged to do so. When a parent wishes to visit Wickenburg High School, we ask that they first check into the school office. Student visitors are an unnecessary disruption to the classroom-learning environment and will not be allowed during school hours.

Student Due Process

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the local administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. Please refer to Board policy for the due process appeals procedures.

Process for Addressing Concerns

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. WHS employees can best be reached through the main office. If parents do not receive resolution of their concern, they should then contact the administration for assistance. If the matter still remains unresolved, parents may submit their concern to the superintendent.

Notice to All Students:

As a student at Wickenburg High School, you are expected to conduct yourself in a manner that is consistent with standards expected by administration, teachers, parents, and the community. You are responsible for your own actions. If you are uncooperative or violate the code of good citizenship in the classroom, on campus, or at a school-sponsored activity, you will be referred to school administration and will face disciplinary action, as indicated on the discipline matrix.

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the Student Rights and Responsibilities Handbook. For a complete listing of infractions and consequences, please refer to the Student Rights and Responsibilities Handbook, which is located on the district and school's website. An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

Student Suspension / Expulsion

1. **Discipline** - *Discipline is administered by the principal/designee, the faculty and the staff.*
2. **Referral** - *Students will be referred to the principal/designee for violations outlined in the foregoing sections "Discipline Guidelines" and when their disruptive behavior interrupts the educational process.*
3. **Due Process** - Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:
 - must be informed of accusations against them;
 - must have the opportunity to accept or deny the accusations;
 - must have explained to them the factual basis for the accusations; and
 - must have a chance to present an alternative factual position if the accusation is denied.
4. **Short Term Suspension** - If the principal or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) days or less, the principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee, his or her defense or position concerning the alleged violation. After the termination of the hearing, the principal/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.

There is no appeal process for a short term suspension of 10 days or less. However, a parent may request a campus administrative review of the campus procedures that resulted in discipline.

After the administration's review is complete, the principal's/designee's decision is final.

5. **Long Term Suspension** - If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of ten (10) days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of ten (10) days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in suspension in excess of ten (10) days or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes. The ability to make up work for credit during long term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

If a school administrator believes that a long term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing. The school administrator/designee shall also notify the Superintendent to schedule a long term suspension hearing.

If a long term suspension hearing is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (5) working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of Policy JKD and A.R.S. 15-840 through 15-844.
- A statement that the student and his or her parent(s) are entitled to various procedural rights as described in this policy.
- A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the District is unable to contact the parents or guardians after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the

hearing officer, a long term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five (5) days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

6. **Suspension Due to Clear and Present Danger** - If in the best judgment of the principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal or designee may suspend the student from the school pending a hearing and disposition of the case.

7. **Long Term Suspension Appeal** - If the hearing officer recommends a long term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long term suspension based on one of the following reasons:

- There was substantial non-compliance with policy JKD.
- The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
- The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long term suspension. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent's/legal guardian's letter of appeal. If the board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed.

Upon review of the written material in executive session, the Governing Board may uphold, modify, or rescind the hearing officer's decision.

8. **Expulsion** – A recommendation to expel shall be through the principal and forwarded to the Superintendent. The authority to expel rests only with the Board. The decision of the Board is final. See policy JKE for further details.
9. **Readmission** - When a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.
10. **Student Disciplinary Record-Keeping** - Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for two (2) years after fiscal year of last attendance. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for pupils subject to disciplinary action shall contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral, i.e., conferences with parent(s)/legal guardian(s), conference with principal, conferences with other school personnel, referrals to department of pupil, personnel services, etc.
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

Possible Corrective Actions

1. Student Conference

A student conference is held to discuss the student's behavior and the student and school official come to an agreement that such behavior interferes with a positive educational environment.

2. Student/Parent Conference

Subsequent conferences after the first conference would necessitate the parent being involved in the process to further help deter the student from the unwanted behavior.

3. Detention

Students who continue to violate WHS Rules and Regulations, including but not limited to, disruption, tardiness, and truancy may be assigned an after-school detention.

* Students are expected to be on time and be prepared to study or have suitable reading materials for after-school detention. Failure to come prepared will result in the student not being admitted.

* Failure to attend assigned detentions will result in additional detention and/or in school suspension.

4. Removal from Class

A teacher or principal may prohibit a student from attending class for a period of time not to exceed three class periods. The teacher will be required to state intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be given to the administrator by the next school day following the removal.

When a teacher or principal refuses to readmit a student, the matter will be referred to the STAT team. The review committee must place the student in a new class or return the student to the existing class within three school days following the date of removal.

5. Out of School Suspension

Suspension from privileges is an action taken by the school administration prohibiting a pupil from using school provided transportation, or participation in class, social, or extracurricular activities.

A student may be removed from contact with other students as a temporary measure for a period of time not to exceed ten consecutive days. The student will receive notice, written or oral, of the reason for suspension and evidence the school authorities have of the alleged misconduct. After having received notice, the student will be asked for an explanation of the situation. In all cases, except where a clear and present danger is evident, the student shall remain in school until applicable due-process procedures are instituted. In no

instance shall a student be released early from school unless parents have been notified.

If a parent cannot be contacted, the student may be isolated until dismissal time and then given a written message, explaining the terms and reason for the suspension, to the parents.

A child-study team meeting must be held for the suspension of a student served by special education. The team shall determine whether or not the misconduct is related to the precise handicapping conditions. If the student's misconduct is related to the handicapping condition, the team will:

- I. Review the special education assessments and determine the need for any further assessments.
- II. Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP.
- III. Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement or another school or program.

6. Expulsion

Expulsion is the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school. If the alleged offense could result in an expulsion, the governing board will conduct the hearing in executive session. The decision of the Board is final.

A school district may refuse to admit any pupil who has been expelled.

As an alternative to the expulsion, the district may assign any student to an alternative education program.

7. Referral to Juvenile Authorities or Police

If a violation of the law may be involved, juvenile authorities or police will be contacted by the administration. When a student is to be questioned, the interrogating officer will be asked to notify the student's parent(s)/guardian(s) and complete a Form for Signature of Interrogating Officer. It is the responsibility of the administration to make an effort to act on behalf of parents in their absence with respect to interrogations. When a student is taken into custody, the arresting officer will be asked to notify the student's parent(s)/guardian(s) and complete a Form for Signature of Arresting Officer.

When an arrest is made, the District no longer exercises jurisdiction over the student.

8. Use of Reasonable Force

Corporal punishment of students is prohibited. School personnel are allowed to use reasonable force to restrain a student from injuring themselves, others or from damaging property.

Activities and Athletics

Victory with Honor

Sportsmanship refers not only to the athletes who participate against other schools but to all spectators as well. The following code is a summary of a true sportsman. S/He will:

- Consider all opponents as guests and treat them with courtesy
- Accept all decisions of officials without questions
- Never hiss or boo a player or official
- Never utter abusive or irritating remarks from the sidelines
- Applaud opponents who make a good play or show good sportsmanship
- Seek to win by fair means, according to the rules of the game
- Love the game for its own sake and not for what winning may bring
- Remember: **Honor First – Win or Lose**

Eligibility Requirements

Students participating in athletics and activities must abide by the following rules:

1. Complete a physical examination with a physician. (The physical examination is valid for a 12-month period).
2. Complete an annual Student Health History.
3. Complete a Parent/Guardian Permission to Participate form.
4. Provide Proof of Insurance.
5. Complete a Medical Consent for Emergency Care form.
6. Complete a tax credit request and pay a fee to participate in each sport or activity.

*A student will not be allowed to practice or participate in any extracurricular activities until all paper work is signed and turned in.

Academics/Scholarship Rule

The student must be enrolled in a minimum of six courses during the first six semesters of High School and a minimum of five periods in the 7th and 8th semesters at Wickenburg High School.

Residential Rule

All students are privileged with eligibility for interscholastic competition at the school in the district in which his/her parents are residents. (See athletic director for hardship cases).

Age Limit/Birth Record Rule

Any students under 19 years of age before September 1 are eligible for interscholastic competition.

Transfer Rule

Any student-athlete who transfers in to Wickenburg High School must have a completed 520 Form on file with the Arizona Interscholastic Association prior to involvement in any practice or competition. This form takes a minimum of one week to be completed. Please see the Athletic Director for more information.

Amateur Rule

Each student, in order to represent his/her school in any AIA sanctioned contest, shall be and shall remain an amateur.

Recruitment Rule

There shall be no recruitment of athletes. Recruitment is defined as the act of influencing a student to enroll in a school or transfer from one school to another in order that the student may participate in interscholastic athletics.

Attendance Rule

A student is ineligible when they are absent 10 consecutive days. A student must also be in attendance on any day of competition.

Activity/Sports Transfer Rule

A student may not quit one sport to play another. The student is not allowed to practice for the next activity or sport until released by the prior sport's coach and the athletic director has cleared the student.

Competition Rule

If a student is participating in a school sport, they are not allowed to compete in that same sport in an outside venue with the allowable AIA exceptions.

Equipment Rule

The student will be given equipment and uniforms. The student is expected to care for the equipment and uniform, which may include laundering in some cases. The student is responsible financially for loss or stolen property given to them.

Wickenburg High School Eligibility Rules

The following eligibility rules are in effect for students participating in athletics and activities at Wickenburg High School.

1. Attendance- Student must be in attendance the full day of any competition or activity.
2. Tardiness- Habitual tardiness during the regular school day and to daily practices may be considered grounds for ineligibility.
3. Dress- Students are expected to dress appropriately for all trips. Students not in compliance with the team and/or WHS student handbook dress policies will be excluded from the trip.
4. Transportation- Students traveling to events on school transportation are expected to return home on such transportation. Students may request to ride home with parent/guardian or authorized individual with regards to place of residence, or final destination. Students may also request to be dropped off at a designated site if parent is present to pick student up at said site.
5. Academics- A student is ineligible when he or she has a failing grade for two consecutive weeks in the same class. Grades are checked weekly. See No Pass/No Play policy for further details.
6. Class changes/withdrawals- Students who withdraw from classes because of failing grades will be ineligible for the remainder of the season. Extenuating circumstances will be evaluated by the principal for consideration of regaining eligibility.
7. Substance Abuse- Students using tobacco, alcohol, or drugs will serve the following suspension from the team.

First Offense:

The student/athlete will be suspended from the team for the length of time they are suspended from school. This includes In School Suspension.

Second Offense:

The student/ athlete will be removed from the team and forfeit any participation in post-season activities, i.e. lettering, etc.

Third Offense:

The student/ athlete will be removed from athletics for the remainder of the school year.

Due Process in Athletics and Activities

In the event that disciplinary action (including dismissal from the team) must be taken, the following procedures will be followed:

1. The athletic director and coach will inform the student and legal guardian of the violation, the results of the investigation, and the disciplinary action that will be taken. Notice of disciplinary action will be given in writing to the parent/guardian.
2. If the parents appeal the decision, they must give written notice to the principal within two school days. The principal will respond in writing within 3 school days.
3. If the parent is not satisfied with the decision of the principal, they may appeal to the superintendent within 2 school days of receiving the written decision of the principal. The superintendent will follow the Wickenburg Unified School Board Policy on due process at this level.

The athletic director has the right to immediately suspend a student for violation of the rules/regulations until the due process has been implemented. Once the process has begun, a student may be temporarily reinstated unless there is clear evidence and a unanimous agreement by the coach/advisor, athletic director, and principal that such reinstatement would be detrimental to other students' welfare.

Fundraising

All fund raising projects by a student group or program must be approved in advance by the advisor, student council and the administration. Students may not make purchases on behalf of the school. All requests for funds must be processed through the bookstore with proper documentation.

Assemblies

Throughout the year there will be special events in the gymnasium and the performing arts center. These events are held for the educational enjoyment of students, staff, parents and the community. Students are expected to attend these events and extend courtesy as an audience and to maintain a high standard of conduct. When these events are held, the daily schedule may be altered.

School-Sponsored Activities

Students are expected to return to school immediately following a field trip, school activity or athletic event. Students have an obligation to make up all work missed due to school-sponsored activities and athletic events.

Activity/Club Fees

Students are required to pay \$5.00 for each club.

Athletic/Activity Fees

Students are required to pay \$75 per sport with a \$150 student cap and \$185 family cap. Additionally, there is an activity bus fee of \$50 per student, per season.

No Pass/No Play Policy

State Board of Education Rule R7-209 as mandated by the Arizona State Legislature requires that each school district must have in place a "No Pass No Play" policy. Athletics, theater, and spirit line are all defined as extracurricular activities that fall under the "No Pass No Play" policy. The Wickenburg Unified School District's policy requires the following to be eligible to participate in any athletic event:

- 1/2 day attendance policy (Exceptions: School-based activities and documented medical and dental absences)
- A two-tiered grades check system would be established and managed by the Athletic/Activities Director. Grades will be checked at three week intervals starting
 1. Tier 1: There will be an initial "Roster Grade check" that will happen the Monday after rosters are submitted.
 2. Tier 2: If at any three week interval a student is failing a class they then enter the second tier of the program. Students in the second tier will be ineligible for a minimum of one week and will then undergo a weekly grade check. If in a successive week between three week intervals a student in the second tier improves their grade to a passing level the student then will once again become eligible for the remainder of time between that grade improvement and the next three week interval grade check.
 3. The eligibility process will reset itself at the beginning of each semester.
 4. The winter athlete/activities member that fails a semester 1 class, will be ineligible for all Christmas break activities.

No Pass/No Play Procedure

A list of participants is provided to each teacher.

Student eligibility will be determined on Fridays. Ineligible students will remain so until the student completes work that puts them in a passing position.

If an athlete fails a course at the end of the spring semester, he/she is ineligible for the first game of the fall season, unless the course is retaken/passed in the summer.

The Athletic Director's office will notify coaches of ineligible students.

During a private conference, the coach will notify the student of his/her ineligibility. Remediation options will be presented to the student.

Teachers are responsible for providing materials to help students remediate under their classroom rules and expectations.

Adequate Progress Toward Graduation.

WHS has been struggling with a high failure rate. We also struggle with the number of students that arrive at their senior year with such deficiencies that a realistic schedule cannot be built for that student. Many of these students have participated in sports for all four years under the "no pass, no play" policy. In other words; they keep their grades up to play and then begin failing when their season ends. This results in failing grades at the end of the semester and growing credit deficiencies for the student athlete.

We are requiring student athletes to keep graduation within reach in order to be allowed to try out for a team. The closer that a student gets to their senior year, the smaller their credit deficit must be to participate. We would still do grade checks during the season so our regular "no pass, no play" policy would be in force.

This policy will gradually be rolled in, starting with incoming freshmen during year 2016-1017. Section JJJ of WUSD Board Policy says "The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and *the student shall maintain progress toward promotion or graduation.*"

Here are the credit thresholds.

Credits:	Min. Credits	Possible Credits
End of 9 th grade Semester 1	2 Credits	3.25 Credits
End of 9 th grade Semester 2	4 Credits	6.50 Credits
End of 10 th grade Semester 1	7 Credits	9.75 Credits
End of 10 th grade Semester 2	10 Credits	13.00 Credits
End of 11 th grade Semester 1	13 Credits	16.25 Credits
End of 11 th grade Semester 2	16 Credits	19.50 Credits
End of 12 th grade Semester 1	19 Credits	22.75 Credits
Total at Graduation	22 Credits	26 Credits

The athletic director has the ability to allow a one - time exception to the adequate progress towards graduation, as long as the Athletic Director, Student, Parent, Guidance Counselor, has developed a plan to address the deficiency and bring the student current by the end of the school year. For this purpose school year is defined as including the summer session. Any additional deficiencies will make the student immediately ineligible.

Bus Procedures (EAE)

Transportation is extended to students in the District as determined by Policy. It is **not** a legal requirement except for transportation of special needs students as required by their individual education program (IEP). The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus and/or school discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The **driver** of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may return the bus to the school where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

Arriving at pickup point

- Be on time. We recommend you arrive 10 minutes early, especially at the start of the year. Leave home in time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing the oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Boarding the bus

- Line up in single file, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or other items, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

School bus rules and conduct

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Do not use loud talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.

- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not leave litter in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items on the bus

- Tobacco or tobacco products are not allowed in a school bus. This includes e-cigarettes and hookah pipes/bongs. No chewing of tobacco or “chaw”. No spitting.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
- Balloons are not allowed on the bus because they can pose a safety issue to the driver and the students.

Exiting from the bus

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- If you must cross the road, walk to a point about ten (10) feet in front of the bus, but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accidents or other emergencies

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver’s instructions.
- Do not expose yourself or others to needless hazard.

Disciplinary Process

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good bus behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the school administrator. This report will include the use of a written

form that lists the offense and the action taken by the school administrator.

- The school district uses the Bus Conduct Report (BCR) form for drivers to advise the school administrators of bus discipline issues.
- Upon receiving the BCR form/complaint and discussing it with the driver, the school administrator or prevention/intervention team member will call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if the misbehavior continues.
- If poor conduct continues, the driver will again report the incident to the school administration. After discussion, it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the school administration will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from the school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

NOTE: If the student is in Special Education or in the evaluation process, refer to section regarding Special Education procedures.

Bus Conduct Report Sample

Form #174

NATIONAL SCHOOL FORMS

TO REORDER CALL: 1-800-431-1201

BUS CONDUCT REPORT KRISE-STA BUS SERVICE		STUDENT'S NAME _____		CLASS-GRADE _____
		DATE OF INCIDENT _____		<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE
		BUS NO. _____	TRIP NO. _____	DRIVER'S NAME _____
NOTICE TO PARENTS 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.				
DRIVER'S REPORT: <input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES <input type="checkbox"/> EXCESSIVE MISCHIEF <input type="checkbox"/> EATING-DRINKING-LITTERING <input type="checkbox"/> DESTRUCTION OF PROPERTY <input type="checkbox"/> WRITING <input type="checkbox"/> RUDE-DISCOURTEOUS-ANNOYING <input type="checkbox"/> FIGHTING-PUSHING-TRIPPING <input type="checkbox"/> SMOKING <input type="checkbox"/> UNACCEPTABLE LANGUAGE _____ _____				
PRELIMINARY ACTION: <input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> _____ _____		PRESENT ACTION AND RECOMMENDATIONS: <input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO: _____ _____ _____		

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE OFFICE COPY - PINK DRIVER'S COPY - YELLOW