

## **JMS Mission Statement**

Our mission is to provide optimal and challenging educational opportunities with regard to academic, physical, emotional and social growth of our students in a safe and supportive environment.

This requires personal responsibility, cooperation and compassionate response to others.

## **Philosophy**

The middle level school is organized to provide a smooth transition from the elementary school to the high school. The faculty and staff promote child-centered instruction relevant to the needs of early adolescents who are growing physically at different rates, who differ greatly in mental ability, and who are at different stages of social development. The instructional plan of the middle level school is designed to meet these continuous developmental processes and provide the opportunity for students to develop and master the basic skills necessary for successful participation in the high school.

## **Goals**

The middle level school, in partnership with students, parents and faculty, shall provide curricula that:

- Provides opportunities for students to explore present interests and abilities while encouraging them to develop new interests which may be related to further education, vocational careers, and various cultural, intellectual, and avocational pursuits.
- Emphasizes the application of information as well as skill development.
- Presents learning opportunities in many forms and through many media.
- Involves the student as an active participant in the learning process.
- Provides for a comprehensive guidance/advisor program.
- Provides the opportunity for students to learn and utilize independent study skills.

# **Policies**

## **Attendance Policy**

Every child's academic success is important to the Flagstaff Unified School District, and regular attendance is one way to make success for each child a reality. *Students may be excused for the following reasons: medical provider or school nurse excuse, death in the family, family emergency, religious commitment, diagnostic testing, school-sponsored activities, and extenuating circumstances or parental petitioned vacations agreed to by school administration.* Any other absences are considered unexcused absences. Extended absences due to medical conditions must be reported to the school nurse at the student's home school. Any student identified as having certified chronic health condition is exempt from this policy. For the purposes of this policy, truancy is defined as absence without parental approval or knowledge. Also, 3 tardies or 3 occurrences of students leaving early (unexcused) will equal one unexcused absence *for purposes of the ATTEND policy, not for state reporting.*

Failure to comply with this policy means the absence will be considered "unexcused" and therefore subject to the Flagstaff Unified School District Elementary and Middle School Attendance-Policy.

The Arizona Revised Statutes, ARS 15-803, addresses student attendance in school and Project ATTEND is the plan developed to work with our students and parents to improve school attendance. Both truanies and excessive absence are covered by state law ARS 15-803 and ARS 15-843. ARS 15-803 states that absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days. ARS 15-803 explains that students are able to be in school unless "the child is in such physical or

mental condition that instruction is inexpedient or impractical." The steps in the Project ATTEND process are:

- STEP 1 - A letter is sent home by school administration. (7 days of unexcused absent or 3 truanies)
- STEP 2 - A letter is sent home by the school district superintendent. (10 days of unexcused absences or 4 truanies)
- STEP 3 - A letter is sent home by the Deputy County Attorney (12 days of unexcused absences)
- STEP 4 - Student Attendance Review Team (SART) meeting will be scheduled with the Deputy County Attorney. Members will include parents, students, and school administration. (15 days unexcused absences or 5 truanies) (A medical excuse is required)
- STEP 5 - Referral to Coconino County Attorney's Office if no improvement takes place after STEP 4. (ten percent of required attendance days, 18 unexcused absences or 6 truanies)

These steps are progressive in nature, and if the student's attendance improves, the "next" step in the process will not be initiated. If a child is absent due to the circumstances listed above, it is vital that the parents contact the school as soon as possible. Parental involvement in making sure that a child gets to school, and gets there on time, is proven to be an important influence leading to a student's success.

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## Absence

An absence is a student's non-attendance in his classroom during the assigned class period. Absences include, but may not be limited to:

- Personal illness.
- Family emergency/death.
- Professional appointment.
- Pre-arranged family trips and approved petitions.
- Out-of-school suspensions.
- Other verified absences (e.g., car trouble, missing the bus, oversleeping).

(FMS only) Absences that will not be counted toward the 13-day limit include, but may not be limited to:

- Verified religious holidays.
- School-excused activities. (The sponsor/students will be expected to inform all teachers in advance, and students will be expected to obtain assignments in advance.)

Absences must be verified by parent/guardian within 5 school days. Unverified absences may be considered truanancies.

● **Truancy** A truancy is the deliberate missing of one or more class periods without permission of parent/guardian.

■ Unusual circumstances relating to this policy may be reviewed and ruled on by the administration.

● **Policy sanctions.** After the thirteenth (13th) absence in any class during a semester, credit may be denied regardless of the grade being achieved. An appeal process is available.

■ After the **first** (1st) truancy and after the **second** (2nd) truancy, parents will be notified by telephone call and/or letter.

■ After the **third** (3rd) truancy from any class during a semester, credit may be denied regardless of the grade being achieved. As a consequence of the first truancy, the student will be assigned detention and will attend the Responsible Thinking Classroom. The student is expected to complete all missed work.

On any subsequent truancy, a student's parents will be notified as previously and the student referred to RTC or juvenile authorities.

## Procedures

- **Signing out and signing in.** Departure from campus for any reason during school time shall require the student to sign out, with permission, in the attendance office. Failure to sign out or to sign in will result in the absence being recorded as a truancy.
- **Petition for absence.** If a student and his family find it necessary for the student to be absent from school because of a non-school activity, the parents must notify the administration two (2) school days prior to the absence. The student must then obtain a petition-for-

absence form to obtain teachers' signatures and classwork assignments. The form must be returned to the office before leaving school. Parents will be advised if the student is not doing well in school or if such absences will cause the student to lose credit.

Because of the younger age of the middle school student, it is recognized that an increased level of school and parental responsibility exists.

In addition to the policy requirement stated above, the middle school staff and administration will take the following steps:

- After the sixth(6th) absence, a letter will be sent.
- After the ninth (9th) absence, a letter will be sent to the parent/guardian requesting contact with the school.
- Parents, the student, and school officials shall participate in this contact and, to the extent necessary, other community resources may be advised of and participate in the conference. Such agencies may include, but not be limited to, juvenile authorities, child protective services, and guidance clinic representations.
- After the twelfth (12th) absence, parents will be notified that the next absence may result in loss of grade.
- After the thirteenth (13th) absence, a grade may be denied regardless of the grade being achieved, and notification will be sent to the parent/guardian and the assistant superintendent for personnel. If at that time the student is on probation or otherwise involved with juvenile authorities, the letter of notification of grade loss shall also be forwarded to the appropriate authority. Letters of grade loss shall be placed in the student's cumulative file. In cases involving loss of grade, the student will have access to the appeal procedure as outlined above.
- In the event of loss of grade, the student will remain in class. If the student becomes a discipline problem, he will be dealt with by the administration on a disciplinary level.

## Tardies

- A tardy is defined as a student not being in his assigned seat when the tardy bell rings.
- The classroom teacher is responsible to report the tardy to the lunch detention supervisor. This report is to be made at the occurrence of the third tardy to class. Every tardy, thereafter, follows the steps specified in the middle school Behavior Code.
- The teacher will be responsible to call the student's parents after the third unexcused tardy.

## ***Project Attend***

Our attendance policy is called Project Attend. This is a program that addresses students with excessive absences. Students who have legitimate illnesses or are absent for "exceptional" reasons are excluded from this program.

### ***Attend Program***

1. If a student is absent (7) days, or has (3) truant or unauthorized absences this year, the parent will receive a letter from the school explaining the program and the importance of good school attendance.
2. If a student is absent (10) days or has (4) truanancies, the parent will receive a letter from the district office encouraging good attendance of the child.
3. If a student is absent (12) days, the parent wii receive a letter from the Deputy County Attorney
4. If a student is absent (15) days, or accumulates (5) truanancies this year, the county attorney will be notified, and the county attorney will request a meeting with the parent and the School Attendance Review Team (SART). At this meeting, the SART team will make recommendations in an attempt to help the parent and child improve the student's attendance.
5. If no improvement in the child's attendance occurs, the county attorney may file charges against the child and /or parent. (ten percent of required attendance days, 18 unexcused absences or 6 truanancies)

We will take extraordinary measures to help our students and parents with any attendance problems.

Due to an increasing number of unexcused absences (absences which are not cleared in the attendance office), parents have (5) days following the absence to call in or write a note excusing it. If absence is not cleared, the student will then receive a letter to take home to parents and will be given one additional day to clear the absence with the attendance office. If the absence is cleared, the student will not receive consequences. If the absence is not cleared the following day after the letter is sent home, the student will be referred to RTC and parents will be contacted.

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## ***Detention***

Students may be assigned detention by teachers and the administration. This is for those students with undesirable patterns of attendance, excessive tardies or incomplete work. Students assigned detention are to report to the room designated at the time given and for the number of days assigned. Each student is to have sufficient materials and books to study and is to cooperate with the detention supervisor.

## ***Responsible Thinking Classroom (RTC)***

The teachers and staff at Flagstaff Middle School want every student to be successful in school academically and socially, to remain in class, learn from the classroom instruction, and demonstrate appropriate social behaviors. To assist students in being successful, FMS has adopted the Responsible Thinking Process for both classroom management and non-classroom areas on the middle school campus (hallways, cafeteria, playground, etc.). Through the Responsible Thinking Process the students learn to take responsibility for their own actions and behaviors.

## ***Suspension***

Typical causes for suspension include disorderly, vicious, illegal or immoral conduct or persistent violation of school regulations. This includes violation of narcotics laws, use of alcoholic beverages, use of weapons or fireworks, or violation of any local, state or federal law.

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents /guardians will be notified of action taken and will have complete custody and jurisdiction of their student during the suspension. A suspended student may not loiter or appear on school property, or at any school-sponsored activity, at or away from the school. A student will be readmitted to school after a satisfactory solution to his conduct is agreed upon by the parents and administration. Students must return with all work completed. Students reenter through RTC.

Ultimately parents must accept the responsibility for their student's conduct. The public schools will assist parents whenever possible by recommending services and agencies which may be of assistance.

## ***Hazing***

All forms of hazing are strictly prohibited. For the purposes of this policy statement, hazing is defined as any attempt by a single student or a group of students to extort something of value, threaten injury, harass, intimidate, or to cause or attempt to cause physical or emotional injury or behave in such a way as could be reasonably expected to cause physical or emotional injury to any person:

- on the school grounds;
- off the school grounds at a school activity, function or event; on any form of transportation by which students are transported to and from school activities;

- Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which originated on the school grounds.

Students who are determined to be in violation of this policy will be immediately subject to the consequences set forth in the district discipline policy under the section entitled "Infraction Against Others."

## Due Process

Students in middle school have 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 accusation and to present an alternative factual position if the accusation is denied.
- Must have explained to them the factual basis for the accusations.
- If there are contradicting facts, the administrator will make a rudimentary check on the facts before imposing short term suspensions of ten days or less, or other disciplinary action.

## Visitor's Pass

We certainly welcome and encourage all parents to visit our campus. Visitors must register at the office prior to visiting the campus. At all four middle schools, student visitors must be approved by the administration and have a visitor's pass. At FMS, student visitors must fill out a visitor's application 48 hours before the day of visitation. Student visitors must be of middle school age, have a valid student ID from their school and may only visit one school day. No visitors are allowed the week before Christmas and spring break nor the final two weeks of school. No visitors are allowed to any FMS social functions (ie: dances, activity days, etc.)

## Sign-In Sign-Out Policy

Parents who come to pick up their children during school hours must report to the front office and sign out their student on the form provided. Office Aides will be assigned to call your student from class.

Upon return to school the student must sign-in and obtain an Admit Slip before returning to class.

## Dress Code

**PANTS:** The only restriction on pants is that "sagging" will no longer be allowed. If pants or shorts are one or more sizes larger in the waist, they will need to be pulled up and belted.

**SHORTS AND SKIRTS:** Must be knee length (just above the knee cap). The privilege of wearing shorts may be rescinded, when there are continuous violations of the dress code, at any time by the school administration.

**DRESSES:** Must be knee length (just above the knee cap). The top of the dress must follow the criteria listed below.

**SHIRTS/TOPS:** Shirts may have a fold over collar with functional buttons (with all but the collar button buttoned) and/or a shirt with no chest showing. This will be measured by dropping the chin to the chest; if the chin touches the shirt it is appropriate. Shirts/tops must have sleeves and be long enough to tuck in (at least five inches below the waist of the pants).

**SWEATSHIRTS:** May be worn, but must fit the shirt requirement listed above. If a shirt is worn under the sweatshirt it must ALSO fit the shirt requirement.

In order to improve the image of the school and to reinforce the positive attitude of parents and students, student dress should be appropriate and focus on neatness, personal hygiene, safety and cleanliness. Personal appearance should be such that it does not interfere with schoolwork, create disorder or disrupt the educational program. Specifically, clothing or accessories advertising or promoting the following are not allowed:

- \* Illegal chemicals/drugs
- \* Tobacco products
- \* Nudity
- \* Violence and/or cruelty
- \* No dress indicating gang relationship
- \* Alcoholic beverages
- \* Obscenities
- \* Profanity or vulgarity
- \* Inappropriate saying

Bare midriff tops, tube tops, halter tops, see-through clothing, loose fitting tank tops, spaghetti straps, low cut tops and other visually distracting clothing are NOT acceptable. No undergarments of any type may be seen when standing or sitting.

**STUDENTS WHO CHOOSE TO WEAR CLOTHING THAT IS IN VIOLATION OF THE DRESS CODE WILL BE SENT TO THE OFFICE WHERE THEY WILL CALL THEIR PARENTS AND HAVE APPROPRIATE CLOTHING BROUGHT TO THEM.**

Any teacher who refers a student to the office will issue a "Dress Code Referral" slip to the student. This referral must be signed

## Class Fees

The school does not receive state monies for extra-curricular/co-curricular activities offered at Flagstaff Middle School and the NAU-NASA T.E.L.C. program. In order for your student to participate in these activities an optional student body fee of \$30 will be requested at the time of registration. The student body fees collected provide your student with a well-rounded educational program and positive, exciting experiences. The student fees that are collected allow for, but are not limited to,

participation in the following activities: any after-school program provided by the NAU/NASA T.E.L.C. program (robotics, jazz band, tutoring, astronomy, after-school café, electronics, to name a few), general homework tutoring, National Spelling and Geography Bee competition, Math Counts competition, Odyssey of the Mind competition, other various school clubs, all athletics, student council, yearbook, music programs, dances and student field trips.

by either the principal or assistant principal and returned to the referring teacher.

Students who choose to continuously violate the dress code will receive sequentially appropriate consequences. The safety dress code as prescribed for shop, home economics, physical education and science classes shall be followed. Shoes must be worn at all times in school. Hats, bandanas, etc. may NOT be worn inside the school except during "spirit" days.

**DANCES AND SCHOOL ACTIVITIES:** The dress code for all school dances and activities is the same as the dress code for school attire. If students are not in compliance with the dress code they will be removed from the dance/activity and parents contacted to come and pick up the child.

### ***Delayed Start Schedule***

School cancellations and/or the DELAYED START SCHEDULE will be announced over all radio and television stations by 6 a.m. on bad weather days.

On days when the DELAYED START SCHEDULE is in effect, school will start at 9:40 a.m. rather than the usual time of 7:45. All morning school buses will run 2 hours later than usual. Afternoon dismissal time and bus runs will not change.

### ***Snowballing***

Because of the danger of breaking car windows and eyeglasses, and the added danger of injuring people, no snowballing is permitted in the streets in front of the school or the school grounds, or inside the school. This also includes rocks, rubber bands and pine cones. At the first incident students call home and choose to attend RTC. At the second incident students must go home for the day.

### ***Misconduct Involving Computer and/or Internet***

A student shall not access information on any computer program, including those on the Internet, which violates the general policies of the district. If a student chooses to not comply with this policy, computer privileges will be suspended, the amount of the suspension time for such privileges will be left to the discretion of the administration.

### ***Skateboards/Roller Blades***

A student shall not use any skateboard, roller blades or other similar devices on school grounds. These may be used for transportation to our school.

### ***Flowers***

Due to the increase in the number of interruptions we have experienced during the school day, we are strongly discouraging the sending of balloons, flowers, candy and gifts to students as we feel these interfere with the learning process.

All gifts will be held in the office until the end of the school day.

### ***Boy - Girl Relations***

The demonstration of affection between boys and girls in or around school is limited to holding hands.

### ***Clean Campus***

This school has traditionally been noted for its attractive appearance and clean campus. Trash receptacles have been located conveniently around the grounds. **A good student citizen not only cleans up after himself or herself but also after a thoughtless friend. Students will lose school privileges whenever violating these guidelines.**

### ***Bicycles***

Bicycles should be parked in the bicycle enclosure and locked. The school can assume no responsibility for stolen bicycles. It is to your student's advantage to have a good strong lock for their bicycle.

### ***Textbooks***

Textbooks are furnished by the school at no cost to the student. Students are required to pay for lost or damaged books.

### ***Lockers***

- Locker assignments are optional. For their own protection, students shouldn't share their combinations with friends or open locks so another student can see their locker combination. The school will not be responsible for any valuables left in lockers. Items of value should be left in the school safe.
- Students losing combination locks will be charged for replacements. (\$4)
- Students may not use any locker except the one assigned to them.
- Students only may go to their locker before school, before and after lunch and after school.

### ***Fire Drills & Lockdown Drills***

Fire drills will be conducted on a monthly basis. We also conduct other important emergency drills. These include lockdown drills of all classrooms and lunchtime lockdown drills to bring students back into the building.

All of these procedures are designed to help promote a safe school environment. Even though we cannot cover every possible occurrence that might happen in our changing society, we will continue to be proactive and meet the needs of the students that we serve at FMS.

### ***Lost and Found***

A lost and found storage bin is located in the office. Keep in mind the following:

- Prevent articles from being lost by marking your child's name plainly on all possessions. Parents should encourage students to keep lockers locked at all times and avoid leaving valuables carelessly lying around.
- Students are to take all found items to the Main office and inquire at the same place if anything has been lost. Taking possession of a lost item for personal use is considered theft.
- If a lost item is not in the storage bin the first time a student inquires, wait a reasonable time and ask again. Articles brought to lost and found will be kept only a few weeks. At MEMS on the second and last Friday of each month, lost clothing is donated to the Big Brothers/Big Sisters or other community Organization.
- Students are not to go to other rooms during school hours looking for lost articles. Articles will be placed by the teachers to the lost and found.

# Bus Safety

For everyone's safety, students are expected to follow school bus rules. Failure to do so may result in the removal of transportation privileges. Parents will be contacted regarding problems.

Any change in bus transportation requires a note from parents, signed by the principal

## School Bus Rules

Students should follow these common-sense rules, showing good manners toward the bus driver and other riders.

### Codes of Conduct: Student/Passenger Behaviors

1. Students will arrive at the bus stop no more than 10 minutes and no less than 5 minutes before scheduled departure time.
2. Passengers who must cross a street shall cross at least 10 feet in front of the bus after the bus driver signals it is safe to do so.
3. Students will not cross roads with speed limits in excess of 40 m.p.h.
4. Students will have a note from parent that is checked and signed by a school administrator to get on or off the bus at any stop other than their normal one. (Guests must have note to ride at all and will be accommodated only if room is available.)
5. Passengers will wait in an orderly manner and line up when they see the bus coming. (Students may be civilly or criminally responsible for property damage at a bus stop.)
6. Passengers will approach the bus after the passenger loading door is completely open, board, go directly to their assigned seat and sit down. (Passengers may request a change in their assigned seat.)
7. Passengers will stay in their seats. (Driver may grant permission to change seats when not in motion — always ask before moving.)
8. All passengers shall sit with their backs against the seat backs, their legs facing the front and all parts of their bodies clear of the aisles.
9. Passengers shall comply with all instructions given by the school bus driver.
  - Driver is always the authority on the bus.
  - Obey directions the first time.
  - Do not argue.
10. Passengers will not open emergency exits unless directed to do so by driver.
11. Passengers will not open windows without driver's permission.
12. Passengers shall not place any part of their body out of a school bus window or door except when exiting through the passenger-loading door.
13. Passengers shall not carry any prohibited item to include:
  - Tobacco in any form.
  - Any beverage containing alcohol.
  - Animals, insects or reptiles (with the exception of service dogs).
  - Glass objects (except eyeglasses).
  - Explosive devices, guns or knives.
  - Laser pointers.
  - Matches or lighters.
14. Passengers shall control any object carried onto the bus.
  - No object may jeopardize the safety of any passenger, including the one boarding with the object.
  - Driver will consider the size of the object in relation to the size of the passenger in determining if an object jeopardizes safety.

- Musical instruments or equipment related to sports or music shall be transported as follows:
  - Shall not occupy seating space if needed for a passenger.
  - Shall not be placed in driver's compartment or step-well.
  - Shall be under passenger's control at all times.
  - Shall not block an aisle or emergency exit at any time.
15. Passengers will keep hands, backpacks, books and other objects to themselves and inside the bus.
    - No touching male/female.
    - No horseplay.
  16. Passengers will treat each other, drivers, aides and property with respect.
    - No cruel teasing, put downs, profanity or rude gestures.
    - No threats or intimidation.
    - No sexual innuendoes or comments.
  17. Passengers will use classroom voices (driver determines if passenger is too loud).
  18. If passengers choose to wear headphones, the volume will be low enough to hear the driver's directions.
  19. If driver allows eating and drinking, passengers should use plastic containers and will clean up after themselves (Reminder - NO Glass).
  20. Passengers must follow all rules contained in District Discipline policies.

## Bus Discipline Consequences

The normal disciplinary sequence will be:

1. First offense -driver will discuss infraction with student and student may be assigned to "Angel Seat" (right front seat) for a specified period.
2. Second offense/First Report -driver will discuss infraction with student; complete 'Bus Conduct Report' which student will sign. Driver will hand deliver report to building administrator. Building administrator will have a conference with student, impose consequence if needed and notify parent. Report will be mailed home.
3. Third offense/Second Report -'Bus Conduct Report' will be completed. Conference among driver, student, building administrator, parent, and department administrator will be held. Student may not ride until conference is held. Every effort will be made to hold conference within one working day.
4. Fourth offense/Third Report -'Bus Conduct Report' will be completed. Second conference will be held. Student will be suspended from bus for minimum of three school days. Parent will provide transportation for the period of bus suspension (if imposed).
5. Severe infractions may jump immediately to the level of third or fourth offense. These may include, but are not limited to:
  - Refusing to follow directions
  - Displaying a weapon
  - Physical fighting
  - Threatening driver, aide or other passengers
  - Sexual harassment
  - Destruction of property (personal or district)
  - Intentionally distracting driver during hazardous conditions

\*In any of the above consequences, student may be referred to Responsible Thinking Classroom, at the discretion of the administrator, in addition to the consequences that have been set forth by transportation.

# Facilities

## Cafeteria

Hot "Class A" lunches are served every day in the school cafeteria. Hot a la carte items, sandwiches, pizza, pastries and fruit juices are served every day at the snack bar located in the lunch area. The cafeteria and snack bar are open during lunch periods. A combo lunch, salad bar and a la carte also are available. Snack machines are available when the cafeteria has been kept clean.

## Bookstore

The bookstore handles a wide variety of student supplies such as pencils, paper, notebooks, erasers, art supplies, etc. Bookstore hours are before school and during lunch.

## Library

The library offers opportunity for reference work and recreational reading for students and faculty members. Library shelves are well supplied with excellent books, magazines and newspapers.

Books in the general collection may be checked out for a period of two weeks with renewal privileges. No fines are charged for overdue books, but students are required to pay for books lost or severely damaged.

Reference book and encyclopedias (reserve books) may be checked out at the end of the day and returned before the first class the next morning.

Students may use computers with the permission and supervision of the librarian, a teacher or an administrator.

The library is open from 7:30 a.m. to 3:00 p.m.

# Medical Info

## Nurse

**The school nurse is on duty during the school day.**

- **No student is to leave the campus due to illness without first being excused by the nurse or an administrator.**
- Student's with school-related injuries should report to the nurse's office immediately.
- Student's with medical conditions (diabetes, heart, respiratory, etc.) or student's on regularly prescribed medications should make sure the nurse is aware of the condition.
- All school emergencies will be reported to the school nurse. If unavailable, an administrator will be notified.
- All student's becoming ill while at school or presenting with any abnormal skin or eye condition should report to the nurse. Parents will be notified **by the nurse** if the student needs to leave school.

## Insurance

FUSD does not provide medical insurance coverage for school accidents. Parents/guardians are responsible for the medical bills if your child gets hurt during school activities. Student accident/health insurance plans are offered to help pay for any medical bills and are available from the school office.

A variety of coverage options are available. The Student Health Care and High Option 24-hour Accident plans are recommended for those students with no other insurance because these plans provide the greatest help when injuries occur. If your child does not have other health coverage, student insurance also may be used to pay those eligible charges not covered by other insurance. Please consider student insurance for your child.

## Medication

For the protection of all students, NO MEDICINE (including Tylenol) should be brought to school by the student!

The school nurse is frequently asked to administer medication to students. Compliance with such requests is contrary to Arizona Law. Teachers may never dispense medication. However, when medications are necessary during school hours, the school nurse may cooperate according to the following requirements:

- **Tylenol (non-aspirin)**
  - Administered with parent-signed district consent form on file in the nurse's office.
- **Over-the-counter medications (non-prescription)**
  - Administered with parent-signed district consent form on file in the nurse's office.
  - Must be brought in by a parent** and kept in the nurse's office in the original container.
- **All prescription medications (including inhalers)**
  - Administered with a **written order from a physician** stating the name of the medication, the dosage and the time to be given. (Can be obtained at the time the medication is prescribed.)
  - A parent-signed district consent form must be on file in the nurse's office.
  - Must be brought in by a parent** and kept in the nurse's office in the original, pharmacy-labeled container unless other arrangements have been made with the nurse.

# ***Guidance Services***

## ***Scheduling***

The primary aim of the middle school is to meet the needs of the early adolescents who are growing physically at different rates, and who are at different social development stages. Programs are designed to meet the many different backgrounds, interests, aptitudes, abilities, and needs of the students.

In planning a program of studies, you should consider previous school work, present interests, and abilities. Now is the time to start thinking about future plans. Will the student plan for college, attend vocational training school, or enter the work world upon completing high school?

A scheduling guide is published each year with student and parent information. Counselors are available to discuss scheduling problems with the students and parents.

## ***Schedule Changes***

Students who find they are missing a required course, have incomplete schedules or otherwise need a schedule change shall contact their counselor.

In many cases the student can take care of this; however, parents are encouraged to visit with counselors concerning problems they may perceive. A change becomes effective when the schedule change sheet is signed by the principal or assistant principal, the teachers involved, and a counselor.

## ***Parent-Teacher Conferences***

Parent-teacher conferences are set up by either administrators, counselors, teachers, students or parents.

If a parent wishes a conference with a teacher, a phone call or note to the school can result in the scheduling of an appointment. The school personnel will make contact with the parent when they wish to initiate a conference.

If a student wishes a conference with a teacher, the student should tell the teacher. This conference will be scheduled at a mutually convenient time.

## ***Counseling***

There are counselors at the middle level who are available at all times for conferences with students, teachers and/or parents. The counselors' prime concern is to help the student gain the most from the middle years, both socially and academically. They are prepared to counsel students concerning their academic programs and to serve as a liaison between teachers, students and parents when problems arise. The counselors welcome visits from students and parents with concerns which impact middle school life. They recognize the importance of serving as a listening ear and friend to students as they deal with the myriad problems at this period in their life. An appointment with a counselor may be made by calling or visiting the office.

## ***New Start — Alternative Educational Program***

The Alternative Educational Program offered by the Flagstaff Unified School District is a voluntary program open to students on a limited number basis to meet the educational needs of those students who are having difficulty coping with the more traditional school setting. The intent of the program is to nurture the students so that they are returned to the regular school setting as soon as possible.

The selection criteria will consist of the home school administrator contacting the Alternative Education Program. Referrals may be made to the middle school administrator by parents, teachers, students, or counselors, and may consist of a meeting by all parties to determine placement.

The goal of the Flagstaff District is to provide an educational environment that can accommodate those students that are having a difficult time succeeding in the regular school program and provide an educational opportunity that will help them learn how to be successful and return to their home school.

# Evaluation

## **Report Cards**

Report cards will be distributed to students following the end of each nine-week grading period during first period classes. The final report card will be mailed home.

## **Progress Reports**

Any student earning a grade below a C in any class at the middle of a grading period will have a progress report sent to their parents. Any student doing well also may receive a progress report. At the discretion of the principal, progress reports may be issued on matters of conduct, attendance, tardiness, attitude and health.

The progress report provides a checklist for the teachers to rate the students in the areas of ability, attitude and performance, as well as a section for the teacher's recommendation for improvement.

Although progress reports are mandatory at the middle of a grading period, they can be sent at any time at the teacher's discretion. In addition, concerned parents may request that progress reports be supplied them on a bi-weekly schedule.

## **Grading System**

**A** - Excellent

**B** - Good

**C** - Average

**D** - Below Average

**F** - Failing

## **Honor Roll**

To qualify for the Honor Roll a student must have earned a 3.0 grade average for the grading period just completed. A single occurrence of a "D" or "F" disqualifies student from the Honor Roll. All classes for which the student is enrolled are considered in figuring this grade average.

## **Promotion Policies**

The district has established that, in grades seven and eight, the student shall pass a class upon receipt of a passing grade from the teacher. The teacher shall base this grade on the following criteria:

- Essential Skills — (in health, language arts, mathematics, music, science, social studies, visual arts). The student is expected to demonstrate mastery of at least 80 percent of the skills listed for the class, as described and defined in the Board-adopted Essential Skills Plan.
- The student is expected to demonstrate appropriate achievement in class assignments, projects and tests as determined by the teacher and the curriculum for the class. Any student failing English or mathematics or 3 or more of the total classes taken will be considered for retention. All students recommended for retention must attend summer school and pass the exit criteria to be promoted to the next grade level.
- Other factors such as appropriate social and emotional development, English language proficiency, previous retention, cultural background, and physical development shall be considered in the promotion/retention discussion.
- In addition to the criteria above, the student must also meet the stipulations cited in the Board-approved attendance policy which affect the earning of class credits.

## **Grade Check**

Grade checks are available to students/parents on a weekly basis. Forms may be picked up from the counseling secretary. Students are responsible to have each one of their teachers fill out and sign the grade check and then return it home to their parent/guardian.

# ***Athletics & Activities***

## ***Intramural/Extracurricular Sports Programs***

Intramurals is a recreational sports program in which all students can participate, regardless of their athletic abilities. It also provides an opportunity for students to participate in extracurricular activities.

Our goals are to:

- help build physical skills
- develop a positive spirit of competition and school pride.
- place emphasis on cooperation, recreation and fun

Coaches must provide equal playing time for all participants.

In order for a student to participate, he/she must have the following on file in the office before the cut-off dates provided in your handbook. Absolutely no students will be allowed to sign up after the end date except for medical, new students or emergencies.

Students must have:

- sports physical (one will cover both 7 and 8th grades)
- Consent for Emergency Care form
- Conduct Code signed by parent and student
- proof of insurance
- eligibility grade check

Doctors usually will not give physicals on the "spur of the moment," so please encourage athletes to get physicals early in the year.

Every student participating on an athletic team will be issued a uniform. Each player is responsible for returning it to the coach at the end of the season. Students are responsible for damage to or loss of their uniforms. Coaches must make sure uniforms are returned or make out a bill for missing uniforms. One copy of the bill is to be given to the athlete, one to Mr. Kirkham at MEMS and to the office at FMS and one is to be kept for your records.

**NOTE: PHYSICALS ARE VALID FOR TWO(2) YEARS.**

(Middle Schools only)

## ***Season Dates***

To be announced at FMS

## ***Eligibility Grade Checks***

A student receiving an "F" during a two-week grading interval cannot participate in a competition and will remain ineligible until the grade is brought up to a passing grade.

Students may not compete or sit with their team during competition while ineligible. They may practice with their team while ineligible, with the approval of the coach.

## ***Student Phone Use***

The office phone will be off limits to all students. Pay phones are available for student use in the main entrance sitting area. Coaches will provide a schedule of home and away matches/games, as well as a practice schedule, so students may make arrangements for transportation home.

## ***Student Transportation***

Each student is to return with his/her coach from an away game unless a note has been signed by an administrator prior to leaving for competition. A 4:15 activity bus is available to all students Monday - Friday. If a student misses the late bus, they must call their parent/guardian for pick up.

## ***Physical Education***

### ***Lockers and Locks***

Each student is assigned a lock and locker for physical education when they report for PE the first day. If the lock is lost, the student is charged the replacement fee of \$5.00. Students should never leave money or other valuable things in any school locker. The school is not responsible and cannot replace stolen items. Valuables may be left in the office safe.

**Have a great year!**  
**Join a club.**  
**Go out for a team.**  
**Get involved!**

## ***Clubs and Activities***

Students are encouraged to participate in the many clubs and activities provided. Examples of clubs and organizations students might find interesting and rewarding are Student Council, Drama Club, National Junior Honor Society.

- **ALL-STARS** — Involved in promoting leadership and school service and community projects.
- **Student Council** — Student governing body.
- **Odyssey of the Mind** — Students will attend regional and state competitions solving long-term and spontaneous problems in cooperative groups.
- **National Junior Honor Society** — This organization is open to all students who have maintained a grade average of at least 3.6 for a full semester and who have proven themselves to be contributing and supportive citizens of their school. Academically qualified students are notified and requested to seek evaluations from six teachers on their leadership, character, service and citizenship. The NJHS Handbook which is sponsored and published by the National Association of Secondary School Principals serves as the guide to NJHS.
- **Other clubs and activities at EMS-** Chess Club, Math Counts Club, Tutoring for AIMS, Homework Club, Spelling Bee, Geography Bee, and Native American Culture Club. We also have an After School Program which includes many other activities. These are announced at the beginning of the year.

### ***Note:***

Clubs are subject to change each school year.

# Annual Notification to Parents Regarding Confidentiality of Student Education Records

Dear Parent:

The Governing Board of Flagstaff Unified School District No. 1 has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy.

Students records maintained by the district may include - but are not necessarily limited to - identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are collected and maintained in the administrative offices of each school under the supervision of the building principal. They are available for review by you, and by teachers and staff working with the student. Information is not released to others unless: (1) written consent of the parent permits disclosure, (2) it is directory information, (3) it can be released under limited circumstances permitted by law.

You have the right to inspect and review any and all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. School personnel will be available to explain the contents of the records to you. Copies of student records will be made available when it is not practical for you

to inspect and review the records at school. A reasonable fee will be charged for copies.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own to the record. When an agreement between the parent and the principal cannot be reached, you have a right to a hearing. A hearing officer - one who does not have direct interest in the outcome - will be assigned by the school to arbitrate the matter within the guidelines set forth in district policy.

A copy of the District Student Education Record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S. Department of Education in Washington, D.C. if you feel the school is violating public school records statutes.

Flagstaff Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publicly released without permission of parents. Directory Information includes data such as:

Student's name; date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events), weight, height, and team number.

Directory information can be requested by outside organizations, including the United States armed forces.

## Option to Not Allow My Child's Information Released

**IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NONDISCLOSURE BY SIGNING THE FORM AT THE BOTTOM OF THIS PAGE AND RETURNING IT TO THE PRINCIPAL WITHIN 10 WORKING DAYS.** If this notification is not received, we will assume that your permission is given to use your child's Directory Information as described above.

- I DO NOT WISH ANY INFORMATION ABOUT MY CHILD RELEASED AS DIRECTORY INFORMATION TO REQUESTED OUTSIDE ORGANIZATIONS.
- I DO NOT WISH ANY INFORMATION ABOUT MY CHILD RELEASED TO THE UNITED STATES MILITARY SERVICES.

### REQUEST REGARDING DIRECTORY INFORMATION

To: Principal of \_\_\_\_\_ School

I do not wish to have the following information concerning \_\_\_\_\_ designated as directory informat \_\_\_\_\_ (Name of student)

I understand that the above listed information will not be released without my prior written consent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or guardian)

# Middle School Behavior Code

The school administration will implement the policy and regulation regarding student dress and appearance, and establish additional rules as appropriate.

The goals of this Code are:

- to promote a climate of student behavior necessary to achieve high moral and academic standards;
- to maintain a level of discipline which will create a school climate conducive to effective instruction;
- to change unacceptable behavior demonstrated by the student; and
- to provide consistent and fair discipline for violations of school rules.

This Code of Conduct has been developed to clearly inform students, staff and parents of what is acceptable and unacceptable student behavior at the middle schools. This Code of Conduct states that every student is responsible for his/her behavior while at school; and the faculty, staff and parent(s)/legal guardian(s) will work together to help the student change unacceptable behavior. If a student fails to accept responsibility for his/her unacceptable behavior, then it becomes the parent(s)/legal guardian(s)' responsibility to insure their child behaves acceptably in school.

Students who demonstrate unacceptable behavior will be assisted by the use of Due Process procedures, requesting parental/legal guardian involvement.

## Due Process

- The violation(s) will be reviewed and the student informed of the reason for disciplinary action.
- The student will be allowed to discuss the violation(s) and to present information on his/her behalf.
- In the event the infraction by the student results in detention or suspension, the school personnel will attempt to notify the parent(s)/legal guardian(s) by telephone before this action is taken.

## Unacceptable Student Behavior

Unacceptable student behavior is often difficult to deal with because of many circumstances. The Flagstaff Public Schools Discipline Policy details infractions together with minimum and maximum consequences. This policy serves as a guideline to bring consistency of discipline and fairness to students at the middle schools based on the situation, circumstances and previous behavior of the student. Students who develop a consistent pattern of unacceptable behavior will lose school privileges such as dances, activity day, retreats, late activity bus. Violations of provisions of this Behavior Code may be subject to discipline pursuant to the District's Discipline Policy.

## Classroom Behavior

Flagstaff Middle School has three school-wide rules, which are posted in all classes:

- 1 Everyone has the right to be safe.
- 2 Every teacher has the right to teach.
- 3 Every student has the right to learn.

Consequences may include, but are not limited to:

- litter patrol duties,
- campus improvement projects,
- referral to the RTC
- custodial assistance,
- detention with the teacher, or
- school lunch detention

## Tardy Policy

Unexcused tardiness to class recorded during one (1) semester:

Third unexcused tardy = student/ teacher conference, parent contacted by teacher, 1 school lunch detention.

Fourth unexcused tardy = 2 lunch detentions

Fifth unexcused tardy = 3 lunch detentions

Sixth unexcused tardy = counselor referral with parent involvement and RTC.

Seventh unexcused tardy = administrative action

Students with "0" unexcused tardies in a 9-week period will be rewarded.

**General Discipline** When a student is sent to the office, he/she should always check in with the office secretary. (RTC = Responsible Thinking Classroom)

Truancy/ Ditching	Minimum Maximum	Lunchtime Detention* RTC Monitoring plan to follow
Disorderly Conduct in Halls	Minimum Maximum	RTC** Monitoring plan to follow Out of School Suspension
Missing Assigned Detention*	Minimum Maximum	Makeup + 1 RTC Monitoring plan to follow
Dress Code Violation	Minimum Maximum	Call Home for appropriate clothing
Profanity/Disrespect	Minimum Maximum	RTC Out of School Suspension

## **\*School Detention**

Students may be assigned detention by teachers and the administration. This is for those students with undesirable patterns of attendance, as well as excessive tardiness or other disciplinary problems. This detention is to be served during the student's lunch periods or after school and is to be used for academic study and work. Students assigned to detention are to report to the designated room at the time given and for the number of days assigned. At FMS students may bring their lunch or purchase one in the cafeteria. Each student is expected to cooperate. Any student who does not abide by the regulations of the detention period will be referred to the administration for a parent conference and a more stringent consequence.

## **District Student Discipline Policy**

Most rules infractions and resulting discipline are prescribed by Governing Board policy.

## **Consequences of Discipline Policy Violations**

The following consequences are covered in detail in the *Flagstaff Public Schools Student Discipline Policy*:

- Informal talk
- Parent(s)/ legal guardian(s) involvement
- Short suspension
- Long suspension
- Expulsion
- Referral to Responsible Thinking Classroom

## **Specific Guidelines**

Refer to the *Flagstaff Public Schools Student Discipline Policy* for information on:

- Bus Rules
- Search and Seizure
- Your Rights/ Due Process

## **School Manners**

- A clean campus is to be maintained at all times.
- Students shall be respectful of teachers and others in authority, kind and courteous to school mates.
- Students shall comply with school regulations, pursue the required course of study and cooperate with the teachers and staff of the school.
- Students shall not run, push, cause a disturbance or impede foot traffic in the halls.
- Students shall not leave the classroom without written permission (*Hall Pass*) from the teacher or a *Request To See Student Slip* from the school office.
- Inappropriate display of affection is prohibited on campus.
- Profanity will not be tolerated on campus. Students will be referred to administration.

## **School Day Hours**

- Students shall remain on campus during instructional school hours including lunch.
- The school building opens at 7 a.m.
- students may stay in the school building after 2:30 p.m. if they are:
  - supervised by a teacher, or
  - attending an after school-sponsored activity.
- Following an after school activity, students shall leave the building within 15 minutes.

## **Assemblies**

Conduct during assemblies shall be courteous and attentive. (Whistling, loud noises or name calling are not acceptable).

## **Gum**

Gum chewing may be allowed, but chewed gum must be disposed of in trash containers.

## **Walkman/Electronics**

Walkman radios, pagers/beepers, or any electronic games, listening or recording devices are not allowed on the school grounds without prior consent of a teacher for classroom use only.

At the first incident, a teacher will take the item to the office and the student may pick it up at the end of the day.

Second incident, the item will be brought to the office by the teacher and the student's parent must come to pick up the item.

Cell phones are not permitted to be visible or turned on during the school day, including lunch. If this rule is violated the consequences are as listed above.

## **Food Policy**

- Food, candy and drinks are allowed during lunch time only in the lunch room. Food is allowed outside of the lunch room for lunch detention.
- Food, candy and drinks are not allowed in the hallways during school hours.
- The school administration may give permission to student body organizations to sell food, candy and drinks for fund-raising activities.
- Use of vending machines is a privilege at FMS. Privileges will be lost if the cafeteria is a mess or for violations of the school's Food Policy. Theft or misuse of the vending machines will result in disciplinary action.

## **Misconduct Involving Computer and/or Internet**

A student shall not access information on any computer program, including those on the Internet, which violates the general policies of the district. If a student chooses to not comply with this policy, computer privileges will be suspended, the amount of the suspension time for such privileges will be left to the discretion of the administration.

## **Skateboards/Roller Blades**

A student shall not use any skateboard, roller blades or other similar devices on school grounds. These may be used for transportation to our school.

## **Consequences for Fighting**

It is our desire to offer your child/children the best possible opportunities to be successful at school. One of the most necessary components of an effective school in which children are able to progress in all aspects of their lives is a safe and orderly environment. We here at Flagstaff Middle School work diligently to create a climate where students are safe, enjoy being at school and are progressing in academics and all other aspects of their lives. We are working on building strong characters and facilitating a goal for a peaceful environment. As administrators we feel that it is important to meet with students on a periodic basis to discuss relevant topics regarding school climate. We will be meeting with each team of students regarding FIGHTING AND SEXUAL HARASSMENT. As parents of our school community, please be aware of the code of behavior, specifically concerning fighting and sexual harassment, that is expected. There will be consequences that follow should a behavior choice by a student not comply with our rules. We need your support in these matters; we are all one community and must care for and help each other.

## **Fighting**

In all cases, parents will be contacted as soon as possible at the occurrence of a fight. In the cases where fights are deemed severe, parents will be contacted and the police will also be contacted to take a report and consider possible arrest of the student(s). Severity is at the discretion of the administration and investigation by a police officer.

First Offense: Police contact and referral, three days out of school suspension, return for one day in the Responsible Thinking Classroom, serve two weeks of lunch detention and be referred to a school counselor.

Second Offense: Police contact and referral, five days out of school suspension, return for one day in the Responsible Thinking Classroom, serve three weeks of lunch detention and be referred to a school counselor.

Third Offense: Police contact and referral, student will be suspended pending a hearing. Student will be referred to the school district hearing officer for consideration of a possible alternative placement within Flagstaff Unified School District.

**Please be aware that the police will be contacted.** Police

## **Dress Code**

**PANTS:** The only restriction on pants is that “sagging” will no longer be allowed. If pants or shorts are one or more sizes larger in the waist, they will need to be pulled up and belted.

**SHORTS AND SKIRTS:** Must be knee length (just above the knee cap). The privilege of wearing shorts may be rescinded, when there are continuous violations of the dress code, at any time by the school administration.

**DRESSES:** Must be knee length (just above the knee cap). The top of the dress must follow the criteria listed below.

**SHIRTS/TOPS:** Shirts may have a fold over collar with functional buttons (with all but the collar button buttoned) and/or a shirt with no chest showing. This will be measured by dropping the chin to the chest; if the chin touches the shirt it is appropriate. Shirts/tops must have sleeves and be long enough to tuck in (at least five inches below the waist of the pants).

**SWEATSHIRTS:** May be worn, but must fit the shirt requirement listed above. If a shirt is worn under the sweatshirt it must ALSO fit the shirt requirement.

In order to improve the image of the school and to reinforce the positive attitude of parents and students, student dress should be appropriate and focus on neatness, personal hygiene, safety and cleanliness. Personal appearance should be such that it does not interfere with schoolwork, create disorder or disrupt the educational program. Specifically, clothing or accessories advertising or promoting the following are not allowed:

- \* Illegal chemicals/drugs
- \* Tobacco products
- \* Nudity
- \* Violence and/or cruelty
- \* No dress indicating gang relationship
- \* Alcoholic beverages
- \* Obscenities
- \* Profanity or vulgarity
- \* Inappropriate saying

Bare midriff tops, tube tops, halter tops, see-through clothing, loose fitting tank tops, spaghetti straps, low cut tops and other visually distracting clothing are NOT acceptable. No undergarments of any type may be seen when standing or sitting.

**STUDENTS WHO CHOOSE TO WEAR CLOTHING THAT IS IN VIOLATION OF THE DRESS CODE WILL BE SENT TO THE OFFICE WHERE THEY WILL CALL THEIR PARENTS AND HAVE APPROPRIATE CLOTHING BROUGHT TO THEM.**

Any teacher who refers a student to the office will issue a “Dress Code Referral” slip to the student. This referral must be signed by either the principal or assistant principal and returned to the referring teacher.

Students who choose to continuously violate the dress code will receive sequentially appropriate consequences. The safety dress code as prescribed for shop, home economics, physical education and science classes shall be followed. Shoes must be worn at all times in school. Hats, bandanas, etc. may NOT be worn inside the school except during “spirit” days.

**DANCES AND SCHOOL ACTIVITIES:** The dress code for all school dances and activities is the same as the dress code for school attire. If students are not in compliance with the dress code they will be removed from the dance/activity and parents contacted to come and pick up the child.

## ***Promoting a Safe Environment and a Non-Violent School Climate***

1. All verbal and written threats against others in this school shall be taken seriously. These threats may be towards another student, a teacher or administration, i.e., Anyone in the building or on the school premises.

**NOTE: At the discretion of the administration exceptions concerning consequences can be made.**

CONSEQUENCES:

FIRST OFFENSE: MINIMUM—Suspension out of school for a minimum of two days. Police will be contacted.

FIRST OFFENSE: MAXIMUM—Recommendation to the Governing Board for expulsion from school.

## ***Flagstaff Middle School The Responsible Thinking Classroom***

### ***What is it all about?***

The Responsible Thinking Classroom is a unique discipline program for the school. It is a program designed to teach students to think about behavior. It is based on a adult (teacher) asking in a calm respectful manner, a series of pre-determined questions to a student violating rules or the rights of others. This questioning process can take place anywhere, the classroom, school hallway, field trip, or at home. Through this questioning process, the student chooses either to remain where they are and respect the rights of others or, in the case of Flagstaff Middle School, chooses to leave and is referred to The Responsible Thinking Classroom. Here, students learn to think through and implement successful ways of handling problems by developing a well thought out success plan. Once the plan is completed and reviewed by the RTC teacher, the student must negotiate with the referring adult (teacher) their way back to class and have the plan accepted, otherwise the student must rework their plan until it is acceptable. This process will demand from the entire school staff an entirely new way of perceiving children and how they think. And, it will refocus the way student disruptions are handled.

The Responsible Thinking Classroom is the result of a discipline process developed by Ed Ford called The Responsible Thinking Process. The Responsible Thinking Process is both non-manipulative and non-punitive. It creates mutual respect by teaching students how to think through what they are doing in relation to the rules of wherever they are. This gives students accountability for their actions. The key element of this process is its focus on how students can achieve their goals without getting in the way of others that are trying to do the same thing. In other words, it teaches students how to respect others.

The foundation for The Responsible Thinking Process lies in a theory called Perceptual Control Theory. The PCT teaches that all humans are trying to achieve their own internally specified goals; they do so by manipulating the world of their perceptions until those perceptions are what they want. If, while attempting to control their own perceptual world, they limit someone else from doing the same thing, then they violate the rights of others. What drives us to do what we do is our comparing what we want to how we see things. If there is a difference between them, we act to correct that difference, either by changing what we want or by acting to change what doesn't conform to what we want. PCT stated that you can't control another person's behavior, people are made to be self-controlling. PCT also says that doing something to children does not teach them how to figure out better ways to get along.

## ***Responsible Thinking Classroom (RTC)***

The teachers and staff at Flagstaff Middle School want every student to be successful in school academically and socially to remain in class, learn from the classroom instruction, and demonstrate appropriate social behaviors. To assist students in being successful, FMS has adopted the Responsible Thinking Behavior Plan for both classroom management and non-classroom areas of the middle school campus (hallways, cafeteria, playground, etc.). Through the Responsible Thinking Behavior process the student learns to take responsibility for their own actions and behaviors. Students do not have the right to interfere with the rights of others including:

1. The right of the teacher to teach
2. The right of the student to learn
3. The right of the school to operate as a safe and orderly learning environment

The Responsible Thinking Classroom uses a questioning procedure that assists students to think about and analyze their disruptive actions and allows students to choose to change inappropriate behaviors. If student chooses otherwise, they have chosen to go to the Responsible Thinking Classroom (RTC). The questions that staff members use if a child is disruptive are:

1. What are you doing?
2. What are the rules? (or) Is it okay to be doing that?
3. What happens when you break the rules?
4. Is that what you want to happen?
5. What will happen if you disrupt again?

Students who avoid answering the questions or continue being disruptive are given another chance to cooperate. The staff member repeats the questions or asks the questions in another way. If the student continues to avoid the question, or dealing with the teacher, the teacher asks:

Do you want to work at this or not?

If the student continues to avoid the teacher, or, after settling down, they again begin to disrupt, it means that they do not want to follow the rules and have chosen to go to the RTC classroom. The teacher then says:

I see you have chosen to go to the RTC classroom!

### ***The RTC Classroom***

Students that have chosen to go to RTC Classroom must report there directly. In RTC Classroom, students are required to do lessons that the RTC Classroom teacher assigns. These lessons generally are about setting goals for school, personal life and the future after school. The student is also given time to think about their actions and work with a certified classroom teacher in developing a plan to be successful in the regular classroom or school environment. The plan is designed to get them to think of what they could do differently so that they are not in the RTC classroom. After they have talked with the RTC teacher and made a plan, they must negotiate with the staff member with whom they were disruptive and negotiate the privilege to reenter the classroom or school environment.

A student goes to RTC only for the class or teacher where they have been disruptive and will be able to attend all other classes. If the disruption was outside the classroom, the Principal/Assistant Principal is the negotiating teacher and will determine when the student can re-enter the school and classroom setting. If students remain in RTC for a period longer than 3 days from the same class or teacher without a resolution or an improvement plan, the Principal/Assistant Principal may request a parent conference as an intervention on behalf of the student to assure their success in school. Only the Principal/Assistant Principal can assign a student to the RTC classroom on a long term basis (all day, several classes). A letter may be sent home to parents informing them of their child's attendance in RTC once a student has been there 3 times. This letter is to notify parents that may need to come in and conference concerning their child's behavior.

In RTC students do not have the right to interfere with the rights of others, the rights of the teacher, and the rights of the RTC classroom to be a safe learning classroom.

Student must bring their own materials and follow the posted classroom rules.

Students:

1. Can work on classroom work quietly;
2. Can read and think about their actions;
3. Can sit quietly;
4. Can raise their hand and ask for assistance from the RTC teacher;
5. DO NOT have the right to communicate without permission;
6. DO NOT have the right to disrupt other students or anything that interferes with the classroom learning environment.
7. Must raise their hand to get permission to get out of their seats.
8. Are not allowed to wear any type of head covering.
9. Are not allowed to have any food or beverages in RTC unless they are given permission from the RTC teacher.

Students who disrupt in RTC will have the standard RTC questions asked. If a student continues to disrupt in RTC after the questioning process, THE STUDENT HAS CHOSEN TO GO HOME AND CANNOT RETURN UNTIL THERE IS A PARENT CONFERENCE.

**Students suspended from school for any reason re-enter the school environment through the RTC classroom. The transition from RTC classroom to the regular classroom will be determined by the Principal/Assistant Principal.**

### ***Unfinished RTC Classroom Plans***

Any student who has an RTC plan that has not been completed will be ineligible to participate in upcoming extracurricular activities.

### ***Intervention beyond the RTC***

At the discretion of the RTC teacher and FMS administration, parents may be called to a meeting to discuss discipline interventions to be implemented beyond the Responsible Thinking Process.

# Flagstaff Unified School District #1

## Student Discipline Policy

The District recognizes that appropriate behavior is a necessary prerequisite to learning and that each student must conduct himself properly and in accord with school rules, regulations, and policies at all times. Each employee of the District is responsible for helping to enforce proper student conduct.

The District further recognizes that situations may arise that, in the best interest of the majority of the students and of the District, will necessitate the removal of a student or students from the school situation.

The District believes that close cooperation between parent(s)/legal guardian(s) and the school is the most effective method of preventing difficult situations from arising. The District recognizes its responsibility for helping to develop closer home-school cooperation, and will:

- Inform parent(s)/legal guardian(s) of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute clearly stated discipline policies, rules and regulations.

Students must accept responsibility for their conduct. Ultimately, parent(s)/legal guardian(s) must assume the responsibility for the conduct of their children. The schools will assist parents whenever possible by recommending services and agencies that may be of assistance. Learning is maximized in an environment that is safe in a physical and psychological sense for students, faculty and staff. To maintain that environment, the following infractions are considered unacceptable and a cause for disciplinary action. The following are broad in scope and call for the administrator or the Governing Board to exercise discretion (within the Arizona statutes) based upon the merits of individual cases in terms of

what appears best for the student involved. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety or welfare of others or interfere with the educational process.

### Infractions Against Public Order

- Public nuisance
  - ◆ Explosives
  - ◆ Making bomb threats
  - ◆ Setting off false fire alarms
- Loitering/trespassing
- Disorderly conduct
  - ◆ Disturbing a school meeting or activity
  - ◆ Vulgar or obscene language or gestures
  - ◆ Disruptive classroom behavior
- Engaging in lewd behavior
- Ethnic slurs
- Weapons
- Guns on school grounds
- Gambling

### Infractions Against Authority

- Insubordination
- Obstructing an investigative process
- Insult or verbal abuse of faculty or staff
- Assault of faculty or staff members
- Giving false identification or information calculated to mislead
- Resisting authority
- Forgery
- Violation of Governing Board or school rules

### Infractions Against Property

- Vandalism or destruction of property at school, in transit to or from school, or during school related activities.
- Theft
- Arson
- Malicious mischief

### Infractions Against Others

- Endangerment
- Creating a hazardous or physically offensive condition.
- Harassment, threats, verbal abuse
- Slander
- Extortion
- Physical assault
- Improper sexual behavior
- Fighting
- Hazing

### Substance Abuse

Included under substance abuse are the following:

- Drug - as defined in ARS 13-3401. Also includes beverage alcohol, inhalants.
- Drug abuse - the nonmedical use of a chemical or substance, licit or illicit, which results in an individual's physical, mental, emotional or social impairment.
- Nonmedical use of drugs - the use of any drug by any person for purposes other than the prevention, treatment, or cure of an illness or disabling condition.
- Tobacco products of all descriptions.

### Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include but are not limited to the following:

- Verbal warning
- Written warning
- Written notification to parents
- Probation
- Detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class

- Responsible Thinking Classroom
- Involuntary transfer
- Suspension
- Expulsion

Depending upon the nature of the violation, student discipline shall be progressive, i.e., generally, a student's first viola-

tion should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. Penalties may be imposed either alone or in combination.

The following shows the range of disciplinary actions that may be taken

with respect to problem areas. The range of disciplinary actions set forth below (and pages 14 and 15) for a particular infraction serves as a guideline only. Under special circumstances, the District may impose a disciplinary action, alone or in combination, that falls outside the range of actions for a particular infraction.

## ***Consequences of Discipline Policy Violation***

### ***Informal Talk***

A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. This conference will be recorded in the administrative log.

### ***Parent(s)/Legal Guardian(s) Involvement***

Parent(s)/legal guardian(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s)/legal guardian(s), appropriate school personnel and any other individuals concerned. This conference will be recorded in the administrative log.

### ***Responsible Thinking Classroom (RTC)***

The teachers and staff at Flagstaff Middle School want every student to be successful in school academically and socially, to remain in class, learn from the classroom instruction, and demonstrate appropriate social behaviors. To assist students in being successful, FMS has adopted the Responsible Thinking Process for both classroom management and non-classroom areas on the middle school campus (hallways, cafeteria, playground, etc.). Through the Responsible Thinking Process the student learns to take responsibility for their own actions and behaviors.

### ***Short Suspension***

The student is informed that he/she is subject to a short suspension (ten days or less). The student also is informed regarding the due-process procedure.

The student's parent(s)/legal guardian(s) is notified by telephone or certified letter that the student is subject to a short suspension. Notification to the parent(s)/legal guardian(s) must include clear instructions regarding the due-process procedure. The due-process procedure is immediately initiated. The suspension does not start until the due-process procedure has been completed. This notification will be recorded in the administrative log and also in the student file. Short suspensions may be either "in-house" and/or out of school.

### ***Long Suspension***

The student is informed that he/she is subject to a long suspension (eleven days or more). The student is also informed regarding the due-process procedure. The students' parent(s)/legal guardian(s) is notified by telephone and certified letter that the student is subject to a long suspension. Notification to the parent(s)/legal guardian(s) must include clear instructions regarding the due-process procedure. The due-process procedure is immediately initiated. The suspension does not start until the due-process procedure has been completed. This action will be recorded in the student file. Long suspension shall be imposed by the district governing board unless it designates a hearing officer to reach a decision concerning such suspension.

### ***Expulsion***

The student is informed that he/she is subject to expulsion. The student also is informed regarding the due-process procedure. The notice to students parent(s)/legal guardian(s) must include clear instructions regarding the due-process procedure. The school district superintendent will recommend to the governing board that the student be

expelled. The due-process procedure is immediately initiated. The expulsion does not become effective until the due-process procedure has been completed. This action will be recorded in the student file. Only the governing board shall have the authority to expel a student.

### ***Student Assistance Program***

The Flagstaff Unified School District is offering your child an alternative program to ten days of out-of-school suspension for violation of district disciplinary policy for substance abuse. The program must consist of a minimum of eighteen hours with topics including peer pressure, self esteem, decision making and problem solving. If your child successfully completes the program, the ten-day suspension will be reduced to five days.

Parents and students must agree to the following rules in order to participate:

Students will attend, participate and cooperate in all sessions.

Parent(s) must participate in part of the program, as requested by the organization or agency providing the program.

Failure to complete the entire program successfully will result in reinstatement of the original 10-day suspension.

Students who are continually disruptive or refuse to participate will be asked to leave and the original suspension will be reinstated.

Parents will arrange transportation to and from the program each day.

If a student needs to be sent home for any reason, the parent will pick up the student immediately.

Students are expected to bring their own lunch each day.

Once a student arrives for a session, he/she may not leave without instructor permission.

# Violations and Consequences

<i><b>Problem Area</b></i>	<i><b>Occurrence</b></i>	<i><b>Range of Action</b></i>	
		<i><b>Minimum</b></i>	<i><b>Maximum</b></i>
<b><i>Infractions Against Public Order</i></b>			
<b><i>Public Nuisance</i></b>			
Explosives	First Repeated	Parental involvement Short-term suspension	Expulsion Expulsion
Making bomb threats	First Repeated	Short-term suspension Suspension	Expulsion Expulsion
Setting off false fire alarms	First Repeated	Parent involvement Short term suspension	Short term suspension Long term suspension
Loitering/trespassing	First Repeated	Informal talk Parent involvement	Short term suspension Long term suspension
<b><i>Disorderly Conduct</i></b>			
Disturbing a school meeting or activity	First Repeated	Informal talk Parent involvement RTC	Short term suspension Long term suspension
Vulgar or obscene language/gestures	First Repeated	Informal talk Parent involvement RTC	Short term suspension Long term suspension
Disruptive classroom behavior	First Repeated	Informal talk Parent involvement RTC	Short term suspension Long term suspension/ removal from class
Engaging in lewd behavior	First Repeated	Informal talk Parental involvement RTC	Long-term suspension Expulsion
Ethnic slurs	First Repeated	Informal talk Parental involvement RTC	Short-term suspension Long-term suspension
<b>Weapons (other than firearms, explosive device or knife)</b>	First Repeated	Short-term suspension Long term suspension	Expulsion Expulsion
<b>Firearm, explosive device, or knife on school grounds</b>	First  Repeated	Suspended for a period of not less than one year or board hearing for possible expulsion Suspended for a period of not less than one year or expelled	Suspended for a period of not less than one year or expelled  Suspended for a period of not less than one year or expelled
Gambling	First Repeated	Informal talk Parent involvement RTC	Short term suspension Long term suspension
<b><i>Infractions Against Authority</i></b>			
Insubordination	First Repeated	Informal talk Parental involvement RTC	Short-term suspension Long-term suspension
Obstructing investigations	First Repeated	Informal talk/RTC Short-term suspension	Long-term suspension Expulsion

<b><i>Problem Area</i></b>	<b><i>Occurrence</i></b>	<b><i>Range of Action</i></b>	
		<b><i>Minimum</i></b>	<b><i>Maximum</i></b>
Insult/verbal abuse of faculty/staff	First Repeated	Parent involvement/RTC Short-term suspension	Short term suspension Long-term suspension
Assault of faculty /staff	First Repeated	Short-term suspension Long-term suspension	Expulsion Expulsion
Giving false I.D. or information	First Repeated	Parent involvement/RTC Short term suspension	Short-term suspension Long-term suspension
Resisting authority	First Repeated	Parent involvement Short-term suspension	Long-term suspension Expulsion
Forgery	First Repeated	Parent involvement/ Informal talk/RTC Short-term suspension	Long- term suspension Long-term suspension
Violation of Governing Board or school rules	First Repeated	Informal talk/RTC Short-term suspension	Short-term suspension Long-term suspension

### ***Infractions Against Property***

***NOTE: All consequences may include restitution or appropriate equivalent.***

Vandalism or destruction of property at school	First Repeated	Parent involvement/ RTC Short-term suspension	Long-term suspension (reimbursement to District) Long-term suspension (reimbursement to District)
Theft of property	First Repeated	Parent involvement/RTC Short-term suspension	Long-term suspension Long-term suspension
Arson	First Repeated	Short term suspension Long-term suspension	Expulsion Expulsion
Malicious mischief	First Repeated	Informal talk/RTC Parent involvement	Long term suspension Expulsion

### ***Infractions Against Others***

Endangerment	First Repeated	Parent involvement/RTC Long term suspension	Parent involvement Expulsion
Harassment/threats/ verbal abuse	First Repeated	Informal talk/RTC Parent involvement	Long-term suspension Expulsion
Slander	First Repeated	Informal talk/RTC Parent involvement	Long-term suspension Long-term suspension
Extortion	First Repeated	Parent involvement/RTC Short term suspension	Long term suspension Expulsion
Physical assault	First Repeated	Short-term suspension Long-term suspension	Expulsion Expulsion

<b><i>Problem Area</i></b>	<b><i>Occurrence</i></b>	<b><i>Range of Action</i></b>	
		<b><i>Minimum</i></b>	<b><i>Maximum</i></b>
Improper sexual advances	First Repeated	Parent involvement/RTC Short-term suspension	Expulsion Expulsion
Fighting	First Repeated	Short-term suspension Long-term suspension	Long-term suspension Expulsion
Hazing	First Repeated	Informal talk/RTC Short-term suspension	Long-term suspension Expulsion
Obstructing vehicular or	First Repeated	RTC Short-term suspension	Long-term suspension Expulsion

### **Academic Misconduct**

Lateness for, missing, or leaving school or class without permission or excuse	First	Informal talk RTC	Long-term lunch detention and after school detention Long-term lunch detention and after school detention Parental involvement See ARS 15-841(B) for restrictions; expulsion
	Repeated	Parental involvement	
Excessive absenteeism	First	Informal talk	Parental involvement See ARS 15-841(B) for restrictions; expulsion
	Repeated	Parental involvement	
Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion)	First	Informal talk/RTC	Loss of grade Failure of a class/course
	Repeated	Parental involvement	
Plagiarism	First	Informal talk	Loss of grade Failure of a class/course
	Repeated	Parental involvement	

### **Substance Abuse**

***NOTE: Infractions (offenses) are cumulative throughout the student's secondary education program, i.e. grades 7-12, and are subject to this policy and the provisions of the Student Assistance program.***

Pushing, selling, giving non-prescribed drugs and/or alcohol	First	Short-term suspension pending hearing on expulsion	Expulsion
	Repeated	Expulsion	Expulsion
Party to, possession of, use of non-prescribed drugs and/or alcohol	First	10-day suspension with 5 days set aside if student agrees to counseling	Long-term suspension
	Repeated	Long-term suspension	Expulsion
Tobacco	First	Short-term suspension	Long-suspension
	Repeated	Short-term suspension	Expulsion

# ***Zero Tolerance Policy***

The philosophy of FUSD Middle Schools is to provide an educational program that is clear, consistent and uncompromising in its standards of pupil performance and behavioral expectations. Discipline is the foundation and zero tolerance the supportive structure of a high quality educational process. What is expected and what is not acceptable is clearly defined and communicated to parents, students and staff. A zero tolerance behavioral policy has been established to maintain a school climate enabling students to achieve positive behavior and high academic standards. The administration and faculty insist on a safe and secure learning environment for everyone in our Middle Schools. We have developed a zero tolerance standard in the following areas:

## ***Violation***

- Weapons
- Gang activity or affiliation
- Threatening, provoking, bullying or intimidating anyone on or off campus
- Sale of, furnishing, use of, party to, possession of a controlled substance including all tobacco products and inhalants
- Using profane, vulgar, foul or obscene language
- Insubordination (refusing to comply with directions)
- Disrespectful, insult or verbal abuse of faculty or staff
- Vandalism
- Fighting (assault)
- Truancy, unexcused absences
- Sexual harassment
- Theft

All students found in violation of any of the stated offenses will receive the maximum consequence listed in the student handbook.

# District Sexual Harassment Policy

The Governing Board prohibits sexual harassment of or by any of its employees, students, or visitors. It is the district's policy that all individuals associated with the District, including but not limited to the Governing Board, employees, students and visitors have a right to work, learn and visit all District sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. Let it be known that all employees, students and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials concerning harassment, how to file a complaint and a step by step process which will guide those involved, whether it be the accused or the victim.

**Sexual harassment** means any unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature by an employee, by a student, or by a third party.

Governing Board policy related to sexual harassment is available in the office of any FUSD site.

## Generally, sexual harassment occurs when:

- The behavior is unwelcome and sexual in nature.
- The behavior is ongoing, creating a hostile environment.
- The behavior leaves the victim feeling uncomfortable.
- Submission to or rejection of behavior affects employment or academic status or benefit.

## Examples of sexual harassment may include:

- **Unwelcome** sexual advances
- **Unwanted** hugs or touches
- Suggestive or lewd remarks
- Requests for sexual favors
- Derogatory or pornographic posters, pictures, cartoons, or drawings

If you experience or witness sexual harassment, report it immediately.

## REPORTING PROCEDURES:

- Complaints may be verbal or written
- **STUDENTS:** Report sexual harassment to a teacher, nurse, counselor, social worker, principal, or your parents and/or the Associate Superintendent or the Office for Civil Rights.
- **EMPLOYEES:** report sexual harassment to your supervisor and/or the Associate Superintendent or the Office for Civil Rights.
- *Do not report sexual harassment to the alleged harasser.*

### Title IX Coordinator/Compliance Officer

Diana Shaum, Director Student Support Services, 3285 East Sparrow Avenue, Flagstaff, AZ 86004 (928) 527-6171 OR CALL Office for Civil Rights, Washington, D.C. 1-800-421-3481

## Reporting Child Abuse/Child Protection

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within 72 hours. Child abuse includes any non-accidental injury to a minor, regardless of the age or limited mental capacity of the person who causes the injury. If two children are involved in a fight that leads to visible injury to one or both, the incident is reportable as child abuse. A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

# Flagstaff Unified School District Alternative Language Program & Services for Language Minority Students

## Overview

During the 1996-97 school year, the Office for Civil Rights (OCR) reviewed programs serving language minority students in the Flagstaff Unified School District. Subsequently, an agreement between the OCR and the school district was made. The basic components of this agreement are the following:

- ◆ All students with a home language other than English (OTE) must be identified.
- ◆ All OTE students must be assessed for English proficiency in listening, speaking, reading, and writing.
- ◆ All limited English proficient students must be served by a federally-approved alternative language program (ALP).
- ◆ Classroom teachers and ALP teachers must collaborate in their efforts to educate limited English students.
- ◆ Appropriate instructional materials for limited English students must be purchased.
- ◆ All instructional staff at all schools must receive training in order to serve limited English students.
- ◆ Accommodations for limited English students must be included in the evaluation of instructional staff.
- ◆ A comprehensive evaluation of the district's limited English programs must be completed every other year.
- ◆ Gifted and talented programs must not exclude limited English students due to lack of English proficiency.
- ◆ The district must identify forms and communications to be translated into languages other than English.

## Purpose, Goals, and Objectives

The mission, or purpose, of the Flagstaff Unified School District's alternative language program is to provide all limited English proficient students an equitable opportunity to maximize their potential. The following assumptions are made in attaining this end:

- ◆ Students from diverse family backgrounds are national resources.
- ◆ All students have basic needs.
- ◆ Limited English students have some unique needs.
- ◆ Staff trained to work with limited English students should understand the language acquisition process.
- ◆ All students need to acquire their highest level of English language proficiency and literacy.
- ◆ Language learning takes time.
- ◆ All limited English students must have equal access to all district programs and opportunities.
- ◆ All languages and cultures are valuable.
- ◆ Active parents increase their students' chances for success in school.
- ◆ All limited English students can learn from the first day of instruction.

The specific goals of the district's alternative language program are targeted in the areas of: **identification, assessment, participation in a designated program, staffing, exit criteria, program evaluation, parental notification, special opportunity programs, and special education.**

- ◆ **Identification** will be accomplished through the use of a primary home language survey.
  - ◆ Students in grades K-1 will be **assessed** for listening and speaking; students in grades 2-12 will be **assessed** for listening, speaking, reading, and writing.
  - ◆ If, according to the results of the assessment, students are not proficient in one or more skill areas, they will be designated limited English proficient and will **participate** in one of the district's alternative language programs.
  - ◆ **Staff** will receive training in second language acquisition and ESL methodologies.
  - ◆ Limited English students will be **reassessed** every two years, as will the program itself.
  - ◆ **Parents will be notified** if their children are identified as being limited in English.
  - ◆ These students will have equal opportunities to **participate in programs for the gifted and talented** and also will receive **special education** services if necessary.
- Specific instructional objectives are outlined in the district's OCR plan. A copy of the plan is available at each school.

## Alternative Language Program Classes and Services

At least one of four different alternative language instructional models will be utilized in each of the Flagstaff Public Schools to address the educational needs of limited English students. Some schools will implement a combination of the alternative language inclusion models.

### ◆◆ *ALP Individual Education Plan*

This model will be followed in schools having fewer than ten limited English students in a grade. Classroom teachers will write the plan and modify instruction in all subject areas.

### ◆◆ *Documentation of Services*

Each teacher who has been assigned a limited English student is accountable for documenting, through the IEP process, the progress of that student.

### ◆ *ELL Inclusion*

In this model, limited English students will be placed in classrooms taught by teachers who hold a state ELL or bilingual endorsement. Using ELL strategies, the teacher will modify instruction

to make language and content comprehensible to limited English students in all subject areas throughout the school day.

### ◆◆ *Documentation of Services*

Each year, the state-endorsed ELL or bilingual classroom teacher completes a Language Acquisition Plan documenting the instructional strategies and modifications that are being utilized to meet the needs of each limited English student.

### ◆ *Modified ELL Inclusion*

Limited English students will be placed in regular classrooms taught by teachers who have received basic training in ELL strategies and second language acquisition. They also will receive at least 45 minutes of intensive ELL instruction daily from a teacher who holds a state ELL or bilingual endorsement.

### ◆◆ *Documentation of Services*

Alternative language instructional modifications and strategies are docu-

mented in each limited English student's Language Acquisition Plan, which is completed by all core content area teachers instructing the student. In this way, collaboration between the ELL teachers and the content area and/or classroom teachers is assured.

### ◆◆ *Developmental Bilingual Education*

This model will offer content-based ELL and native language instruction to a mixed class of native English speakers and native speakers of the other language. The goal of this program will be for all participants to become fully bilingual in all subjects.

### ◆◆ *Documentation of Services*

Teachers in the bilingual program document services by completing a Language Acquisition Plan for each limited English student.

## Summary of ALP Inclusion Models

	<i>Description</i>	<i>Documentation</i>
<i>Individual Education Program</i>	Instruction most of day from teacher with ELL training	Individual Education Plan
<i>ELL Inclusion Program</i>	ELL instruction most of day from a teacher with a state ELL or bilingual endorsement	Language Acquisition Plan
<i>Modified ELL Inclusion Program</i>	45 minutes or more ELL instruction from a teacher with a state ELL or bilingual endorsement; collaboration with content and classroom teachers.	Language Acquisition Plan
<i>Developmental Bilingual Education</i>	Instruction in the content areas in two languages by a state ELL or bilingual endorsed teacher	Language Acquisition Plan

## ***ALP Inclusion Models by School***

<i><b>School</b></i>	<i><b>Individual Education Program</b></i>	<i><b>ELL Inclusion Program</b></i>	<i><b>Developmental Bilingual Education</b></i>	<i><b>Modified ELL Inclusion Program</b></i>
Christensen	X	X		X
Cromer	X	X		X
DeMiguel	X	X		X
Killip		X	K-2	X
Kinsey	X	X		X
Knoles	X	X		X
Marshall		X		X
Sechrist	X	X		
South Beaver		X		
Thomas		X		X
Weitzel	X			X
Leupp		2-5	K-1	6-8
Flagstaff Middle School				X
Mt. Elden Middle School				X
Renaissance Magnet	X			X
Flagstaff High School				X
Coconino High School				X
Sinagua High School				X
	X			

For further information, please contact the ELL Supervisor in the Administrative Center

# Dangerous Weapons in the Schools

No student shall go onto the school premises with a firearm, explosive weapon, knife, or any other dangerous or illegal instrument or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

Except as provided below, any student violating this policy shall be suspended for a period of not less than one year or expelled. Authorization by the Governing Board is required for a student to be suspended for more than 10 days or expelled.

For purposes of this policy, the term "firearm" means (a) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by any means, regardless of whether it contains any form of ammunition or projectile; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d)

any destructive device. The term "destructive device" means (a) any explosive, incendiary, poison gas, bomb, grenade; (b) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by any means, including a slingshot, bow or crossbow when the person possessing it has access to an arrow or other projectile capable of being shot with the slingshot, bow or crossbow; and (c) any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon.

For purposes of this policy, the term "school premises" means the school, school grounds, school buses, or any premise, grounds, or any premises, grounds, or vehicles used for official school purposes, and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from the property of the School District.

Under certain specific circumstances, a student in possession of a knife may not be subject to suspension or a Governing

Board hearing. If a student is found to be in possession of a knife, but after due investigation by the building administrator it is determined that the knife was not used, was not intended to be used, nor was a threat made that it would be used, for the purpose of inflicting harm or injury, and that the knife was not exhibited by the student in any threatening or harassing manner, the student shall be subject to building-level disciplinary action, which may include a recommendation for expulsion.

This penalty may be modified for good cause. In determining whether there is good cause to modify the penalty, the Governing Board may take into consideration (a) the age of the student; (b) whether the student brought or used the firearm, explosive weapon, knife, or other dangerous or illegal instrument, to harm, intimidate, or in any other manner jeopardize the health, safety, or welfare of others or interfere with the educational process; or (c) other factors relevant to the issue of the penalty to be imposed. Whether the penalty is to be imposed or should be modified on the basis of these factors is left to the discretion of the Governing Board.

***I have read the above dangerous weapons policy:***

***Student signature:*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Parent signature:*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Please return to the school you attend.***