

Dear Parents,

Welcome to the 2025-26 school year!

As we begin the new school year please take a moment and review the student handbook. There have been many changes and updates to the handbook. Please familiarize yourself and your student with the rules, procedures, and guidelines.

Once you have read over the handbook please sign and return this page to the school.

Thank you,

Yes, I have reviewed and understood the handbook and I have discussed it with my child.

Student Signature

Parent Signature

Willcox Unified School District
We Are Willcox - World Class



2025-2026

Mission Statement

It is the mission of the Willcox Unified School District to continuously expand opportunities for every student.

Belief Statements

QUALITY RELATIONSHIPS ARE THE FOUNDATION OF EDUCATION IN OUR COMMUNITY. We care for and about each other.

OUR SMALL SIZE IS AN ADVANTAGE. It makes it possible for us to know each student individually for multiple years, both in and out of school.

WE UPHOLD TRADITIONAL VALUES SUCH AS RESPECT, PERSONAL AND SOCIAL RESPONSIBILITY, HONESTY, AND HARD WORK. As our students become adults, we expect them to continue to practice and model these values.

WE ARE PART OF A GREATER COMMUNITY. We join with other organizations in our community to care for our people.

QUALITY EDUCATION IS WORTHY OF SACRIFICE. It takes a commitment of time, effort, and resources to fulfill the responsibility of preparing our students for the future. We sustain our tradition of providing high-quality programs and facilities.

WE UPHOLD HIGH ACADEMIC STANDARDS. We expect our students to excel on accepted measures of academic performance and to be prepared for college and the workforce.

WE BELIEVE ALL STUDENTS ADD VALUE TO OUR SCHOOL COMMUNITY. We are committed to treating all students with dignity, honor, and respect.

Willcox Unified School District #13 -520-384-8600
Kevin Davis, Business Mgr/Superintendent
WUSD Transportation Department - 520-384-8855
School Board Meetings – 1st Tuesday of each month

Governing Board: President: Vacant; Vice-President: Homer Hansen;
Clerk: Steve Marlott; Member: Bill Ryan, Member: Terri Kibler

You may contact any of our staff at 520-384-8602 from 7 AM to 4 PM. If they are not in class you may leave a message. We have a 24-hour answering machine to take your messages during non-school hours.

Arizona Revised Statutes (A.R.S) located in all school offices and at <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

Board Policy – Available in school offices, school library, and at
<http://lp.scantech.cc/asba/public/lpext.dll?f=templates&fn=main-h.htm>

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Willcox Unified School District operates on a four-day school week schedule. School is in session from Monday-Thursday of each week.

HOURS OF THE SCHOOL DAY

Gates Open	7:15
Cafeteria Opens	7:15
First bell rings	7:40
Tardy bell rings	7:45
End of school day bell	3:40

ARRIVAL AND DISMISSAL

ARRIVAL - GATES OPEN AT 7:15 AM

- Bus riders will exit their buses at the West gate near Bus Barn.
- Car riders will be dropped off at the front of the school or near the gym.
- Walkers should enter the front gates from Bisbee Avenue.

Students are required to be at school by 7:40 A.M. Students should not arrive before 7:15 A.M. as there is no supervision before that time. Students cannot leave the grounds during school hours unless office personnel approve it. Check through the office for permission to leave for any reason. Return to your home immediately after school dismissal. Do not loiter on school grounds

DISMISSAL

- Bus riders will line up at the West gate near Bus Barn Road and exit to their buses
- Car riders will be picked up at the front of the school or near the gym.
- Walkers will exit from the gate in front of the school on Bisbee Ave.

ATTENDANCE

The WUSD Governing Board requires that students attend at least 90% of all school days the student is enrolled. If a student is absent from school such that 90% is not possible, the principal will review and recommend whether or not a student will receive credit for their classes.

Excused absences may include the following reasons: illness, injury, funeral, medical procedures, religious observances, deployment-related absences, or family emergencies.

PRE-ARRANGED ABSENCES

Parents must plan to arrange for their child to complete all make-up work, tests, and projects during a pre-arranged absence. If the student's absence request exceeds four days, a parent conference may be required to review the student's academic and absence records. Students who are absent for 10 or more consecutive school days will be withdrawn from enrollment.

ARRIVING LATE OR LEAVING EARLY

It is important for students to arrive on time to school for a variety of reasons such as:

- Being late can cause a disruption to the class.
- Students may miss important information if they are late.
- Being on time is an important life skill for students as it is highly valued by many important people such as employers, creditors, and loved ones.

Please be aware of the following policies should a student happen to be late to school:

- Only medical and dental appointments may be deemed as excused tardies. A student must have a note from the office of the medical practitioner at the time he/she is tardy for the tardy to be excused.
- Emergencies and special circumstances may be approved at the administration's discretion.
- Students with continued unexcused tardies will be deemed as truant and law enforcement will be contacted. Students leaving early must have permission from a parent.

For safety reasons, students will not be allowed to check themselves out of school. Only authorized persons may check a student out. If parents wish for someone else to take their student from campus, a parent must send written permission with the person's name. Then when the authorized person arrives at the school office, they must present a photo ID to school staff. Students WILL NOT be released to anyone not on the student's contact list without parent permission and photo ID.

HALL PASSES

Students are required to have a hall pass any time that they have permission to leave the classroom.

MISSING ASSIGNMENTS

Upon returning to school, students will be responsible for gathering and completing missing assignments. Make-up work should not exceed one week from when a student returns to school after an absence.

HOMEWORK REQUESTS

A homework request can be made when the absence is called in. Requested work may be picked up the following day. Work may also be sent home with another student the following day. Another way of checking on homework is by visiting each teacher's Google Classroom.

WITHDRAWING FROM SCHOOL

All students withdrawing from Willcox Middle School must check out through the school office and take a copy of the withdrawal form to the next school they will be attending. It would be helpful if you could provide the WMS office with your new address and the name of your new school at the time of withdrawal. Students who withdraw are responsible for returning all books and paying for any lost or damaged books. This includes library books and textbooks.

INCLEMENT WEATHER

In cases of inclement weather, please check our school's website at wusd.org, or our Facebook page, or call our front office at (520) 384-8602 to gain information and updates on how this may affect the opening of school on such a day.

STUDENT GUIDELINES AND EXPECTATIONS

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, yelling, stomping feet, and booing are discourteous and will not be permitted. A student who fails to follow these guidelines will have his/her privilege to attend assemblies suspended.

ASSESSMENTS

AASA (Arizona's Academic Standards Assessment)

AASA is Arizona's statewide achievement test. In 2010, the Arizona State Board of Education adopted new standards in English language arts and mathematics for all students in Arizona. With the adoption and implementation of new standards, a new test was necessary. Arizona public school students in Grades 3 through high school will take AASA. Students in Grades 3 through 8 will take an assessment in English language arts and mathematics at their grade level. AASA, based on the new standards, will tell teachers, students, and parents if students are on track to be college and career-ready upon graduation from high school. The Arizona Science Standards are changing as well, so students in Grades 5, 8, and high school will take the new AzSCI test.

Benchmark Assessments

Benchmark assessments measure the academic standards taught in math, reading, writing, and science. Scores reflect whether students are highly proficient, proficient, partially proficient, or minimally proficient in the standards in each area.

CLASSROOM-BASED ASSESSMENTS

Students may be assessed over material taught in class using a classroom-based assessment. These formative and summative assessments will provide information to the student and teacher about the student's mastery of the objectives taught.

ATHLETICS

Refer to the Athletic handbook for a complete description of all rules and procedures.

Before participating in any sports students must have the following:

- Physical examination by a physician
- Parent/guardian attendance at an informational meeting held by the coach
- Written permission
- Proof of medical and hospitalization insurance

Football: All gear is furnished except for shoes, T-shirt, supporter, socks, towel and teeth guard.

Volleyball: Students supply their own shoes, socks, shorts, a T-shirt, and a towel.

Basketball: Students will supply their shoes, socks, shorts, a T-shirt, and a towel.

Wrestling: Students supply their shoes, socks, towels, and knee pads.

Track: Students supply their own shorts, T-shirts, socks, shoes, and towels. Uniforms are furnished.

Softball: Students supply their own shoes and practice gear.

Baseball: Students supply their shoes, practice gear, game pants, and hat.

For hygienic reasons, no student is to wear another student's clothing or share a towel.

Student participation in extracurricular activities

All interscholastic activities in grades 6-12 that are competitive and involve more than one school where a championship, winner, or rating is determined and endeavors of an ongoing nature for which no credit is earned shall be conducted in accordance to the auspices of the Willcox High School, grades 9-12, and the Willcox Middle School, grades 6-8, and shall be supervised by the certificated individual responsible for the activity. It shall be noted that no class in physical education requires participation in athletics as part of a grade.

Extra-curricular activities shall function within a realistic framework of control. In order that over-enthusiastic students, coaches, and/or parents do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

1. The eligibility criteria for extra-curricular participation shall be:

- a. a passing grade in all classes in which the student is enrolled. A passing percentage is considered 60%.
 - b. an accumulative attendance rate of not less than 90%.
2. The responsibility for enforcement of the above rule rests with the Superintendent or designee.
 3. The respective school shall make a check on all grades each week. For those students failing in one or more subjects, the student and the parents/guardians shall be notified immediately that the student is ineligible. More information regarding tutorial services available may be found in the athletic handbook.
 4. Any student whose behavior presents a problem or jeopardizes the school's reputation will be ineligible for participation in extra-curricular activities until his/her behavior warrants reinstatement, as determined by the coach(es) and the principal. Minimum, 1 week
 5. Additionally, for students to be eligible to participate in extra-curricular activities no outstanding debts will be owed to the school for an excess of 60 days, e.g. cafeteria, library, etc.
- Opportunities will be provided for students to participate in team athletics.

Other Important Information

- Students who are suspended from school may not participate in or attend a game or practice. This includes both in and out-of-school suspension.
- Students who are absent from school may not participate in or attend a game or practice on the day of an absence.
- Students who are declared ineligible three times during a given season are dismissed from the team.

Students are reminded that school rules apply to all extra-curricular activities. Good sportsmanship should always be shown. Athletes who present chronic disciplinary problems will be removed from the team/activity at the discretion of the coach/sponsor or school administrator.

BICYCLES AND OTHER WHEELS

Students who wish to ride their bicycles to school should adhere to the following:

1. Ride a bicycle with traffic. Street riding on boards is unlawful.
1. Use hand signals.
2. One person to a bike.
3. Walk the bike across the crosswalk.
4. No playing in the bicycle area or riding in the parking lot.
5. Do not tamper with bicycles. Respect others' property.
6. Bikes, scooters, skateboards, rollerblades, roller shoes (heelys), or skates are not allowed on campus.

CAFETERIA

WMS is a closed campus, which means students may not leave campus except when checked out at the office by the parent or guardian. All students either eat a cafeteria meal or a home lunch. Both breakfast and lunch are provided free of charge.

Cafeteria Rules

1. WALK! DO NOT RUN to the cafeteria.
2. Take your turn in the cafeteria line. Do not push or crowd.
3. Be quiet and orderly at the lunch table. Leave the table and floor clean.
4. Return all empty trays, utensils, and waste to the receiving window and waste can.
5. Students may not eat lunch in the classroom or on the grounds without permission from a teacher holding a special meeting.
6. Food is to be eaten in the cafeteria or at the picnic table area outside. Food is not to be taken from the cafeteria areas to other parts of the campus including the classrooms.

CARE OF SCHOOL EQUIPMENT AND FACILITIES

You are all citizens of Willcox Middle School and as such are entitled not only to the privileges of attending this institution but are also obligated to certain responsibilities that are dependent upon the enjoyment of the privilege. Particularly important is the actual physical care of the grounds and buildings. As a citizen, you are obligated to take good care of the buildings and grounds by disposing of litter and trash properly and by not marking or defacing any part of the buildings, as well as by discouraging others from doing so.

Willful damage or destruction to school property is classified as vandalism, and in accordance with Board policy, may be the reason for your expulsion. Students caught vandalizing the school may be suspended and the recommendation made that the student be expelled. Cash reimbursement or other equitable compensation through a work program by the student may be an additional penalty for acts of vandalism or criminal damage to district property.

Theft of school property is grounds for immediate suspension and a recommendation for expulsion may be made to the Governing Board. Criminal charges may also be brought through the local police.

CELL PHONES & OTHER ELECTRONIC DEVICES & SMARTWATCHES

We recognize that cell phones are useful devices and present in our lives. Our expectation for WMS students is that they will follow the electronic devices classroom expectations as outlined within this handbook.

The use of cell phones and other electronic devices is not permitted during class time without the permission of the teacher. During class time, cell phones and other electronic devices shall be turned off and placed in a student's purse or backpack. Use of cell phones and other electronic devices will be allowed during lunch break.

A student is not permitted to use their electronic devices to record or transmit speech or other communications of other persons without those persons direct permission.

Students who engage in inappropriate use of cell phones will receive proper consequences.

Use of cell phones and other electronic devices during school activities such as athletic events and field trips will be determined by the individual coach or sponsor. Minimum consequences for violation of these requirements are contained within the WMS discipline flowchart. The school assumes no liability for lost, stolen, or broken items at school or school-sponsored events.

Students are permitted to use the office telephone with permission from the office staff.

If parents need to contact their child during school hours please call the school office (520-384-8602) and speak to the office staff.

COMPLAINT PROCEDURE

If a conflict arises between a student and teacher, or if a parent or guardian has a complaint, the issue should be resolved as soon as possible. These steps should be followed:

1. Parents or guardians must set up a conference with the teacher and express their concerns directly. In most cases, a misunderstanding exists and the conference will settle the issue to everyone's satisfaction.
2. If this conference does not solve the problem, a meeting should be requested with the principal.
3. Should the matter remain unresolved after a conference with the principal, the parent or guardian should request a complaint form for personnel, which is available in the District Education Center

DRESS CODE

The WMS dress policy seeks to strike a balance among the following groups and issues:

1. Students need independence, individuality, and comfort.
2. Parents desire clear guidelines, fairness, decency, and appropriateness.
3. Educators need for ease of interpretation and need for a safe school with optimum learning environment.

Students' attire should not present health or safety concerns and should not disrupt the educational process. The administration will make decisions as to the suitability of attire and decide when the attire violates the WMS dress code.

- Tops: all tops must cover the midriff/belly, and must cover undergarments. Examples of appropriate tops are t-shirts, tank tops, sweaters, and sweatshirts.
- Bottoms: All bottoms must cover undergarments (Ex: jeans, pants, shorts, skirts, dresses, leggings, yoga pants). The length of shorts or skirts should be no shorter than mid-thigh. Ripped jeans with holes above mid-thigh length must have tights/leggings underneath.
- Headwear: Hoodies and hats (remove inside buildings)
- Footwear: shoes must be worn at all times. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached.
- Obscene language or symbols on clothing are expressly prohibited.
- Jewelry shall not be worn if it presents a safety hazard. Additionally, no dangling articles (belts, chains, bib overall straps, etc.) are permitted.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandanas of any color.
- No blankets or pillows

EMERGENCY SITUATIONS

Students and staff have been trained in ALICE procedures and are prepared to take necessary steps to ensure the safety of all personnel. In the event of an emergency, lockdown or school closure information will be relayed to the community through the district office. If students are required to leave campus, a relocation facility will be established and parents will be notified when and where to pick up their child. In the event of a lockdown or evacuation, please do not come to your child's campus as this will compromise your safety, the safety of your child and other children, and law enforcement officers. Also remember that during lockdowns and other emergencies, mobile phones and other similar items may be taken away from students because we have experienced such levels of misinformation going out that it creates unnecessary panic and danger for students, school staff, and law enforcement officers.

FINES AND MONEY OWED

If a student owes any monies to the WUSD or Middle School at the end of the school year, his/her final report card (grades 5-7) or certificate of completion and final report card (grade 8) will be withheld until payment has been made or payment arrangements have been made. Additionally, students may not participate in extracurricular activities if bills to the school are delinquent for more than 60 days. Such fees include, but are not limited to: Library fees, Cafeteria, Lost or damaged Textbooks, Athletic fees, or property charges. Students will be notified of any fees owed. Parents/guardians should contact the school principal if fees and fines present a financial hardship.

HEALTH AND SAFETY

Health Screens

Vision and hearing screens are performed annually on certain grades, students new to the district, and all special education students (9 A.A.C. 13, Article 1 Hearing Screening). Parents or guardians must inform the school in writing if they do not wish their student to participate.

Immunizations

Every student must have an up-to-date immunization history on file. Proof of immunization must be provided from a documented source. State regulations allow for exemption on the basis of medical or personal belief. (Arizona Revised Statutes §15-871- 874; and Arizona Administrative Code, R9-6-701–708). The appropriate immunization must be obtained by the specified date, or an exemption must be on file, or the student will be excluded from school until proof of the immunization or exemption is provided.

Communicable diseases

For the protection of the other students and employees, if any of these symptoms, conditions, or illnesses are found or suspected during the school day your child will be sent home. Pink eye, uncontrolled cough, diarrhea, impetigo, chicken pox, staph/MRSA infections, strep throat and vomiting. For a fever of 100.4 or greater, students will be sent home and should remain home until fever-free for 24 hours without the use of fever-reducing medicine. Most students can safely return to school after being treated with antibiotics for 24-48 hours.

Medication at School

Prescription Medication Guidelines: All medication for students must be brought to the school by a Parent or Legal Guardian. All Medications will be kept in the school office in a locked cabinet. Medication will not be accepted in baggies. A completed Parents' Consent for Giving Medication at School form must be completed before medication will be administered. Prescription medication must be prescribed by a physician. The medication must be in its original prescription container with the dispensing pharmacy's label, student's name, name of medication, authorizing doctor's name, instructions for use including time of day medicine is to be dispensed. Medication must have a current date and not be expired. All controlled medications will need to be signed in and signed out by a parent or guardian and will not be sent home with the student.

EpiPens will require an Allergy Action Plan Form with parent/guardian and physician signature. Inhalers will require an Asthma Action Plan Form with parent/guardian and physician signature. Insulin/glucometers will require a Diabetic Action Plan Form with parent/guardian and physician signature.

Over-the-Counter Medications

We stock a small supply of over-the-counter medications in the school health office. The medication dose will be according to the manufacturer's recommendations for age and weight. Over-the-counter medications can only be given with a parent/guardian's written consent completed on the Medication Permission Card.

Stock EpiPens

Arizona Schools stock epinephrine pens for rapid response against life-threatening allergy attacks. Epinephrine pens are located at each of the school offices.

The Law (SB 1421) A.R.S. 15-157 Arizona Administrative Code R7-2-809.

Stock Narcan

Pursuant to A.R.S. § 36-2267, a person may administer an opioid antagonist, that is prescribed or dispensed pursuant to section 32-1979 or 36-2266 in accordance with the protocol specified by the physician, nurse practitioner, pharmacist, or other health professional or that is received from the county health department according to section 36-192 a person who is experiencing an opioid-related overdose. The statute further states, "A person who does this in good faith and without compensation is not liable for any civil or other damages as the result of the act" (AZDHS, 2022). A designated school employee, the School Surveillance Medication Program (SSMP) Program Lead, who has completed the required training is responsible for the storage, maintenance, control, and general oversight of the stock of naloxone acquired by the school.

Stock Albuterol

Passed in 2017, HB 2208, "STOCK INHALERS FOR SCHOOLS" Allows Arizona schools to procure, stock, and administer albuterol sulfate to any student or an adult experiencing respiratory distress by a trained person. R7-2-810 was subsequently passed by the state board of education to guide schools during program implementation.

INTERROGATIONS AND SEARCHES

Interrogations

The District has legal custody of students during the school day and during approved activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence concerning interrogations by law enforcement officials. A parent or a school administrator will be present during these interrogations, except when interviews are conducted by a Child Protective Services worker according to A.R.S. 8-224(B) and 8-546.01(C)(2).

When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents/guardians. School personnel shall make every reasonable effort to make sure parents have been notified that a child has been taken into custody. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

Searches

The administration may approve the search and seizure of property, including school property temporarily assigned to students when there is reason to believe that some material or matter detrimental to the health, safety, or welfare of the student(s) exists.

Items provided by the District for storage (e.g., lockers, desks) of personal items or school technology and information systems are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectation of privacy in lockers, desks, storage areas, school email, school laptops, school networks, etc., may be inspected at any time, with or without reason, or with or without notice and without permission of the student or his/her parent or guardian by school personnel. Backpacks and other personal items, including cell phones, may be searched at any time by school personnel when there is reasonable suspicion that a search will yield evidence of a violation of school rules. School personnel will not access voice messages.

PARENT INVOLVEMENT

Willcox Middle School is strongly committed to parent and community involvement at every level of the school program. Working with parents and community members, WMS will continue to explore and implement new ways that parents and community members can be integrated meaningfully in the activities, programs, and leadership of the school. The purpose of the WMS Parent Involvement Program is to maximize the input and resources of the community to ensure that students are fully supported in every area of their lives so that they are able to learn and achieve their maximum potential. Toward that end, WMS will:

- Convene an annual meeting in the fall of each school year, to explain the Title I program to parents and inform them of their right to be involved in the program.
- Offer a flexible number of meetings where transportation, child-care, and translation services are provided.
- Involve parents in the planning, reviewing, and improvement of Title I programs through participation in site Title I meetings, surveys, and an annual consolidated planning meeting.
- Provide opportunities for regular meetings where parents can provide input and respond promptly to parent suggestions in Parent Advisory Committee (PAC) meetings.
- Provide information about WMS Title I programs to parents, describe the curricula, the student assessments and proficiency of various assessments students are expected to meet, and how to monitor their child's progress.
- Provide parents with an opportunity to participate in the development of the School Wide Plan, as well as provide for a method of contributing dissenting views if the plan is not acceptable.
- Provide additional parent input meetings if requested by the parents.

- Revise this Parent Involvement Policy annually with parents of participating children.
- Annually distribute this Parent Involvement Policy to parents of participating children.
- Educate teachers and other appropriate staff on parent involvement.
- Provide parents information related to school and parent programs, meetings, and other activities, in a language the parents can understand.
- Involve parents in the development and review of the School-Parent Compact, which states the shared responsibilities for student academic achievement.

PARENTS RIGHT TO KNOW

We are pleased to notify you that in accordance with the *Every Student Succeeds Act* of 2015, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please contact the principal.

PARENTS ACCESS TO COURSES OF STUDY AND LEARNING MATERIALS

Parents who wish to learn about the course of study for their children or to review learning materials may do so. Please contact the Principal for more information.

PHYSICAL EDUCATION

Lockers and locks are assigned. Students should keep their lockers locked at all times. Lost locks will cost \$8.00 each, payable at the office. No student should share a locker combination with another student. Students are responsible for the care and cleanliness of their lockers. Lockers are the property of the school district and can be inspected by school personnel at any time. Students should never store valuable items or money in their lockers.

Gum chewing during P.E. is never allowed. On the third gum chewing offense the student will be assigned community service on campus.

Students must dress out every day in shorts or sweatpants, a T-shirt or shirt that adheres to the dress code.

PROFANITY, OBSCENITY, AND DEFAMATION

A student shall not use profane, obscene, or defamatory words or phrases or distribute profane, obscene, or defamatory materials.

Profane words are those which debase, abuse or treat with contempt that which individuals hold sacred.

Obscene materials are those that an average person, applying contemporary standards of the school community, would find offensive, and lacking serious literary, artistic, political, or scientific value. The school community recognizes that middle school students are, as a group, younger and more sensitive than the general adult population.

Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, and have the tendency to impugn a person's occupation, business, or office.

PROMOTION AND RETENTION

Report cards are issued four times each year and are intended to keep parents informed of their child's educational

progress. Deficiency reports are sent home mid-quarter if a student is not meeting appropriate proficiency levels.

5th, 6th & 7th Grade Promotion

Students in 5th, 6th and 7th grade will be promoted from one grade to another if the student has demonstrated competency in or progress towards achieving competency in a majority of the subject areas. Competency is demonstrated by achieving a grade of D or better in each academic subject, or with principal approval, through testing that adequately demonstrated competency in the core subject areas.

8th Grade Promotion

Students in 8th grade should be promoted after demonstrating competency in the following subject areas:

- English Language Arts
- Math
- Science
- Social Studies including Civics and history
- Two or more from the following list (Visual Arts, Dance, Theater, Music, Media Arts)
- Health/PE

Competency is demonstrated if the student has achieved a grade of D or better in the subject areas, or if approved by the principal, through testing that adequately demonstrates competency in each area.

Retention

Teachers will notify the principal and the student's parent/legal guardian if the teacher determines that the student is not making satisfactory progress towards promotion. The teacher in consultation with the principal and student's parents shall suggest resources to help the student make progress towards promotion. Teachers may recommend retention of a student after consultation with the principal and the parent, if retention would help the students achieve competency in a majority of subject areas.

Additional recommendations could include summer school, tutoring, and other remedial /supplementary educational opportunities.

PUBLIC DISPLAYS OF AFFECTION

Students are reminded that they are to be responsible and appropriate at all times. Therefore, all students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere.

Unacceptable public displays of affection include, but are not limited to any prolonged embracing, kissing, and inappropriate touching.

RECESS/BREAKS

Fifth and sixth-grade students are expected to stay on the north playground and playground equipment.

Seventh and eighth-grade students will stay on the west playground, on the concrete slab between the gym and classroom buildings, or on the south side of the eighth-grade wing.

There will be no tackle football, except in the organized program.

STUDENT CONDUCT ON SCHOOL BUSES

Arriving at Pickup Point

1. Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
2. If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
3. Walk on the shoulder of the road where possible, and not on the traveled portion.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.
5. Do not go to another bus stop to catch the bus if you missed your bus.

Boarding the Bus

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

Bus Rules

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
4. Keep the aisle clear.
5. Do not talk to the driver except in case of emergency.
6. Avoid doing anything that might disturb the driver or interfere with his/her work. Refrain from loud talking or yelling.
7. Never stick your hands, arms, head, or feet out of the windows of the bus.
8. Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
9. Do not touch the emergency door or exit controls or any of the bus safety equipment.
10. Do not discard refuse on the bus. Eat at home or school, but not on the bus.
11. Obey promptly the directions and instructions of the school bus driver.

Prohibited Items

1. Tobacco is not allowed in a school bus.
2. Alcoholic beverages shall not be carried onto a school bus.
3. Insects, reptiles, or other animals shall not be transported in a school bus. (A.A.C. R17-4-507(G) (7))
4. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the Bus

1. Remain seated until the bus has reached its destination and comes to a complete stop.
2. Do not push or crowd when leaving the bus.

TEXTBOOKS

Students are responsible for their books. Individual teachers will issue textbooks. Books must be returned in like condition, allowing for normal wear and tear. It will be the student's responsibility to examine the issued books. Damage to any book, not previously noted, must be reported immediately upon receiving the book, or book damage charges will be assessed to the holder upon the return of the book. Students are advised to cover their books with a book cover.

Students will be charged the full replacement cost of the book regardless of age if any damage appears to be intentional, flagrant, or if any vulgar writing or pictures appear. Any lesser damage will be assessed according to the severity.

VISITORS TO CAMPUS

Parents or guardians are always welcome to visit classes while school is in session. However, prior to visiting a classroom, we request that you please sign in at the office. Students are not permitted to bring guests as visitors on campus. For parents/guardians who desire a conference with a teacher regarding student progress or other reasons, it is suggested that the following procedure be followed:

- Contact the office and make a request for a conference.
- A message will be given to the teacher to set up a conference.

WI-FI

The district wireless network (Wi-Fi) should never be used with personal devices.

DIRECTORY INFORMATION

Our school policy is not to release a student's email address, home addresses or telephone number without parent/guardian consent, unless such release is for school purposes or other narrow exceptions. Occasionally, students could be identified in the local newspaper when they participate in certain school activities or win prizes. If you choose not to have your child's information released under these circumstances, a Student Records form is available in the office for parental signature.

STUDENT DISCIPLINE

Willcox Middle School has adopted a disciplinary framework called Positive Behavior Support (PBIS). This framework is rooted in the behavioral or behavior analytical perspective in which it is assumed that behavior is learned, is related to immediate and social environmental factors, and can be changed. PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read—through instruction, practice, feedback, and encouragement. Key features of PBIS include

- (1) administrative leadership,
- (2) team-based implementation,
- (3) a clear set of defined positive expectations and behaviors, (
- 4) teaching of expected behaviors,
- (5) recognition of meeting expected behaviors,
- (6) monitoring and correcting errors in behaviors, and
- (7) using data-based information for decision-making, monitoring, and evaluating building results.

PROGRESSIVE DISCIPLINE

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our school, on our buses, etc. Progressive discipline is based on the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a

positive environment within the building, on school property, or at any school event.

WILLCOX MIDDLE SCHOOL DISCIPLINE FLOWCHART

All discipline interactions will be reported to the student's parent or guardian.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE	5 TH OFFENSE
DISRUPTING CLASS	LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACHER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	BIC-1 DAY PARENT CONFERENCE	BIC-2 DAYS PARENT CONFERENCE
DEFIANCE OF AUTHORITY/ INSUBORDINATION	LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACHER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	BIC-1 DAY PARENT CONFERENCE	SHORT TERM SUSPENSION PARENT CONFERENCE
TARDY	<u>3 TARDIES</u> LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	<u>6 TARDIES</u> AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	<u>9 TARDIES</u> FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACHER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	<u>12 TARDIES</u> BIC- 1 DAY TRUANT REFERRAL	<u>15 TARDIES +</u> BIC-2 DAYS COMMUNITY SERVICE -30 MINUTES PER DAY FOR 4 DAYS FOLLOW-UP TRUANT REFERRAL
FAILURE TO PUT FORTH ACADEMIC EFFORT / REFUSAL TO WORK	LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT	FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACHER/ADMIN CONFERENCE	BIC-1 DAY PARENT CONFERENCE	GRADE OF "F" PARENT NOTIFIED OF POSSIBLE RETENTION BASED ON "Y1" GRADE

		NOTIFIED	BEHAVIORAL PLAN IMPLEMENTED		
OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4TH OFFENSE	5TH OFFENSE
DRESS CODE/ INAPPROPRIATE CLOTHING	CHANGE OF CLOTHING LUNCH DETENTION REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	CHANGE OF CLOTHING AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	CHANGE OF CLOTHING FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACH ER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	CHANGE OF CLOTHING BIC-1 DAY PARENT CONFERENCE	CHANGE OF CLOTHING BIC-2 DAY COMMUNITY SERVICE (30 MINUTES PER DAY FOR UP TO 4 DAYS) PARENT CONFERENCE
PROFANITY & INAPPROPRIATE GESTURES	LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACH ER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	BIC-1 DAY COMMUNITY SERVICE (30 MINUTES PER DAY FOR UP TO 4 DAYS) PARENT CONFERENCE	SHORT TERM SUSPENSION PARENT CONFERENCE
PUBLIC DISPLAY OF AFFECTION (PDA)	LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACH ER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	BIC-1 DAY COMMUNITY SERVICE (30 MINUTES PER DAY FOR UP TO 4 DAYS) PARENT CONFERENCE	SHORT TERM SUSPENSION PARENT CONFERENCE
DITCHING/ TRUANCY	LUNCH DETENTION, REVIEW OF HANDBOOK EXPECTATION/ PARENT NOTIFIED	AFTER SCHOOL DETENTION REVIEW OF HANDBOOK EXPECTATIONS & ASSIGNMENT TO COMPLETE PARENT NOTIFIED	FRIDAY SCHOOL (HANDBOOK REVIEW & ASSIGNMENT) PARENT/TEACH ER/ADMIN CONFERENCE BEHAVIORAL PLAN IMPLEMENTED	BIC-1 DAY COMMUNITY SERVICE (30 MINUTES PER DAY FOR UP TO 4 DAYS) PARENT CONFERENCE TRUANCY OFFICER	BIC- 2 DAYS COMMUNITY SERVICE (30 MINUTES PER DAY FOR UP TO 4 DAYS) PARENT CONFERENCE TRUANCY OFFICER

				NOTIFIED	NOTIFIED
OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
CELL PHONES AND ELECTRONIC DEVICES (POSSESSION-IN-SIGHT OR USE WHEN NOT ALLOWED)	CONFISCATED REVIEW OF HANDBOOK EXPECTATION PARENT PICK UP OF PHONE	CONFISCATED LUNCH DETENTION PARENT PICK UP OF PHONE	CONFISCATED AFTER SCHOOL DETENTION & ASSIGNMENT TO COMPLETE PARENT PICK UP OF PHONE	CONFISCATED INDIVIDUALIZED PHONE PLAN FOR STUDENT AFTER PARENT CONFERENCE PARENT PICK UP OF PHONE	

THE FOLLOWING FLOW CHART RELATES TO OFFENSES THAT ARE OF A MORE SERIOUS NATURE.

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
INAPPROPRIATE USE OF CELL PHONE/ ELECTRONIC DEVICE	ADMINISTRATIVE CONFERENCE BIC POLICE NOTIFIED	SUSPENSION POLICE NOTIFIED	SUSPENSION/ POSSIBLE EXPULSION POLICE NOTIFIED
CHEATING PLAGIARISM INAPPROPRIATE USE OF AI	"0" FOR ASSIGNMENT PARENT NOTIFIED BY TEACHER	"0" FOR ASSIGNMENT PARENT/ TEACHER CONFERENCE	"F" FOR THE QUARTER ADMINISTRATIVE CONFERENCE WITH PARENT AND TEACHER
FAILURE TO ATTEND DETENTION	PARENT NOTIFIED DETENTION REASSIGNED	PARENT NOTIFIED DETENTION REASSIGNED COMMUNITY SERVICE ASSIGNED	ESCALATE TO INSUBORATION SEE ABOVE FOR CONSEQUENCES
DAMAGE OR MISUSE OF SCHOOL ELECTRONIC DEVICE	SUSPENSION OF PRIVILEGES PARENT NOTIFIED AND RESTITUTION	SUSPENSION OF PRIVILEGES, AFTER SCHOOL DETENTION RESTITUTION	SUSPENSION OF PRIVILEGES, BIC/SUSPENSION RESTITUTION
ENDANGERING THE HEALTH AND SAFETY OF OTHERS	ADMINISTRATIVE CONFERENCE / BIC/SUSPENSION	BIC/ SUSPENSION	SUSPENSION/ EXPULSION
DESTRUCTION OF SCHOOL PROPERTY/VANDALISM	BIC AND RESTITUTION	SHORT TERM SUSPENSION	LONG TERM SUSPENSION AND RESTITUTION
RACISM/ HATE-BASED SPEECH/ CLOTHING/ ACTIONS	SHORT TERM SUSPENSION	LONG TERM SUSPENSION	EXPULSION
DRUGS/ALCOHOL USE/ POSSESSION/ DISTRIBUTION	POLICE NOTIFIED, SUSPENSION/ EXPULSION	SUSPENSION/ EXPULSION & POLICE NOTIFIED	SUSPENSION/ EXPULSION & POLICE NOTIFIED

FIGHTING/ASSAULTS	SHORT TERM SUSPENSION	LONG-TERM SUSPENSION	EXPULSION
OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
HARASSMENT(SEXUAL)/ HAZING/THREATENING OTHERS	BIC/SHORT-TERM SUSPENSION/ POLICE NOTIFIED	BIC/SHORT-TERM SUSPENSION/ POLICE NOTIFIED	SUSPENSION/ EXPULSION/ POLICE NOTIFIED
POSSESSION OF WEAPONS/DANGEROUS ITEMS	SUSPENSION/ EXPULSION (BASED ON WEAPON TYPE)	SUSPENSION / EXPULSION	EXPULSION
PULLING ALARMS/ TAMPERING W/DOOR BARRICADE	SUSPENSION	SUSPENSION	SUSPENSION / EXPULSION
ARSON/BOMB THREAT/DRUG SALES	LONG TERM SUSPENSION/ EXPULSION. POLICE NOTIFIED	EXPULSION. POLICE NOTIFIED	
SCHOOL BUS VIOLATIONS	ADMINISTRATIVE CONFERENCE / SUSPENSION OF BUS PRIVILEGES	LOSS OF BUS PRIVILEGES	LOSS OF BUS PRIVILEGES
THEFT FROM SCHOOL/STUDENTS	RESTITUTION & AFTERSCHOOL DETENTION	RESTITUTION & SHORT- TERM SUSPENSION	RESTITUTION & LONG- TERM SUSPENSION
TOBACCO PRODUCTS	CONFISCATION AND SUSPENSION, POLICE NOTIFIED	CONFISCATION, SUSPENSION, POLICE NOTIFIED	CONFISCATION, POLICE NOTIFIED EXPULSION
TRESPASSING	ADMINISTRATIVE CONFERENCE/ LUNCH DETENTION	AFTER SCHOOL DETENTION	SUSPENSION
VAPING PRODUCTS	CONFISCATION AND SUSPENSION, POLICE NOTIFIED	CONFISCATION, SUSPENSION, POLICE NOTIFIED	EXPULSION & POLICE NOTIFIED

DISCRIMINATION AND HARASSMENT COMPLAINTS/GRIEVANCES

The District prohibits discrimination and harassment based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation. The District prohibits retaliation against anyone who files a grievance or cooperates in the investigation

of a grievance.

The District's Compliance Officer(s) are as follows:

Section 504/ADA Compliance Officer:

Superintendent, or Designee
480 North Bisbee Ave.
Willcox, AZ 85643
(520) 384-8600

Title IV/VI Compliance Officer:

Superintendent, or Designee
480 North Bisbee Ave.
Willcox, AZ 85643
(520) 384-8600

Title IX (Sexual Harassment) Coordinator

Kevin Davis
Superintendent
480 North Bisbee Ave.
Willcox, AZ 85643
(520) 384-8600
kevin.davis@wusd13.org

A grievance should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought. Complaint/grievance forms are available from the principal or compliance officer indicated above.

If the complainant is unable to put the grievance in writing, the District shall provide reasonable accommodations to assist the complainant with the submission of a grievance. Although the District encourages individuals to submit grievances in writing, the District will nonetheless provide a prompt and equitable response when it becomes aware of possible discrimination.

The Compliance Officer will confirm receipt of the grievance within five (5) working days following receipt of the grievance.