

# **Combs Middle School**



# **Student Handbook**

**J.O. Combs Middle School**  
**Home of the Cougars**  
**37611 N. Pecan Creek Dr.**  
**Queen Creek, AZ 85240**  
**(480) 882-3510**

**Administration:**

Brenda Mayberry, Principal.....ext. 3515  
Chris Hughes, Vice-Principal.....ext. 3510  
Vanessa Whitlark, Vice-Principal.....ext. 3510  
Susan Chamberlain, Counselor.....ext. 3511  
Dr. Melissa Valenzuela, Counselor.....ext. 5317  
Nicole Newman, Inclusion Specialist.....ext. 3516

**Attendance:**

Absences/Tardies.....ext. 1402  
Cafeteria.....ext. 3514  
Health Office.....ext. 3513  
Library Media Center.....ext. 1419

[www.jocombs.org](http://www.jocombs.org)

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## **From the Principal:**

Dear Students,

Welcome back to the 2008-2009 school year. I am very excited about this year and the things that we will accomplish together. Each new year is your opportunity to learn more, perform better and accomplish more than you did the year before. I challenge you to do so. Doing your very best everyday and challenging yourself to being better than you were the day before is your key to success today and in the future. You are building the foundation to your tomorrow. Make sure it's a solid foundation that will bring the goals and dreams you have always wished for.

I encourage you to get involved in extra-curricular activities whether it be playing on a sports team or joining a club. Involvement in school is one of the most important keys to success. Being involved allows you to make life long friends and memories. School should be fun. Learning should be fun.

Together we can accomplish great things. I am looking forward to meeting each and every one of you. My door is always open. Please make sure you make an effort to introduce yourself to me. Remember I am the new kid on the block so I am counting on you to show me the ropes here at J.O. Combs Middle School.

Let's make 2008-2009 a great school year. Go Cougars!!!!

Best Regards,

Brenda Mayberry  
Principal

### **J. O. Combs Unified School District # 44 Mission Statement**

The J.O. Combs Unified School District staff and community values each student and what they mean to the future of our community and country; therefore, each student will be provided a safe environment in which to acquire the knowledge and skills necessary to be a lifelong learner and a responsible citizen in our ever changing global society.

### **J.O. Combs Middle School Vision**

Cultivating creative, Caring, Contributing, Champions in the Community.....One Person at a Time.

### **J.O. Combs Middle School Mission Statement**

Combs create motivated life long learners and socially responsible individuals.

### **J.O. Combs Middle School Goal**

Students will improve their performance in reading, writing, and mathematics with the support of all subject areas.

## **J.O. Combs Middle School Values**

**Trustworthiness:** “We demonstrate courage, honesty and loyalty to support family, friends and school.”

**Respect:** “We recognize the dignity and worth of each individual with acceptance of diverse cultures, talents and skills that each individual brings to our community.”

**Responsibility:** “We acknowledge, accept and meet our obligations in an environment dedicated to life long learning, accountability and perseverance.”

**Fairness:** “We treat people equally without prejudice or favoritism.”

**Caring:** “We demonstrate concern for others, showing empathy and compassion for all individuals.”

**Citizenship:** “We work for the common good by volunteering, protecting and participating in our community, while respecting authority and the law.”

## **J.O. Combs Middle School Pledge**

Along with the Pledge of Allegiance and moment of silence, each student will be required to recite the school pledge.

“Today I will do more than I have to do, I will treat others as I want to be treated and I will become a better person.”

## **FISH**

CMS is a FISH! School. Information on FISH! is available at <http://www2.charthouse.com/ffs/home.asp>

## **CAMPUS HOURS**

Office Hours:	8:00 – 4:30
Campus opens:	8:25
Class hours:	8:45 – 3:42

## **EARLY DISMISSAL DAYS**

**Early dismissal time is 12:45**

Thursday, October 9

Friday, October 10

Wednesday, November 26

Friday, December 19

Thursday, March 26

Friday, March 27

Friday, May 22

## **Teacher Professional Development-(NO SCHOOL FOR STUDENTS)**

Monday, October 20

Monday, January 5

Monday, March 23

## **Progress Reports and Report Cards:**

J.O. Combs Middle School evaluates student progress every nine weeks. A report card will be mailed home. In addition, a progress report will be mailed home midway through the nine week period. The following are the grade notification dates for J.O. Combs Middle School students:

### **Quarter Progress Reports and Report Card Dates:**

1st	September 5, October 3
2nd	November 14, December 19
3rd	February 6, March 6
4th	April 17, May 21

### **Academic Integrity:**

Honesty is a foundation value for success in career and life. Each student has an obligation to think and act with honesty and integrity, and respect the wishes of teachers and others in carrying out all academic assignments. Academic integrity encompasses any academic project, paper, performance, quiz, exam or any other work assigned by a teacher for a grade or credit (including optional credit). Cheating, fabrication and plagiarism (*see definitions below*) are all forms of academic dishonesty that will not be tolerated.

**Cheating** - using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment.

**Fabrication**- involves the falsification or invention of any information or citation in an academic exercise or assignment.

**Plagiarism** -refers to using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work, and for acknowledging and documenting the source appropriately. Violations in carrying out class assignments, including the inappropriate use of the internet, cell phones, PDA's, calculators, or any other technology, will result in disciplinary consequences. The first offense results in a zero on test/work and up to 5 days of ISS; second offense, in that class or any other class over the four years, results in withdrawal from class with an "F".

### **Assemblies:**

Assemblies and pep rallies are held for a variety of purposes: to teach, to entertain, to display school spirit, to celebrate and to honor various students, teams, clubs and organizations. Members of the audience should respect and show courtesy toward the rights of the performer(s) or speaker(s). All assemblies are considered part of the regular school day. Students are **required** to attend assemblies and arrive on time. Parents and visitors are welcome to all of the school assemblies. Please stop by the receptionist's desk for a visitor's pass.

### **Athletics & Extra-Curricular Activities:**

CMS has a comprehensive athletic program that includes flag football, track, volleyball, cheer, baseball, softball, wrestling and basketball. These sports are part of an inter-school competition program. The student who participates in sports is expected to uphold the honor and pride of our school.

To participate in athletics, a student must have each of the following:

- The student's parent/guardian must sign a permission slip. Insurance and emergency information must be included on the form.
- A physical examination by a physician is mandatory. One physical is required for each of the middle school years. If students wish, they may have a physical from their own private doctor. If this is the case, the student must bring a signed physical to the nurse.
- To participate in any games, a student must be academically eligible. The student must be earning above a 70% and/or a rubric score of 2 in all classes and display proper attitude and behavior. If failing in either area, the student will be ineligible for games for a period of one week. After that time, if the student's grades, behavior, and attitude are acceptable, the student may participate in games.

To participate in practice or in a game, the student must have attended at least one-half day of school that day.

**If a student has an unexcused absence in any class, s/he cannot participate that day.**

### **Insurance:**

J.O. Combs Unified School District students may purchase an insurance policy which covers nearly every kind of accident which might occur during the school day. Twenty-four hour accident coverage may also be purchased for your student. The JOCUSD will accept waivers from families with existing insurance coverage. Please contact your local campus bookstore for fee information.

### **Sportsmanship:**

The following actions constitute good sportsmanship from students, staff, parents and community members:

1. Provide positive cheering and other moral support for our team members.
2. Show respect for game officials and refrain from any unsportsmanlike act directed toward them.
3. Censure fellow students whose behavior is unbecoming.

4. Refrain from applauding errors by opponents or penalties inflicted upon them.
5. Refrain from criticizing players or coaches for loss of a game.

**The following actions shall constitute grounds for removal from the particular event and/or restriction from attendance at further events:**

1. Disrespect to either home or visiting participants and spectators.
2. Disrespect to school, security officials and game officials.
3. Throwing of any objects, including confetti, at any time.
4. Use of radios or CD/tape players in the gym during play.
5. Use of profane language, obscene gestures or similar behavior.
6. Being under the influence of alcohol or drugs.
7. Damage or abuse of school property.
8. Actions which are a potential hazard to health, safety, or well being of spectators or participants.
9. Other inappropriate behavior deemed sufficiently repetitive, flagrant, or severe by the staff.

**Students, staff members, parents and community members should remember that all school rules and regulations are in effect at all school events.**

**Title IX:**

The JO Combs School District will take all steps necessary to insure that, "The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, color, religion, national origin, handicap, pregnancy, parenthood, marriage, or any other reason not related to the student's individual capabilities."

**Attendance Policy:**

To report an absence please call **480-882-3510 (available 24 hours a day)**.

The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. School attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Much classroom activity cannot be replicated; class discussion and participation is lost forever to those who are absent.

**Definitions:**

- **Absence** - A student who arrives more than 10 minutes late is considered absent.
- **Excused absence** - An absence is excused if a parent or guardian notifies the school. The reason for the absence must be given.
- **School-related absence** - If a student misses class due to a pre-approved school-related activity, it will not count as an absence.
- **Suspension** - The days of suspension do not count as absences for attendance policy.
- **Sweep** - Students are swept out of the hallways during the first 10 minutes of class. These late students report to the Sweep Room. Students who will be swept: those entering a classroom after the tardy bell; students out of class without passes; students late for school and did not receive an excused pass from the Attendance Office.
- **Tardy** - A student is tardy when s/he is not in class when the tardy bell rings OR as stipulated in their teacher's classroom syllabus or rules. Students without a pass will report to the sweep room.
- **Unexcused absence** - Any absence that is not excused by 4:00 PM on the same day by a parent or guardian.

**Makeup Work:**

*It is the student's responsibility to obtain makeup work from his/her teachers.*

- **Excused absence** - Students will be allowed the number of days absent to make up assignments. Work that was assigned prior to an absence will be due upon return to class.
- **Unexcused absence** - Students will be accountable for information missed. Teachers are not required to issue credit for the work.
- **Sweep** - It is the responsibility of the student to contact any and all teachers to pick up and hand in any homework. Teachers must be contacted by the end of the day in which the student was in sweep. On the third sweep, and thereafter, no credit will be given for work missed while in sweep.
- **Off-Campus Suspension** - Students will be accountable for all missed work due the first day after returning to school.

**Absences:**

- A third sweep and each one thereafter in the same class equates to an unexcused absence.
  - Students will be disciplined as a result of unexcused absences. Consequences will include any of the following depending on the severity of student non-compliance: in-school suspension, off-campus suspension and withdrawal from class.
- Students who are unexcused five (5) or more days, or have eighteen (18) excused absences, will be referred to the Court or the Stay in School Program.

**Parent Notification:**

- Computer generated letters are mailed on the 5th school absence.
- At the 10th absence, student will be withdrawn from school. Parent will be notified by mail.
- Automated calling system will call daily on all absences.

**Teacher Responsibility:**

- Teachers will complete attendance for each class daily.
- Teachers will make parent contact about attendance concerns.
- Teachers will allow excused students the number of days absent to make up the work when they return unless arrangements are made with the teacher.
- Teachers will hold students accountable for work missed when they return from unexcused absences, but not give them credit for the work.
- Teacher will have makeup work readily available to students with excused absences. After student/parent request, teachers will provide work within 48 hours for parent pick up.
- School related absence – teacher will assist student in arranging a time to take test/turn in assignments prior to the absence.

**Student Responsibility:**

- Students are accountable for their absences/tardies and should keep a record of their own absences/tardies so they know the totals at all times.
- For every day absent, students have one day to make up work.
- School related absence – students must take test/turn in assignments prior to the absence.
- It is the student's responsibility to obtain makeup work from his/her teachers.
- Upon return from a suspension, students have the corresponding amount of days to make up all missed assignments.

**Closed Campus:**

J.O. Combs Middle School is a closed campus. A closed campus is designed to aid in the safety and accountability of students. Combs practices the following closed campus procedures:

- All students will remain on campus during normal school hours.
- Parents or legal guardians are the only people allowed to sign out their children.
- Parents must sign out their children through the attendance office.
- Students will not be allowed to go off campus for lunch.

**Late to School 1st Period:**

In order to minimize class interruptions and to assure students do not miss valuable instruction time, students who arrive late to school (arriving after first (1st) period has started) will be sent to Sweep for the remainder of that class period unless:

1. They are accompanied to school by a parent or court-appointed legal guardian.
2. They have documentation from their doctor that the tardy is due to a scheduled appointment.
3. An unforeseen emergency occurred. Oversleeping, missing a ride or car problems do not constitute an emergency.

*This policy applies to all students arriving after first (1st) period has started.*

**Tardies(Sweep):**

J.O. Combs Middle School is committed to providing a learning environment that will enable our students to learn and excel. To reinforce responsible behavior and to minimize the interruptions during instructional time, J.O. Combs Middle School has instituted a "Sweep Program".

**Tardies(Sweep) Rules and Procedures:**

- Teachers, security guards, and administrators will sweep students out of the hallways during the first five minutes of class. These late students will be swept to the Sweep Room.
- Students who will be swept:

- ~ Students who are late to class or who are in the halls when the bell rings.
- ~ Students out of class without passes.
- ~ Students late to school first period without a doctor's note or accompanied by a parent.
- Students swept for the third time (cumulative in all classes) and each time thereafter, will be subject to disciplinary action. (Sweeps #3-5 In-School Suspension, Sweeps #6-8 Off-Campus Suspension, Sweep #9 Long Term Suspension and/or removal from the class.)
- Students swept for the third time in the same class, and each time thereafter, will count as an unexcused absence and student will be subject to additional disciplinary action.
- Sweep DOES NOT postpone any assignment deadline. Unless the assignment is turned in on the same day as the Sweep, it will be considered LATE.
- Sweep students who miss an assignment or test must contact the teacher and/or follow established absence procedures by the next time the class meets and complete all make-up work.
- Students ditching to avoid a sweep will be disciplined.

### **Sweep Room:**

- Students must sign in when they enter the Sweep Room.
- While in the Sweep Room, students may not talk, study, work, or sleep. Students must sit straight in the desk, looking forward until the class period is finished.
- If a student fails to follow Sweep Room rules, s/he will be assigned a full day of ISS the following day.

### **Sweep vs. Ditching:**

- Attendance Office personnel will post a "W" during the hour the student was swept.
  - If a student has been swept, s/he has until the next class meeting to obtain missed assignments. If s/he does not do so, a zero will be received on that assignment.
  - If a student is ditching, s/he will receive an unexcused absence ("U") and has no opportunity to make up the missed test or work. Teachers can also write a referral for ditching.
- Students will be disciplined as a result of excessive (3 and each one thereafter) tardies (sweeps) upon referral from a teacher or the Sweep Room attendant. Consequences will include any of the following depending on the severity of non-compliance: in-school-suspension and short term suspension.

### **Attendance Procedure :**

The following is a summary of the J. C. Combs Middle School Attendance procedure:

#### **Parent Calls:**

Only the parent/legal guardian of the student can notify the school of an absence. When a parent/legal guardian calls to excuse their student, the absence is listed as excused and the reason given is documented. **Parent or legal guardian must call on the same day of the absence before 4:00 p.m.**

#### **Unexcused Absence:**

If a parent does not call on the same day of the absence, and the teacher enters the student absent, the computer automatically records that student unexcused.

### **Bookstore :**

The Bookstore is open Monday through Friday from 8 a.m. to 4:00 p.m. It is, however, **closed daily from 1:00 to 2:00 p.m.** A current student identification card is required in order to pick up yearbooks and dance pictures, receive refunds for class fees, or obtain a book.

A number of school supplies such as paper, pens, pencils, notebooks, binders, poster board, goggles, etc. are carried for your convenience. **All purchases must be made by cash or check** made payable to CHS for the amount of purchase only. Students are reminded to retain their receipts for all purchases.

Textbooks will be distributed during summer registration. Books issued are the responsibility of the student and must be returned to the bookstore if a class is dropped. Damaged or nonreturned books must be paid for by the student at the bookstore.

### **Cafeteria:**

J.O. Combs School District participates in the National School Lunch/Breakfast program. Nutritious meals are served each day. All meals served must meet patterns established by the U.S. Department of Agriculture.

### **Free/Reduced Applications**

One application per household is needed each year. You will be notified in writing of your status. Please allow 10 days for response. Qualifying students receive one breakfast meal and one lunch meal daily. Applications are accepted anytime during the year.

### **Management of Lunch Accounts**

Charging accounts is not allowed. Students are notified at least 3 meals before they run out of money. Each time they purchase a meal the computer will alert them they will need money. They will get a stamp saying "Lunch \$". Please talk to your child about remembering to let you know when accounts get low. Help keep the cost down of lunches, remember to send lunch money for your child's lunch account!

### **EzSchoolpay.com**

On-line payment option. You will need to call 480-987-5312 for your student's id number to begin. Checking account balance is a great benefit on-line.

### **Soda Pop Rule**

Drinking of carbonated beverages such as soda pop is not allowed when purchasing a school lunch. As mandated by the U.S.D.A. Pop will be taken away.

### **Policy for Forgotten Lunch**

For students who forget their lunch or lunch money a cheese sandwich, fruit, and milk is given.

### **Food Allergies**

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA required form. Forms are available from the school cafeteria manager, school nurse, or district office. They must be completed and signed by a physician. A new form is required each year. Parents and nutrition service staff are encouraged to make the school office aware of all students' allergies.

### **Prices**

Student lunch: Day: \$2.25  
Weekly: \$11.25  
Monthly: \$45.00  
School Year: \$405.00

Breakfast: Day \$1.25

Milk: \$ .45

Water: \$ .75

### **Menus**

Menus are available at your student's school at the front office or from the cafeteria. Get the menu early each month by visiting our website at [www.jocombs.org](http://www.jocombs.org)

### **Returned Checks**

A \$35.00 fee is charged for each returned check. The students account will be affected if fees are not paid.

### **WE WELCOME PARENTS TO COME AND EAT LUNCH WITH THEIR CHILD.**

### **Cell Phones, Electronic/Digital Devices:**

Keeping the J.O. Combs Middle School classrooms places of Rigor and Relevance - creates the need for changes in policy from time to time. Due to the increase in classroom interruptions, incidents of academic dishonesty, and reported thefts, **the following items are NOT allowed on campus:**

- ipods • portable dvd players
- personal laptops • cameras or video recorders
- mp3 players • laser pointers
- headsets • paging devices
- CD players or any personal • any game playing device
- electronic or digital music devices

These items that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school. The only exception to this policy shall be items brought to the classroom for instructional related activities that are supervised by the classroom teacher.

In addition, **CELL PHONES MAY NOT BE SEEN OR USED during the school day including passing and lunch.** Students may possess cell phones for use before school and after the school day, but their use during the school day from 8:45 a.m. to 3:45 p.m. is strictly prohibited. **Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls.** Cell phones must be turned off and kept out of sight. Cell phones may not be turned on until the end of the school day. The student bears total responsibility for safeguarding their cell phone. If an emergency occurs during the school day, a parent/guardian should contact the office immediately. Students will be immediately contacted and brought

down to the office, if requested. Students may continue to use cell phones before or after school hours to communicate home and arrange rides. We recognize that technology is a part of the fabric of life today but rather than ban cell phones - we are opting to have reasonable limits to its use.

**Lost or stolen** cell phones or devices are the responsibility of the student. Bringing the item to school is at the student's own risk for loss/theft. J.O. Combs Middle School is not responsible for stolen or missing equipment and it is strongly recommended that they not be brought to campus. If a student violates the policy, any staff member may confiscate the device and turn it in to the office. On the first violation - only the student's parent or guardian listed on the emergency card with proof of identity may reclaim the device. The student will receive an In-School Suspension. Use of an electronic device for the purpose of cheating will have additional disciplinary actions. Use of a camera phone is strictly forbidden in private areas and such use may also be in violation of the criminal code.

#### **Closed Campus :**

Students must remain on campus during the school day unless an off-campus pass is obtained. All students will be enrolled in six classes. In order to leave campus during the school day students must be checked out by a parent/guardian in the front office. **Students will not receive off-campus passes to leave during lunch.**

#### **Dances:**

Dances are sponsored during the school year. Dances begin at 6:00 p.m. and end promptly at 8:00 p.m.

Students who come to the dances must obey the following rules:

1. Appropriate conduct and adherence to the standard CMS dress code must be maintained at all times.
2. Transportation home after the dance **must** be arranged prior to the dance. Make arrangements to be picked up at 8:00p.m. when the dance is over.
3. Once at the dance, no student will be allowed to leave early unless accompanied by a parent/guardian.
4. Only students who attend CMS may attend. **VISITORS ARE NOT PERMITTED TO COME TO DANCES.**
5. On the day of the dance, students must attend at least one half of the day. If not, the student cannot attend the dance that evening. Students in I.S.S. (In Campus Suspension), serving Off-Campus Suspension, or receiving a referral the week of the dance are not eligible to attend.

#### **Deliveries /Messages:**

To minimize classroom disruption, **the school does not deliver packages, flowers or other items to students during the school day.** Students should not bring balloons and flowers to classes because of student allergies.

Phone messages will not be delivered except in case of an emergency. Transportation changes between student and parent are not considered an emergency.

#### **Dress Code :**

It is the belief of the faculty and administration that school pride, morale and image are influenced by the general appearance of our students. Additionally, J.O. Combs Middle School expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within our school.

#### **Student and Parent Responsibility:**

Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with this Dress Code, they should contact an Assistant Principal prior to wearing such attire or accessory to ensure compliance.

#### **J.O. Combs Middle School Responsibility:**

On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code. A set of guidelines has been created by a committee of parents, students, teachers and school officials. We want to provide the freedom for students to express themselves within the set of parameters listed on the next page.

#### **Guidelines: Pants, Skirts, Shorts, etc.**

- Sagging is not allowed. The waistband of the pants, shorts or skirt must meet the bottom of the shirt or top at all times (i.e. standing, sitting, etc.). Pants should not drag excessively on the ground.

- Shorts and skirts must pass the “pointer finger” rule, which means that they may be not shorter than where the student’s pointer finger touches the leg when the arm is hanging straight down.
- Pants, shorts or skirts must cover underwear at all times.
- Wallet chains with a maximum length of 10”.

**Guidelines: Shirts, Tops, Blouses, etc.**

- No midriff, back skin or side skin showing. In other words, shirts and other tops must meet the pants/slacks/skirts with no exposure of abdomen, back or side.
- **Not permitted:** strapless tops, tube tops, racer backs, halter tops, or one-strap tops. No bustiers or tops with spaghetti straps. Straps must be at least two fingers in width and/or 1 3/4” wide covering all undergarments. No see-through shirts or necklines that expose any cleavage. Students may not layer inappropriate shirts to attempt to make an appropriate one.  
(Strapless top over men’s undershirt top, camisole over a racer back top, unbuttoned long sleeve shirt over men’s undershirt, etc. Two wrongs don’t make a right! )
- Underwear may not show (boxers, briefs, thongs, bras, etc.) and underwear and sleepwear worn as outerwear (i.e. camisoles, men’s undershirts, or pajama pants) is not permitted.
- PE, athletics and performing arts may issue their own dress codes.

**Guidelines: Head Coverings**

- No head or hair coverings may be worn in school buildings.  
\* Exceptions would be for religious reasons
- Exceptions may be made for uniforms, formal attire or costumes *with* administrator approval.

**Inappropriate Dress**

- Attire or accessories which advertise, display, and/or promote drugs, alcohol, tobacco, gang activity, violence, sexual activity, disrespect, lewd, vulgar, or obscene language, and/or bigotry toward any group or person.
- Body piercing that is a safety hazard and/or hinders classroom performance.
- Shoes must be worn at all times according to Arizona State law. For safety, shoes must have an outdoor sole (i.e. no bedroom slippers).
- Sunglasses may not be worn in school buildings.

**Consequences:**

Any student violating this policy is subject to disciplinary action including, but not limited to, after-school detention, in-school suspension, parent conference and short-term or long-term suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school or parent. Please also see section on Gangs.

**E-Mail:**

Staff members may be contacted through e-mail. In general, all staff have the same ending address. Simply insert the staff member’s first initial and entire last name before @jocombs.k12.az.us

**Emergency Procedures:**

**Fire Drills:**

State law requires all schools to practice fire drills. The purpose of these drills is to acquaint all students with the different exits depending on the area he/she may be in at the time of the fire drill. In case of a fire drill, students are asked to exit in an orderly efficient manner.

**False Alarms:**

Anyone who is found to be guilty of turning in a false fire alarm or bomb report will be subject to **prosecution**. Students found guilty are subject to disciplinary action. Emergency protocols are published and made available to all staff. Staff is trained and both personnel and students practice drills on a regularly scheduled basis.

**Food and Drink:**

Food and drinks, except capped, bottled water, are not allowed in classrooms, or on any carpeted areas. Students caught with food or drink in any of these areas will be subject to disciplinary action.

**Gangs:**

A gang is two or more people whose activities violate the law or school rules. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or

disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress (sagging) or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the school's position that such activities and dress present a clear and present danger to the students at J.O. Combs Middle School.

### **Consequences:**

1. Informal talk with a school official (teacher, security guard, counselor, administrator) who will attempt to reach agreement with the student as to acceptable behavior. Parental involvement by telephone, letter, or personal conference.
2. In-school suspension, off-campus suspension or off-campus police referral.
3. Long-term suspension or expulsion (continued and serious violations).

### **Hall Passes:**

**All students must have a pass from a staff member to be in the halls. No passes will be given the first and last 10 minutes of class.** This applies to all students including administrative assistants, student council members, and newspaper staff members. Students caught out of class without an official hall pass may be charged with ditching and will receive a day of in-school suspension. It is the student's responsibility to secure a pass prior to leaving. Students are responsible for returning the pass undamaged. A referral to the administration is the result of loss, destruction, or theft of property.

### **Hallway Rules:**

While classes are changing, many students are moving through the J.O. Combs Middle School hallways and sidewalks. While classes are in session, the hallways and sidewalks should be empty except for those students with a pass. **During lunch time, students are not allowed on carpeted areas** (library is the only exception). The rules of conduct set forth below are established not only for instructional reasons, but for reasons of safety, cleanliness, comfort and convenience. The need to be considerate of other people and to respect their "space" is essential. Students should never use profane or vulgar language, should never run, yell, scream, or make excessive noise while in the halls.

### **Health Services:**

A full time Medical Assistant is available to students during the school day. Students who need to see the MA **MUST** have a written pass from their teacher, even during passing periods. Students who do not have a pass will be sent to sweep. Students must sign in as they enter the MA's office on the sign in log. Students who are ill and need to be picked up by their parents or designee must sign out with the front office. Any student with a **medical problem** (i.e. seizures, asthma, diabetes, or heart problems) should report the problem to the MA. Students who require medication during the school day must have their medication brought in by a parent/guardian in the original current prescription bottle and must have a parental medication release signed by their parent/guardian.

**The MA is NOT responsible for assuring that students take their medication while at school and is unable to call students down that miss doses.** Students may not carry medications while on campus; they must be kept at the MA's Office. Remaining medication must be picked up at the end of the school year by a parent or guardian, or it will be disposed of. Students may carry inhalers at any time, but a signed parental/guardian medication release must be on file in the MA's Office. All medication releases are good for the school year only and must be renewed annually.

Students with **diabetes** will be permitted to have immediate access to blood glucose testing equipment with them at all times if those accommodations are medically based upon appropriate documentation. Diabetic students should carry snacks and juice with them at all times and are encouraged to keep a supply of snacks at the MA's Office.

In order to be **excused from PE**, the student must bring a signed note from their parent/guardian to the MA. If there are more than three consecutive absences, a signed Physician's excuse **must** be given to the MA that states how long the absence will remain in affect.

Students who have an accident or injury at school need to report it to the MA immediately.

### **Immunization Requirements:**

*Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, **students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided.***

**Homework Policy:**

Homework is designed to be appropriate practice of the skills taught in the classroom. Homework reinforces the skills and information presented in the classroom.

Students who have an excused absence from school are allowed an equal number of days to make up the class work and homework. It is always the student's responsibility to get assignments from his/her teachers. If a student is absent for 3 or more days homework may be requested. Please allow 24 hours for teachers to get homework packets together.

**Honor Roll:**

After each quarter, student achievement is recognized.

**Teacher's Honor Roll** recognizes those students who achieve a grade average between 80-89% or better and/or a 3 or above rubric score for that quarter.

**Principal's List** consists of students whose total grade average must be 90% or better and/or a 3.5 or above rubric score for that quarter.

**Scholars of Distinction**, which is the highest academic honor the school can bestow, consists of those students who achieve 95% or better and/or a 4 rubric score for the quarter.

**Identification Cards :**

Due to the increased concern regarding student and staff safety, all staff members and students are provided identification cards which must be carried at all times during the school day. ID photos are taken for students entering J.O. Combs Middle School for the first time at no cost. Students must have a current ID to check out library materials, when picking up a yearbook, and to conduct bookstore business. **In addition, a J.O. Combs Middle School ID must be shown to gain entrance to all extracurricular activities including school dances.**

IDs are the property of J.O. Combs Middle School. If defaced, students must pay for the cost of a replacement ID. Replacement ID cards are \$5.00 and may be purchased from the bookstore during the school year.

**Leaving Campus:**

Parents are expected to **check in with the attendance office prior to a student leaving campus.** Students cannot leave campus during lunch without the parent coming into the attendance office and signing them out. Parents are the **only** authorized person(s) to take a student during the lunch period. There are no exceptions without administrative approval.

**Library Media Center:**

The J. O. Combs Middle School Library Media Center opens at 8:00 a.m. and closes at 4:00 p.m. For Half-days, teacher in-service days and testing days, the library will close at the end of the **scheduled school day.**

**Checking Out Materials:**

- a Combs ID card must be shown
- Books can be checked out for two (2) weeks; can be renewed
- Students are limited to five (3) checkout items that are not textbooks
- No fines are assessed, but no more checkout of materials until overdues are resolved
- Students **MUST** pay for lost or damaged items

**Library Computers:**

The main use of the library computers is for Destiny lookup. Staff members reserve the right to ask users to relinquish use as warranted, especially if the student is in violation of the JO Combs District Technology Agreement.

**Expected Behavior in the J.O. Combs Middle School Library:**

The Combs Library rules of behavior are designed to protect the rights and safety of our students, faculty, and staff as they relate to the proper use of the library. Library rules of behavior are enforced in accordance with the Combs Student Code of Conduct as specified in this handbook.

- Use the Library to study, to read, or to do research for class assignments.
- Work in a manner that allows others to concentrate; disruptive behavior may result in the loss of library privileges or expulsion from the library.
- Follow school policies – **especially** no use of cell phones or other electronic devices, and our dress code.
- Leave your food and drink outside the library.
- Respect not only the staff and other students, but also the library materials and furnishings.

YOU are responsible for the proper treatment and return of all materials used.

**Lost and Found:**

The lost and found is located in the bookstore. All lost or found articles should be reported to the bookstore. All unclaimed articles will be given to the Good Will at the end of each semester. If items are stolen, see security immediately and fill out a report.

**National Junior Honor Society:**

CMS participates in the National Junior Honor Society program for **eighth grade students**. Students striving for this honor must maintain a 90% **average** (or better) and/or a 3.5 rubric score or above during their seventh grade year. Membership is also dependant upon leadership, citizenship, and attitude. Students who were members of another junior honor society chapter will automatically transfer membership. All members must maintain the 90% average and/or a 3.5 rubric score or above during 8<sup>th</sup> grade and show good leadership and citizenship. Members will also be responsible to complete community service hours.

**Off-Campus Jurisdiction :**

In accordance with state law, violations in conduct by students going to and from school functions could result in disciplinary action. School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school and release periods. A student may be disciplined by the school for any misconduct while off campus at the times specified above.

**Pedestrian Safety:**

Students are expected to cross streets at the crosswalks. Concern for the safety of students while walking as well as driving requires that this procedure be followed.

**Planners:**

All students will be issued a planner. They will be expected to have their planner for each class. Students are responsible for writing the daily assignments for each class in their planner. Students must have a planner. If lost, students may purchase a replacement planner for \$5.00.

**Reward Trip Criteria:**

- Students must receive a grade of 70% and/or a 2 rubric score or higher in all classes for the grading period.
- Students may not have any referrals for the grading period.
- Students may have no more than two absences for the grading period and absences must be excused. Any unexcused absence exempts the student from the reward day.
- Students must not have any sweeps for the grading period.

There will be three reward days for the school year.

Possible reward days may include:

Movie	Ice Cream Social
Water Day	IMAX
BBQ	

**Skateboards:**

Skateboards are not allowed inside the school building.

**Student Council:**

Student Council is a positive activity in which students develop leadership, responsibility, and pride in themselves and their school. 7<sup>th</sup> and 8<sup>th</sup> grade students may serve as officers per each grade level. All student council members must meet set academic and behavioral standards. These standards are explained to the students and their parents before they run for office. The school administration and student council sponsors reserve the right to remove students from office if these standards are not maintained.

**Student Records:**

1. Parents or guardians have the legal right to examine the records of their student(s). If parents or guardians wish, they may be accompanied by one other person of their choosing at the time the student's records are reviewed. Parents or guardians have the right to question, in writing, the accuracy of any item in the student's records; this written response shall be attached to the disputed item.

2. JOCUSD will provide a hearing to challenge information in education records to ensure that such information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
3. Any hearings held will be conducted according to JOCUSD policy, which is in accordance with the Family Educational Rights and Privacy Act Of 1974 and the implementing regulations.

#### **Technology Use Agreement:**

The J.O. Combs Unified School District requires that all students and a parent/guardian sign a district technology use agreement **before** using school computers. The technology use agreement form can be found in the J.O. Combs Student Policies and Regulations handbook.

**Students who violate the technology use policy will lose computer privileges.**

**The purpose of school computers and equipment is for educational use only.**

**Student use of computers and equipment is a privilege, not a right.** Any other use of school computers will result in loss of computer use privileges for an entire school year. A second offense will result in loss of computer use privileges for the remainder of your high school years.

**Personal laptops are NOT allowed on campus.**

**Inappropriate technology use may consist of, but is not limited to the following:**

- Printing more than one copy of work
- Unplugging peripherals
- Trying to access inappropriate websites
- Attempting to access the district network
- Making, using, or distributing pirated copies of software
- Changing folder names or file names
- Sending inappropriate messages or graphics
- Negligently handling video, audio, or other electronic equipment
- Theft and vandalizing of hardware, software, or equipment
- Loading any files or software on a school computer
- Saving on the hard drive – save to "Z" drive only
- Playing CD music on computers without teacher permission
- Playing games (including website based games)
- Entering chat rooms
- Sending instant messages
- Logging into or attempting to access another person's account
- Giving your password to other students
- Using another student's password
- Internet bullying

#### **Telephone Usage and Messages**

Only in the case of an emergency, and with a pass from a teacher, may a student receive permission to use an office phone. Due to our busy days, **ONLY EMERGENCY** incoming telephone messages will be taken for a student. Messages will be given at a time when classes are not in session. Students may call from the classroom if they have after school detention or activities.

#### **Textbooks:**

Textbooks are loaned to the student. Students are responsible for the care of each book. Students will be charged the cost of the book if it is lost or damaged.

#### **Transportation:**

Students who walk, ride with another student, or ride a school bus to or from school are expected to exhibit good behavior. J.O. Combs Middle School has the authority to correct any act of misbehavior that may take place as students travel to and from school. Misbehavior while traveling will be dealt with in accordance with the severity and frequency of the incidents.

#### **School Bus Conduct:**

Bus transportation will be available to students living outside a two mile radius of the school.

**Out-of-boundary students are not permitted to ride district buses.** Bus route information may be obtained by calling the District Office at 480-882-5309.

All students who ride a school bus are responsible for behaving in accordance with the District Transportation Policy. **Bus riding is a privilege ~ not a right!**

**Vandalism:**

Defacement of any school property will require repair of the damage and/or monetary restitution to the school district by the parent or guardian of the student, in accordance with Arizona State Law.

**Visitor Information :**

Parent visitors to J.O. Combs Middle School are welcome during business hours which are Monday through Friday from 7:45 a.m. until 4:30 p.m. All visitors must receive permission from the administration to be on campus. Visitors must report to the main office immediately upon arrival on campus and receive a visitor pass. No one is allowed to come on campus and talk with a student except his/her parents or guardians.

**Visitors other than parents or guardians who are on campus for this reason will be asked to leave. In order to preserve the learning environment, students are not to bring visitors or children with them to school.**

**Voice Mail:**

J. O. Combs Middle School has a voice mail system with which to communicate with parents, students and community members. The messaging system is not meant to take the place of personal interaction. Rather, it is hoped the system will enhance the ease with which we are able to communicate. To access the system, dial 480-882-3510 and follow the tutorial message. Please listen to the entire message before making your selection. If at any time you have trouble or need to speak with a "live" person, simply dial 0. Comb's voice mail system includes an attendance line and faculty/staff voice mailboxes.

**Volunteers :**

Combs's volunteer program utilizes the donated time and energy of parents and community members. Volunteers can be seen helping out as clerical aides, nurses aides, classroom aides and a variety of other capacities around campus. All of us at Combs are truly indebted to these generous people. If parents would like to volunteer, please talk to Sofia Garcia, ext. 3515.

**J.O. Combs Middle School Student Discipline****J. C. Combs Middle School Code of Discipline**

J.O. Combs Middle School is committed to the development of the whole person; intellectual and physical, with emphasis on the development of good character. With this in mind, Combs embraces high expectations for students in the classroom, as well as participating in activities and athletics. By striving to achieve these expectations, students will develop the necessary self discipline and learning competencies required for continued success in the world of higher education and in their careers. In addition, these beliefs help to ensure a positive classroom and school environment; one that is safe, orderly and supportive of learning. The disciplinary guidelines in the handbook enable the staff to maintain this level of expectation, and it is important that parents and students understand the individual responsibility and accountability required for maintaining civility in all aspects of life at J.O. Combs Middle School.

**J.O. Combs Middle School utilizes several forms of disciplinary consequences including:****• After-School Detention (ASD)**

ASD is utilized as a lower level disciplinary consequence. When assigned ASD, the student reports to a classroom within the school that is maintained as a strictly quiet area where the student works on assignments. Students are not allowed to sleep, talk, or be unoccupied. The focus is on utilizing time to complete school work.

**• In-School Suspension (ISS)**

ISS may be utilized as an alternative to out-of-school suspension which is prescribed by J.O. Combs Middle School disciplinary procedures. The administrator may elect to assign ISS as a means of providing a constructive, educationally related consequence for specific discipline categories. When assigned ISS, the student reports to a classroom within the school that is maintained as a strictly quiet area where the student works on assignments that are brought to the ISS room. Students are not allowed to sleep, talk, or be unoccupied. Students remain in the ISS room all day. Lunch and bathroom breaks will be supervised. The focus is on utilizing time to complete school work. ISS is supervised by a staff member at all times.

**• Off-Campus Suspension (OCS)**

OCS is used for higher level/chronic discipline (10 days or less). When suspended, students cannot participate in any school-related activity or be on any campus in the J.O. Combs Unified School District. Any work missed can be made up for full credit and the absence(s) does not count against the ten allowed per the attendance policy.

**Guidelines for Selected Offenses and Recommended Minimum Discipline**

These are minimum recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be greater at the administrator's discretion.

**Profanity**

- 1<sup>st</sup> Counseling, probation, and up to 3 hours of detention
- 2<sup>nd</sup> Up to 1 day suspension or detention
- 3<sup>rd</sup> 3 to 10 day suspension or detention

**Insubordination - refusal to follow a reasonable request of a staff member**

- 1<sup>st</sup> Detention and up to 5 day suspension
- 2<sup>nd</sup> 10 day suspension
- 3<sup>rd</sup> Semester suspension

**Cheating on test or assignment**

- 1<sup>st</sup> Zero points on test or assignment and up to 5 day detention
- 2<sup>nd</sup> Removal from class with final grade of F

**Unauthorized presence on, or in the vicinity of, another school campus**

- 1<sup>st</sup> Counseling and probation
- 2<sup>nd</sup> 1 to 3 day suspension
- 3<sup>rd</sup> 3 to 5 day suspension

**Gambling**

- 1<sup>st</sup> Counseling and probation
- 2<sup>nd</sup> 1 to 3 day suspension
- 3<sup>rd</sup> 3 to 5 day suspension

**Falsifying or forging school documents**

- 1<sup>st</sup> 1 day suspension
- 2<sup>nd</sup> 3 day suspension
- 3<sup>rd</sup> 5 day to semester suspension

**Smoking and/or use of tobacco on campus**

- 1<sup>st</sup> 2 day suspension
- 2<sup>nd</sup> 3 day suspension
- 3<sup>rd</sup> 5 to 10 day suspension

**Theft/vandalism/extortion**

- 1<sup>st</sup> Student is subject to suspension or expulsion, depending on the severity of the offense (police referral)

**Involvement in a potential disturbance on or in the vicinity of another campus**

- 1<sup>st</sup> Student is subject to suspension or expulsion, depending on the severity of the offense (police referral)

**Fighting (mutual combat)**

- 1<sup>st</sup> 3 to 5 day suspension
- 2<sup>nd</sup> Semester suspension

**Possession or use of articles designed to disrupt the educational process**

- 1<sup>st</sup> Confiscation of articles and 3 to 5 hour detention
- 2<sup>nd</sup> 1 to 3 day suspension
- 3<sup>rd</sup> 5 day suspension

**Possession and/or use of fireworks**

- 1<sup>st</sup> 1 to 3 day suspension (police referral)
- 2<sup>nd</sup> Semester suspension (police referral)
- 3<sup>rd</sup> Recommend expulsion (police referral)

**Possession and/or use of explosive devices other than fireworks**

- 1<sup>st</sup> Semester suspension (police referral)
- 2<sup>nd</sup> Recommend expulsion (police referral)

**Endangering health, welfare or safety of others; any act that disrupts the normal educational process**

- 1<sup>st</sup> Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

**Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members or impair the normal educational process or educational climate**

1<sup>st</sup> Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

**Use of or being under the influence of illegal drugs, narcotics, or alcohol**

1<sup>st</sup> 10 day to semester suspension with required counseling of both student and parent. Such counseling program must be approved by the principal and be completed during a time period acceptable to the principal. If at the conclusion of this time period, the principal has not received a letter verifying that this program has been completed, the disciplinary consequence will then become a semester suspension.

2<sup>nd</sup> Semester suspension. To be eligible to return to school, the student must test negative on a drug test pursuant to the district's "Procedures for Testing" and complete a drug abuse counseling program as determined by the District or its designee.

3<sup>rd</sup> Recommend expulsion

**Possession of illegal drugs, narcotics, or alcohol**

1<sup>st</sup> 10 day to semester suspension with required counseling of both student and parent. Such counseling program must be approved by the principal and be completed during a time period acceptable to the principal. If at the conclusion of this time period, the principal has not received a letter verifying that this program has been completed, the disciplinary consequence will then become a semester suspension. (police referral)

2<sup>nd</sup> Semester suspension (police referral). To be eligible to return to school, the student must test negative on a drug test pursuant to the district's "Procedures for Testing" and complete a drug abuse counseling program as determined by the District or its designee.

3<sup>rd</sup> Recommend expulsion (police referral)

**Intimidation of or threatening another person**

1<sup>st</sup> Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

**Intimidation of or threatening a staff member**

1<sup>st</sup> Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

**Physical assault of a student**

1<sup>st</sup> 10 day suspension (police referral)

2<sup>nd</sup> Semester suspension (police referral)

3<sup>rd</sup> Recommend expulsion (police referral)

**Physical abuse of a staff member**

1<sup>st</sup> Semester suspension (police referral)

2<sup>nd</sup> Recommend expulsion (police referral)

**Physical assault of a student which results in physical injury necessitating medical attention**

1<sup>st</sup> Semester suspension (police referral)

2<sup>nd</sup> Recommend expulsion (police referral)

**Possession of a weapon (other than a firearm) or dangerous instrument capable of intimidating or inflicting bodily harm to another person**

1<sup>st</sup> Confiscation and up to one semester suspension (police referral)

2<sup>nd</sup> Recommend expulsion (police referral)

**Threatening bodily harm on another person with a weapon or dangerous instrument**

1<sup>st</sup> Semester suspension (police referral)

2<sup>nd</sup> Recommend expulsion (police referral)

**Use of a dangerous weapon resulting in the infliction of bodily harm on another person**

1<sup>st</sup> Recommend expulsion (police referral)

**Threat to educational institution**

1<sup>st</sup> Recommend expulsion (police referral)

A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion for at least one year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis,

in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat.

#### **Mandatory Discipline for Specified Offenses**

The JO Combs Unified School District maintains a zero-tolerance policy for the following infractions and prescribes the following mandatory guidelines for discipline:

#### **Harassing and/or discriminatory conduct relating to an individual's race, color, religion, national origin, or disability.** (See complete definition on next page.)

- 1<sup>st</sup> 5 day suspension and completion of district-approved sensitivity counseling program
- 2<sup>nd</sup> Semester suspension (reducible to 10 days with parent/guardian and student completion of district-approved sensitivity counseling program). If an offense is particularly egregious, discipline may be moved to a higher level. After a second offense, behavior may be viewed as discrimination (see definition). (Police referrals will be made when applicable)

#### **Harassing and/or discriminatory conduct relating to an individual's gender.**

- 1<sup>st</sup> 3 to 5 day suspension and completion of district-approved sensitivity counseling program
- 2<sup>nd</sup> Semester suspension (reducible to 10 days with parent/guardian and student completion of district-approved sensitivity counseling program). If an offense is particularly egregious, discipline may be moved to a higher level. After a second offense, behavior may be viewed as discrimination (see definition). (Police referrals will be made when applicable)

**Discrimination - When harassing and/or discriminatory behavior becomes sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the education program or create an intimidating, hostile or offensive educational environment, it shall be deemed to be discrimination, not just harassing conduct.** (See definition)

- 1<sup>st</sup> Semester suspension
- 2<sup>nd</sup> Recommended expulsion

If an offense is particularly egregious, discipline may be moved to a higher level. (Police referrals will be made when applicable.)

**Possession of a loaded or unloaded, operable or inoperable firearm (gun) or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.**

- 1<sup>st</sup> Recommend expulsion (police referral)

**Possession for sale or distribution of narcotics or illegal drugs**

- 1<sup>st</sup> Recommend expulsion (police referral)

**Physical assault of a staff member**

- 1<sup>st</sup> Recommend expulsion (police referral)

#### **Definitions of Selected Offenses**

**Cheating** - Using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment. Plagiarism refers to using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work, and for acknowledging and documenting the source appropriately.

**Extortion** - Attempting to obtain or obtaining money or property by threat or force.

**Harassing and/or discriminatory conduct** - For the purposes of this policy, harassing and/or discriminatory conduct is oral, written, graphic or physical conduct relating to an individual's gender, race, color, religion, religious beliefs, ethnicity, national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) or disability, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs or activities. Harassment may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment is created by behaviors such as the following when based upon, related to, or motivated by an individual's gender, race, color, national origin, ethnicity, religion, religious beliefs, or disability:

- Intimidation and implied or overt threats of physical violence;
- Physical acts of aggression or assault upon another, or damage to another's property;

- Demeaning jokes, taunting, slurs, derogatory nicknames or innuendoes.
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace.<sup>1</sup> (Reference Governing Board Policies JB and JFCL.)

**Intimidation** - Use of language or conduct to frighten or attempt to frighten or coerce another person into submission or obedience.

**Physical Abuse** - Intentional or reckless touching of another person that does not result in physical injury.

**Physical Assault** - Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Includes taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.

**Property Damage** - Intentional or reckless injury or abuse to the property of another.

**Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and/or any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member. (Reference Governing Board Policy ACA)

**Theft** - The taking or attempted taking of property belonging to another person without permission. Petty theft involves property with a value less than \$100. Grand theft involves property with a value of \$100 or more.

**Threat** - Use of language or conduct to make or attempt to make another person fearful of physical injury.

**Vandalism** - Willful destruction or damage of property.

**Verbal abuse** - Use of profane or disrespectful language to insult or humiliate another person.

**1 “Fighting words” as defined by the United States Supreme Court in Chaplinsky v. New Hampshire, 315 U.S. 568, 571-72 (1942).**

## **Arizona State Standards**

### **Writing**

#### **Strand 1: Writing Process**

##### **Concept 1: Prewriting**

Prewriting includes using strategies to generate, plan, and organize ideas for specific purposes.

##### **Concept 2: Drafting**

Drafting incorporates prewriting activities to create a first draft containing necessary elements for a specific purpose.

##### **Concept 3: Revising**

Revising includes evaluating and refining the rough draft for clarity and effectiveness. (Ask: Does this draft say what you want it to say?)

##### **Concept 4: Editing**

Editing includes proofreading and correcting the draft for conventions.

##### **Concept 5: Publishing**

Publishing involves formatting and presenting a final product for the intended audience.

#### **Strand 2: Writing Components**

##### **Concept 1: Ideas and Content**

Writing is clear and focused, holding the reader’s attention throughout. Main ideas stand out and are developed by strong support and rich details. Purpose is accomplished.

##### **Concept 2: Organization**

Organization addresses the structure of the writing and integrates the central meaning and patterns that hold the piece together.

##### **Concept 3: Voice**

Voice will vary according to the type of piece, but should be appropriately formal or casual, distant or personal, depending on the audience and purpose.

##### **Concept 4: Word Choice**

Word choice reflects the writer’s use of specific words and phrases to convey the intended message and employs a variety of words that are functional and appropriate to the audience and purpose.

##### **Concept 5: Sentence Fluency**

Fluency addresses the rhythm and flow of language. Sentences are strong and varied in structure and length.

##### **Concept 6: Conventions**

Conventions addresses the mechanics of writing, including capitalization, punctuation, spelling, grammar and usage, and paragraph breaks.

### **Strand 3: Writing Applications**

#### **Concept 1: Expressive**

Expressive writing includes personal narratives, stories, poetry, songs, and dramatic pieces. Writing may be based on real or imagined events.

#### **Concept 2: Expository**

Expository writing includes non-fiction writing that describes, explains, or summarizes ideas and content. The writing supports a thesis based on research, observation, and/or experience.

#### **Concept 3: Functional**

Functional writing provides specific directions or information related to real-world tasks. This includes letters, memos, schedules, directories, signs, manuals, forms, recipes, and technical pieces for specific content areas.

#### **Concept 4: Persuasive**

Persuasive writing is used for the purpose of influencing the reader. The author presents an issue and expresses an opinion in order to convince an audience to agree with the opinion or to take a particular action.

#### **Concept 5: Literary Response**

Literary response is the writer's reaction to a literary selection. The response includes the writer's interpretation, analysis, opinion, and/or feelings about the piece of literature and selected elements within it.

#### **Concept 6: Research**

Research writing is a process in which the writer identifies a topic or question to be answered. The writer locates and evaluates information about the topic or question, and then organizes, summarizes, and synthesizes the information into a finished product.

### **Arizona State Standards**

#### **Reading**

##### **Strand 1: Reading Process**

#### **Concept 1: Print Concepts**

Demonstrate understanding of print concepts.

#### **Concept 2: Phonemic Awareness**

Identify and manipulate the sounds of speech.

#### **Concept 3: Phonics**

Decode words using knowledge of phonics, syllabication, and word parts

#### **Concept 4: Vocabulary**

Acquire and use new vocabulary in relevant contexts.

#### **Concept 5: Fluency**

Read fluently.

#### **Concept 6: Comprehension Strategies**

Employ strategies to comprehend text.

##### **Strand 2: Comprehending**

#### **Literary Text**

#### **Concept 1: Elements of Literature**

Identify, analyze, and apply knowledge of the structures and elements of literature.

#### **Concept 2: Historical and Cultural**

#### **Aspects of Literature**

Recognize and apply knowledge of the historical and cultural aspects of American, British, and world literature.

##### **Strand 3: Comprehending**

#### **Informational Text**

#### **Concept 1: Expository Text**

Identify, analyze, and apply knowledge of the purpose, structures, and elements of expository text.

#### **Concept 2: Functional Text**

Identify, analyze, and apply knowledge of the purpose, structures, clarity, and relevancy of functional text based on research, observation, and/or experience.

#### **Concept 3: Persuasive Text**

Explain basic elements of argument in text and their relationship to the author's purpose and use of persuasive strategies.

## **Arizona State Standards**

### **Mathematics**

#### **Strand 1: Number Sense &**

##### **Operations**

###### **Concept 1: Number Sense**

Understand and apply numbers, ways of representing numbers, the relationships among numbers.

###### **Concept 2: Numerical Operations**

Understand and apply numerical operations and their relationships to one another.

###### **Concept 3: Estimation**

Use estimation strategies.

#### **Strand 2: Data Analysis,**

##### **Probability, & Discrete Math**

###### **Concept 1: Data Analysis (Statistics)**

Understand and apply data collection, organization and representation to analyze and sort data.

###### **Concept 2: Probability**

Understand and apply the basic concepts of probability.

###### **Concept 3: Discrete Math –**

##### **Systematic Listing and Counting**

Understand the systematic listing and counting of possible outcomes.

#### **Strand 3: Patterns, Algebra,**

##### **& Functions**

###### **Concept 1: Patterns**

Identify patterns and apply pattern recognition.

###### **Concept 2: Functions and Relationships**

Describe and model functions and their relationships.

###### **Concept 3: Algebraic Representations**

Represent and analyze mathematical situations using algebraic representations.

###### **Concept 4: Analysis of Change**

Analyze change in a variable over time.

#### **Strand 4: Geometry &**

##### **Measurement**

###### **Concept 1: Geometric Properties**

Analyze 2- and 3-dimensional shapes and develop mathematical arguments about their relationships.

###### **Concept 2: Transformation of Shapes**

Apply spatial reasoning to create transformations and use symmetry to analyze mathematical situations.

###### **Concept 3: Coordinate Geometry**

Specify and describe spatial relationships using coordinate geometry.

###### **Concept 4: Measurements –**

##### **Units of Measure – Geometric Shapes**

Understand and apply appropriate units of measure, measurement techniques, and formulas to determine measurements.

#### **Strand 5: Structure & Logic**

##### **Concept 1:**

##### **Algorithms and Algorithmic Thinking**

Use reasoning to solve mathematical problems in contextual situations.

##### **Concept 2: Logic, Reasoning, Arguments, and Mathematical Proofs**

Evaluate situations, select problem-solving strategies, draw logical conclusions, develop and describe solutions and recognize their applications.

## **Arizona State Standards**

### **Science**

#### **Strand 1: Inquiry Process**

##### **Concept 1: Observations, Questions, & Hypotheses**

Formulate predictions, questions, or hypotheses based on observations.

##### **Concept 2: Scientific Testing (Investigating and Modeling)**

Design and conduct controlled investigations.

##### **Concept 3: Analysis, Conclusions, & Refinements**

Evaluate experimental design, analyze data to explain results and propose further investigations.

##### **Concept 4: Communication**

Communicate results of investigations.

#### **Strand 2: History and Nature of Science**

##### **Concept 1: History of Science as a Human Endeavor**

Identify individual, cultural, and technological contributions.

##### **Concept 2: Nature of Scientific Knowledge**

Understand how science is a process for generating knowledge.

#### **Strand 3: Science in Personal and Social Perspectives**

##### **Concept 1: Changes in Environments**

Describe the interactions between human populations and the environment.

##### **Concept 2: Science & Technology in Society**

Develop viable solutions to a need or problem.

##### **Concept 3:**

##### **Human Population Characteristics**

Analyze factors that affect human populations.

#### **Strand 4: Life Science**

##### **Concept 1: The Cell**

Understand the role of the cell and cellular processes.

##### **Concept 2: Molecular Basis of Heredity**

Understand the molecular basis of heredity and resulting genetic diversity.

##### **Concept 3: Interdependence of Organisms**

Analyze the relationships among various organisms and their environments.

##### **Concept 4: Biological Evolution**

Understand the scientific principles and processes involved in biological evolution.

##### **Concept 5: Matter, Energy & Organization in Living Systems (Including Human Systems)**

Understand the organization of living systems, and the role of energy within those systems.

#### **Strand 5: Physical Science**

##### **Concept 1: Structure & Properties of Matter**

Understand physical, chemical, and atomic properties of matter.

##### **Concept 2: Motions & Forces**

Analyze relationships between forces and motion.

##### **Concept 3: Conservation of Energy & Increase in Disorder**

Understand ways that energy is conserved, stored, and transferred.

##### **Concept 4: Chemical Reactions**

Investigate relationships between reactants and products in chemical reactions.

##### **Concept 5: Interactions of Energy & Matter**

Understand the interactions of energy and matter.

#### **Strand 6: Earth & Space Science**

##### **Concept 1: Geochemical Cycles**

Analyze the interactions between the Earth's structures, atmosphere, and geochemical cycles.

##### **Concept 2: Energy in the Earth System (Both Internal and External)**

Understand the relationships between the Earth's land masses, oceans, and atmosphere.

**Concept 3: Origin & Evolution of the Earth System**

Analyze the factors used to explain the history and evolution of the Earth.

**Concept 4: Origin & Evolution of the Universe**

Analyze the factors used to explain the origin and evolution of the universe.