

Williams
Elementary-Middle
School



Kindergarten - Fifth Grade
Student and Parent Handbook
2019-2020

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Williams Elementary-Middle School ***-Home of the Falcons-***

WUSD #2 Superintendent Mr. Rick Honsinger
WEMS Principal Dr. Carissa Morrison
Director of Special Services Ms. Jessica Guzman
Director of Student Services Mr. Andrew Wollman
Administrative Assistant Ms. Delia Wolf
Registrar Ms. Halley Rocha

601 N. 7th Street
P.O. Box 427
Williams, Arizona 86046

Phone: (928) 635-4428
Fax: (928) 635-1213
WWW.WUSD2.ORG

WEMS Office Hours: Monday – Thursday 7:30 a.m. to 4:30 p.m.

Williams Unified District Office: 928-635-4473

WUSD #2 Governing Board:

Mr. Herman Nixon, President; Ms. Leah Payne, Vice President; Ms. Carla Dent, member; Mr. Michael Fleishman, member; and Ms. Ann Wells, member

WUSD #2 Mission Statement:

To Educate the Whole Student

WUSD #2 Vision:

College, Career and Community Ready

Positive Behavior Interventions and Supports (PBIS) at WEMS



***Be Safe • Be On-Task • Be Accountable •
Be Respectful • Be Supportive***

Positive Behavior Interventions and Supports

The staff of Williams Elementary-Middle School recognizes that for quality teaching and learning to take place a school and its classrooms must be physically and emotionally safe and orderly. Toward this end, the staff has developed a Positive Behavior Interventions and Supports Program (PBIS Program) that outlines clear, specific behavior expectations for different school environments such as the classroom, the cafeteria, the hallway, etc.

WEMS Behavior Expectations fall under one of the five general guidelines of Be Safe, Be On-Task, Be Accountable, Be Respectful, or Be Supportive. These expectations are consistently upheld by the different adults in the school. This consistency helps students meet expectations and contributes to a positive learning environment where students can succeed.

PBIS is a national evidence-based character education program that focuses on the positive and recognizes students when they demonstrate high behavior expectations. This program is tailored to meet different school's specific needs. However, regardless of each school's unique approach, the overall philosophy of the program is grounded in the same basic principles and has been shown to improve school climate, student safety, and academic achievement.

For more information about PBIS at WEMS, visit our webpage (www.wusd2.org/WEMS).



Falcon

Community Behavior Expectations

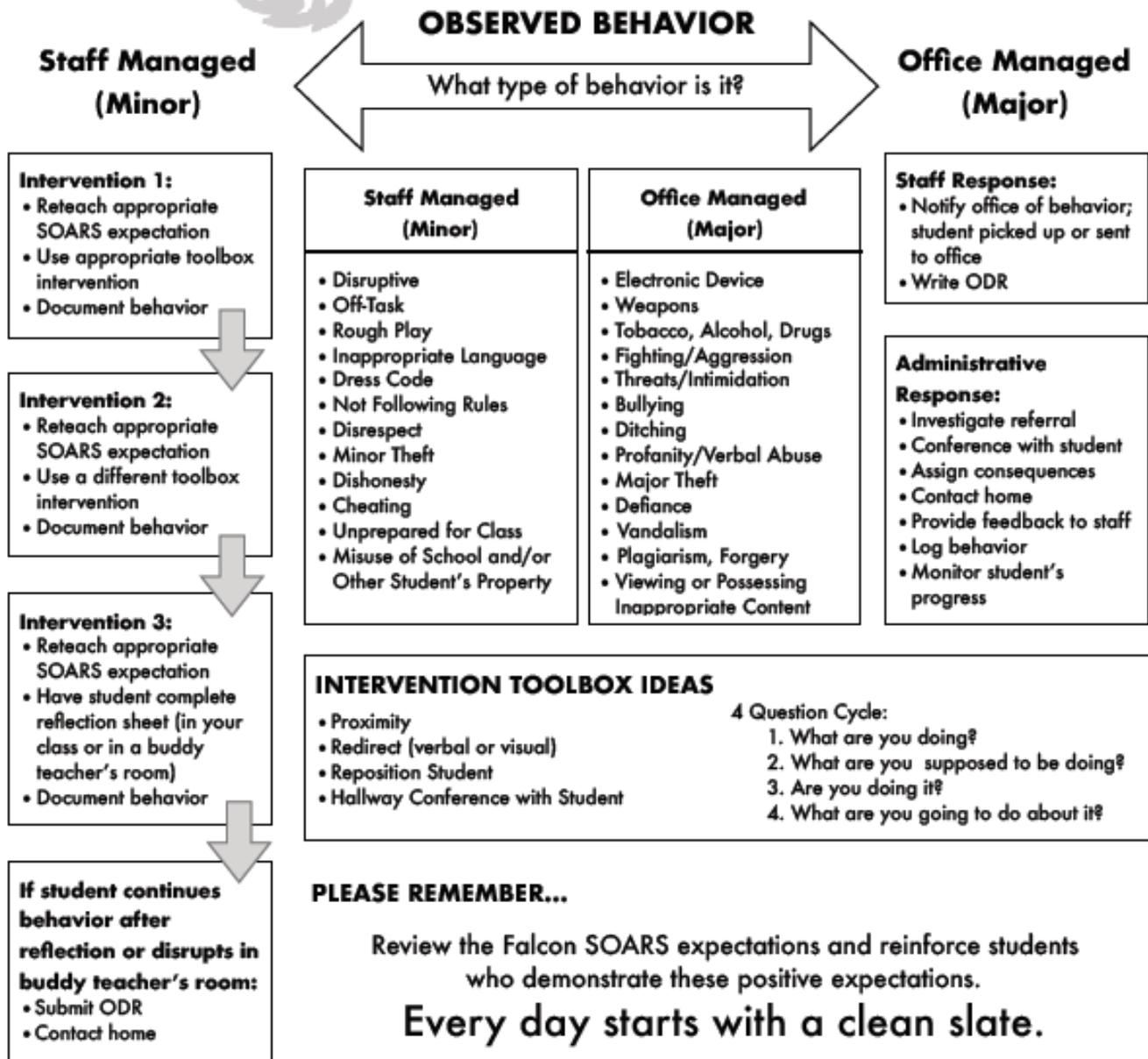
	S SAFE	O ON-TASK	A ACCOUNTABLE	R RESPECTFUL	S SUPPORTIVE
Classroom	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Move appropriately 	<ul style="list-style-type: none"> • Follow directions • Use time wisely • Tech on-task 	<ul style="list-style-type: none"> • Do your best work • Turn in all work on time 	<ul style="list-style-type: none"> • Use appropriate language and volume • Treat people and property with care 	<ul style="list-style-type: none"> • Cooperate with and encourage others • Be a problem-solver
Hallway	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Walk on the right side of hall 	<ul style="list-style-type: none"> • Pay attention when walking • Go directly to destination 	<ul style="list-style-type: none"> • Help keep hallway clean • Carry a hall pass (MS) 	<ul style="list-style-type: none"> • Hold doors open for others • Use appropriate language and volume 	<ul style="list-style-type: none"> • Greet others positively
Playground	<ul style="list-style-type: none"> • Slide down feet first • Keep bottom on swing 	<ul style="list-style-type: none"> • Listen and follow directions 	<ul style="list-style-type: none"> • Take turns and share • Use equipment appropriately 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Use kind words towards others 	<ul style="list-style-type: none"> • Include everyone • Be a problem-solver
Bathroom	<ul style="list-style-type: none"> • Keep feet on the floor • Keep soap and water in sink • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • THINK #21 - 2 pumps of soap - 2 minutes maximum 	<ul style="list-style-type: none"> • Flush the toilet • Put trash in the wastebasket 	<ul style="list-style-type: none"> • Be mindful of others' privacy and personal space 	<ul style="list-style-type: none"> • Keep bathroom clean
Cafeteria	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Move appropriately 	<ul style="list-style-type: none"> • Eat your own food first, talk later • Stay in seat until dismissed 	<ul style="list-style-type: none"> • Accept your place in line and tables • Empty and stack trays carefully 	<ul style="list-style-type: none"> • Use appropriate language and volume • Use Falcon hand signal 	<ul style="list-style-type: none"> • Use "please" and "thank you" with the staff • Clean your area
Bus	<ul style="list-style-type: none"> • Keep aisle clear • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Listen the first time, all the time, to your driver • Stay seated and faced forward 	<ul style="list-style-type: none"> • Get on and off only at your stop • Keep the bus clean 	<ul style="list-style-type: none"> • Use appropriate language and volume • Treat people and property with care 	<ul style="list-style-type: none"> • Use "please" and "thank you" with the bus driver

Did you soar today?

PBIS Falcon Behavior Flowchart



Falcon Behavior Referral Flowchart



safe. on-task. accountable. respectful. supportive.

WEMS Elementary Teaching Staff

Preschool	Ms. Jessica Guzman	jguzman@wusd2.org
Pre-Kindergarten	Ms. Tammy Benjamin	tbenjamin@wusd2.org
Kindergarten	Ms. Christina Hernandez	chernandez@wusd2.org
Kindergarten	Ms. Natalie Mann	nmann@wusd2.org
First Grade	Ms. Jennifer Cardenas	jcardenas@wusd2.org
First Grade	Ms. Holly Harris	hharris@wusd2.org
Second Grade	Ms. Amber McMahon	amcmahon@wusd2.org
Second Grade	Ms. Connie Stevens	cstevens@wusd2.org
Third Grade	Ms. Deniz Chavez	dchavez@wusd2.org
Third Grade	Ms. Patti Jackson	pjackson@wusd2.org
Fourth Grade	Ms. Abigail Perkins	aperkins@wusd2.org
Fourth Grade	Ms. Darcy Evans	devans@wusd2.org
Fifth Grade	Ms. Gail Durnez	gdurnez@wusd2.org
Fifth Grade	Ms. Tommyka Phillips	tphillips@wusd2.org
English Language Learning	Ms. Anna Torrez	atorrez@wusd2.org
Math Intervention	Mr. David Harrington	dharrington@wusd2.org
Reading Intervention	Ms. Linda Honsinger	lhonsinger@wusd2.org
Resource (K-4 th grade)	Ms. Christin Kopicky	ckopicky@wusd2.org
Resource (5 th grade)	To Be Determined	
Art	To Be Determined	
Fit Kids	Ms. Tara Lowe Ms. Jamie Pruett	tlowe@wusd2.org jpruett@wusd2.org
Library	Ms. Kelly Oswald	koswald@wusd2.org
Music	Ms. Beverly Stearns	bstearns@wusd2.org
Physical Education	Ms. Melinda Kearly	mkearly@wusd2.org



Williams Unified School District

The Williams Way



2019-2020 School Calendar																																																							
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<p>JULY 2019</p> <p>Independence Day (Observed) (Offices Closed)..... July 4 New Teacher In-Service..... July 29-30 All Teacher In-Service..... July 31</p> <p>AUGUST 2019</p> <p>All Teacher In-Service..... August 1 All Staff In-Service..... August 1 First Day of School..... August 5 WEMS Open House..... August 15 Contract In-Service..... August 23</p> <p>SEPTEMBER 2019</p> <p>Labor Day Holiday..... September 2 Contract In-Service..... September 20</p> <p>OCTOBER 2019</p> <p>End of 1st Quarter..... October 3 Parent-Teacher Conferences (Early Release All)..... October 10 Contract In-Service..... October 18</p> <p>NOVEMBER 2019</p> <p>Veterans Day (Offices Closed)..... November 11 301 In-Service..... November 15 Thanksgiving Holiday Break..... November 25-28 Thanksgiving Day (Offices Closed)..... November 28</p> <p>DECEMBER 2019</p> <p>HS Finals (Early Release WHS only)..... December 18 HS Finals..... December 19 Early Release All..... December 19 End of 2nd Quarter & 1st Semester..... December 19 Winter Break..... December 23-31</p> <p>JANUARY 2020</p> <p>New Year's Day (Offices Closed)..... January 1 Winter Break..... January 1-2 1st day of 2nd Semester..... January 6 Martin Luther King, Jr. Holiday..... January 20 301 In-Service..... January 24</p> <p>FEBRUARY 2020</p> <p>Presidents' Day Holiday**..... February 17 301 In-Service..... February 21</p> <p>MARCH 2020</p> <p>Makeup Day*..... March 6 End of 3rd Quarter..... March 12 Spring Break..... March 16-19 Parent-Teacher Conferences (WHS Only - Regular Day)..... March 25 Parent-Teacher Conferences (WEMS Only - Regular Day)..... March 26</p> <p>APRIL 2020</p> <p>State Testing..... April 1-30 Makeup Day*..... April 3 No school unless needed for makeup day**..... April 13 301 In-Service..... April 17</p> <p>MAY 2020</p> <p>Makeup Day*..... May 1, 8 HS Finals (Early Release WHS only)..... May 19-20 Last Day of School (Early Release All)..... May 21 End of 4th Quarter & 2nd Semester..... May 21 8th Grade Promotion..... May 21 High School Graduation..... May 22 Memorial Day Holiday (Offices Closed)..... May 25</p>																																																							
<p>*if needed due to school closure **unless needed for snow day makeup</p>																																																							
<p>Total number of school days...147</p>																																																							
<p>1st quarter = 35 days 2nd quarter = 39 days 74 days (1st semester)</p> <p>3rd quarter = 38 days 4th quarter = 35 days 73 days (2nd semester)</p>																																																							

Approved by the Governing Board on March 27, 2019

ACADEMICS

Teaching and learning at Williams Elementary-Middle School (WEMS) are centered around the learning standards approved by the Arizona State Department of Education. **Standards** are what a student needs to know, understand, and be able to do by the end of each grade. They build across grade levels in a progression of increasing understanding and through a range of cognitive demand levels. The Arizona state learning standards can be found at: www.azed.gov/standards-practices.

Along with these state standards, teachers at WEMS use the Beyond Textbook Curricular Framework to ensure that students have the opportunity to master all the skills and content knowledge areas needed at each grade level. **Curriculum** refers to resources used for teaching and learning the standards and it is adopted and implemented at the local level.

Parents as Partners

A strong, cooperative partnership between the school and parent(s) or guardian(s) is extremely important to students' academic success. Parents are encouraged to ask questions and share ideas with teachers by attending both fall and spring Parent/Teacher Conferences and by contacting teachers through email, phone, or notes.

In addition to communicating with teachers, families can help their children succeed by participating in school events and keeping up on what their children are learning. We encourage all parent(s)/guardians(s) of 3rd, 4th, and 5th grade students to make certain they obtain a username and password for **PowerSchool**. This is an online system that families can check from any internet-enabled device to see how students are doing academically.

Also, families can support their children's learning by going to the Beyond Textbooks Parent Portal, located at: https://www.beyondtextbooks.org/Parent_Portal



Assessing Student Learning

Assessing student mastery of learning concepts occurs on a regular basis. Daily, teachers are observing and analyzing student work to better understand a children’s academic strengths and areas for improvement. Weekly, teachers in grades 1-5 give **formative assessments**—often five-question quizzes—to determine whether students need more time on a concept or if they are ready to advance. Students then receive additional reteaching or enrichment during daily reteach/enrich periods. Then, a few times per year, teachers of second, third, fourth, and fifth graders use a computer-based assessment, referred to as a **quarterly benchmark test** to see what learning concepts children still need help mastering.

All assessments are used to assist teachers and help children grow academically. This philosophy of growth is shared with students and we encourage parents to support that message at home. All children advance at different rates and individual improvement is what is most important for success.

Report Cards

Report cards are sent home four times a year, at the end of each quarter.

Kindergarten, First, and Second Grade Students receive standards-based report cards. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. Instead of letter grades, students in the primary grades receive marks that show how well they have mastered individual learning concepts. The marks show whether the student is exceeding, meeting, or approaching grade level expectations for each learning concept.

Third, Fourth, and Fifth Grade Students receive traditional letter-grade report cards. These report cards measure student achievement on a 0-100% scale, represented by letter grades. Students in grades 3-8 have successfully completed a course/subject if they earn a grade of “D” or better for the year. Yearly grades are determined by averaging the two semester’s percentages. Grades are continuous throughout each semester and only “reset” at the semester’s end in December and again in May.

Percentage:	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Homework

Homework at Williams Elementary-Middle School is used to:

- Reinforce skills and concepts that were taught during the school day
- Complete classroom assignments that were not finished during the school day
- Learn to work independently and develop good study skills
- Enrich the learning experience and enhance cooperation between home and school

Gifted/Enrichment Program

Williams Elementary Middle School provides services and opportunities to students who qualify for our Talented and Gifted/Enrichment program. We use the CoGAT Cognitive Abilities Assessment to determine student eligibility for this program. Each year, select students in grades 2-7 are nominated by their teachers. Additionally, all first graders are screened in the spring to determine if they would be a candidate for the full CoGAT Cognitive Abilities Assessment, to determine eligibility for the Talented and Gifted/Enrichment program. If you have questions regarding your child's need for a Gifted Assessment please call Jessica Guzman, the Special Services Director, at 928-635-4428 ext. 317, or send an email to the following address: jguzman@wusd2.org. Additionally, contact Jessica Guzman if your child has transferred from another school where they qualified for a Gifted Program to determine if assessment information you provide aligns with our policies for identifying gifted students.

CoGAT assessments measure general thinking and problem-solving skills that students have learned through in-school and out-of-school experiences. The goal of the assessment is to indicate how well the student can use skills in order to solve verbal, quantitative and nonverbal problems. Teachers will use the test results to help students learn more effectively.

Students who qualify for the TAG/Enrichment Program will have the opportunity to participate in small group lessons for 40 minutes twice a week. These lessons are planned by teachers who have attended professional development opportunities on meeting the needs of gifted students. Lessons will support the individual needs of your child by providing an appropriate level of challenge, and by supporting your child's problem solving skills.

Primary Grades Awards

At the end of each semester, students in grades K-2 will be honored by their classroom teachers for a variety of reasons such as: reading achievement, math achievement, behavioral improvement, etc.

Honor Rolls

Honor Rolls are compiled at the close of each semester. Honor Roll designations are awarded to students in grades 3-8 who earn all A's and B's for the semester. High Honor Roll designations are awarded to students in grades 3-8 who earn all A's for the semester.

Attendance Awards

Students who have no absences each semester will be honored with a Semester Perfect Attendance Award. Students who have no absences for the entire school year will be honored with a Year-Long Perfect Attendance Award. Students who have five or fewer absences for the entire school year will be honored with a Strive for Five Award.

ATTENDANCE

School is in session from 7:30 a.m. to 3:45 p.m. Outside of these times, students should not be on campus unless they are part of a school-sponsored extra-curricular activity as adult supervision is not provided.

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Williams Elementary-Middle School believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or religious needs.

Further, Williams Elementary-Middle School values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-15-802 and 15-803, however, firmly places the responsibility for attendance on a child's parents/guardians.

Absence Procedures

1. Any time your child will not be in school on a specific day, you must place a phone call or submit an excusal note to the office within 24 hours of the absence or else it will be categorized as unexcused.
2. Anytime your child has a fever or vomiting, he/she must be fever-free and without vomiting (without medication) for 24 hours before returning to school.
3. If your child leaves school early for an appointment, you must check him/her out through the front office.
4. Students who have been absent are required to check in with the front office.

Arriving Late

Students arriving late to school must check in with the front office before reporting to their classrooms. If a student has a chronic problem with tardiness, the parent(s) will be asked to confer with school officials to remedy the situation and reduce the student's tardy frequency.

Leaving Early

Students who leave school before regular dismissal time must be checked out through the front office. As with morning tardiness, leaving school early can disrupt the routine for a child and cause him/her to lose important instruction. Since our school operates on a four-day school week, we encourage parents to make every effort to schedule activities and appointments outside of school time.

Truancy

Any student that intentionally is absent from school without authorization will be considered truant. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. Section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number (more than 15 days) or required attendance days prescribed in Section 15-802, Section B, Paragraph 1.

For the purposes of this section:

"Habitually Truant" means a child who is truant for at least five school days within a school year. "Truant" means an unexcused absence for at least one class period during that day. Truancy cannot be excused after the fact. "Truant Child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided in this section.

HEALTH SERVICES

Insurance

For the protection of the student and his/her family, we strongly suggest that every student be covered by some type of medical insurance. Students may pick up insurance forms at the front office.

Medication

All prescriptions and over-the-counter medications must be stored in the Health Aide Office. Forms are available in the office if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Aide Office. Unless specifically authorized, students are not to be in possession of any medication. All medication should be given to the school health aide directly by the parent/guardian. Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

Arizona Immunization Requirements

For admission to school, children must be current with the following immunizations:

- Diphtheria, Tetanus, Pertussis (DTaP, or DT or DTP)
- Hepatitis B (HepB)
- Measles, Mumps, Rubella (MMR)
- Pneumococcal meningitis (required prior to entering 6th grade)
- Polio (PV)
- Tetanus and Diphtheria Booster (required prior to entering 6th grade)
- Varicella (or documented history of chicken pox)

Counseling and Guidance Services

Williams Unified School District has a certified counselor to serve the students. The counselor can provide students with services to enhance personal development as well as academic achievement. Williams Elementary-Middle School also has a Director of Student Services whose role is to work with students, staff, and families to facilitate students' academic, socio-emotional, and behavioral success.

Chronic Illness Procedures

ARS 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound."

ARS 15-901 provides for at home instruction for students with chronic health problems. This is defined as "...a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months or a pupil who is unable to attend regular classes for intermittent periods of time totaling three school months during a school year."

Students with existing chronic illness conditions should obtain chronic illness request forms from the office at the beginning of each semester. When a new chronic condition is medically diagnosed, please notify the office to obtain the chronic illness request forms. The Medical Certification Report form must be completed by a licensed MD, DO or pediatrician and is returned to the office. Once received, a meeting will be scheduled between the teachers, student, school nurse and administration to determine if this status is warranted. Example of chronic illnesses include but are not limited to severe asthma, uncontrolled diabetes, mononucleosis, cardiac problems, debilitating migraines, etc.

Chronic illness status does NOT affect the excessive absence rule nor does it erase prior absences once granted. This status does not release the student from completing homework, projects or tests. It does allow teachers and the student to work out a manageable method for completing work. A student requesting chronic illness status after nine (9) absences will be considered only after complete medical documentation is received. Requests for chronic illness status will not be accepted during the last six (6) weeks of each semester.

Chronic illness status is reviewed at the beginning of each semester. Chronic illness status may be revoked at that time if the student is not making an effort to complete work or has excessive absences indicating possible abuse of the policy. Once chronic illness status has been granted, the student's attendance and classroom work will be closely monitored.

If your student is absent from school due to chronic illness it would be expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence. These activities may include, but are not limited to, Band and Athletic events, etc.

Communicable Disease Policy

JLCC © COMMUNICABLE / INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. [36-621](#) *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

COMMUNICATION

Open communication between school and home is vital to student success. Williams Elementary-Middle School uses a variety of methods to keep families up-to-date on important information and school happenings.

Communication Methods

- **Communication Folders**—These bright orange folders are used by all K-5 grade teachers to send home information to families. Please check these folders nightly and feel free to use these folders to correspond with your child's teacher.
- **ConnectEd Messages**—This is a tool that allows school officials to send voice, text, and/or email messages to families. Make sure you are signed up for these messages.
- **FalConnection Newsletter**—This is a monthly newsletter that is sent home in students' communication folders, as well as posted on our school website.
- **Website and Facebook**—The school website has a webpage for each teacher and monthly calendar happenings, as well as many educational resources. Make sure to go to www.wusd2.org and our Facebook page to stay up-to-date.

FOOD SERVICES AND NUTRITION

Breakfast and Lunch Program

As part of the National School Lunch program, the Williams Elementary-Middle School offers breakfast and lunch free or at a reduced price each day. Free and reduced-price meal applications are available in the school office. Only one application is required per family. Every family is encouraged to return a completed meal application to the school. All families that apply will be notified if they qualify for free or reduced meals. An application needs to be submitted within the first 30 days of school to avoid any lapses in benefits.

Each student has an individual meal account to which money can be added. Students' meal accounts can be paid for with cash or check. A student breakfast costs \$1.00 for full pay and \$0.30 for reduced rate. A student lunch costs \$2.50 for full pay and \$0.40 for reduced rate.

Classroom Snacks

Snacks sent to school for sharing with other students for a birthday celebration, class party, etc., must be store-bought and in the original packaging. Due to student allergies and health requirements, this is necessary for student safety and well-being. Prohibiting home-cooked items from being shared at school is intended to protect students from the spread of communicable diseases. Exceptions to this rule must be approved by a school administrator.

DRESS CODE

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of self and others. Students who are in violation of the dress code will be given another garment to wear or their parent(s) will be called to bring in a more appropriate item to wear. **Students must follow the dress code at school and school-sponsored events.**

- Shirts and tops may not expose bare midriffs, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females. Clothing must cover the entire buttocks. See-through and torn or ripped clothing is not acceptable. Pajamas and slippers are not acceptable.
- Bare feet are never acceptable. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as P.E. class, cheer practice, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others. This includes but is not limited to metal spikes and wallet chains.
- Hats or other head apparel like beanies, bandanas, etc., may not be worn inside the school at any time unless for religious, medical, or safety purposes.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol must be covered.
- Student dress must reflect the correct length (length must meet the fingertips of the student with arms by their side), appropriate coverage, and appropriate fit. Additionally, inappropriate use of colors or other manners of dress to promote gang like activities is prohibited.

GENERAL INFORMATION AND PROCEDURES

Visitors

Parents/guardians/visitors of students or teachers are required to check in at the office prior to visiting the school campus and classes. When visiting the school during the school day, prior arrangements and permission will be made solely through the principal. Bringing friends and relatives to visit is not allowed under most circumstances. Visitors must follow all the rules explained in this handbook.

Community Participation Opportunities

Volunteering

Our school welcomes volunteers and has a variety of ways that individuals can contribute to our students' and school's success. We can always use classroom volunteers, cafeteria monitors, afterschool volunteers to help students with homework, and field trip chaperones. We require that all volunteers and field trip chaperones complete a district volunteer packet annually, and then get it notarized and approved by administration before beginning to volunteer or chaperone. Please stop by the front office to pick up your volunteer packet!

Site-Based Council

The WEMS Site-Based Council meets the third Wednesday of each month at 4:00 p.m. All are welcome to attend these meetings to help make decisions pertaining to the education of Williams Elementary Middle School students. A major duty of the Site-Based Council is to determine how tax credit monies can be best spent. For more information, please contact the front office or the group's president, Jennifer Cardenas, at jcardenas@wusd2.org.

WEMS PTSA

The WEMS Parent Teacher Student Association (PTSA) supports the staff and students, as well as provides family engagement opportunities throughout the year. The cost of annual membership is \$10 and includes admission and/or discounts to certain PTSA events. Meetings are the first Wednesday of every month at 4:10 p.m. in the library. All are welcome to attend monthly; only members may vote at these meetings. For more information, please contact the front office or the group's president, Tara Lowe, at tlowe@wusd2.org.

Snow Day Procedures

During the winter months, it may be necessary at times to cancel school or delay the start of school due to the following conditions: excessive snow, icy roads, high winds, extreme cold, poor visibility due to snow, rain, fog etc. Listed below are guidelines for delays/cancellations:

- If weather/road conditions are questionable, school may begin with a two hour delay. That information will be communicated to local Radio/TV stations KNAU, KAFF, KMGM, KVNA, KOLT, the EAGLE, KNAZ TV, the school web site and the school answering machine.
- Williams Elementary-Middle School has a mass communication phone system known as ConnectEd that will notify all stakeholders in case of a snow day/late start.
- Timelines to let you know about school cancellation or a delayed start are as follows:
 - 5:30 a.m., notices are sent to Flagstaff area radio/tv stations.
 - 5:30 a.m., snow day messages are updated on school phone systems.
 - 6:30 a.m., possible change in status from delayed start to no school or from regular school schedule to delayed start. Revised information sent to radio/tv stations and changes made on school answering machines.

Please note that we intend to make a decision as close to 5:30 a.m. as possible. Sometimes it is difficult to tell how long the storm will last and to what extent road conditions are dangerous. Please continue to monitor weather/road conditions until 7a.m.

Prohibited Items

Rollerblades, shoes with wheels, skateboards, scooters, go-peds, etc., are prohibited on the Williams Elementary-Middle School campus. Schools will not store them. Students are expected to follow all local laws when traveling to and from school, and are encouraged to wear appropriate safety equipment. Other items prohibited at school include: laser lights, squirt guns, large amounts of money or other valuables, and any other item determined to be disruptive to the learning process.

Alcohol, Tobacco, and Drugs

Alcohol, tobacco, and drugs are considered to be controlled substances. The use or possession of these items on campus is **strictly prohibited** and will result in their confiscation. Consequences for violators are outlined in the district discipline policy.

Books

Textbooks may be issued to students by classroom teachers. Each student is responsible for keeping track of his/her books and for maintaining them in good condition. If a student loses or damages a book, he/she is responsible for paying the cost of repairing or replacing the book.

Fees

Williams Elementary-Middle School has an annual activity fee of \$10 per student. For families with more than one student at WEMS, the maximum fee is \$20 per family. Our school depends on and uses these fees for many things, including: field trips, educational assemblies, special events, and student incentives.

Lost and Found

If students lose clothing, lunch boxes, or other personal items, they should check the lost and found bin. Items that are marked and identifiable will be returned to their owner; otherwise, items will wait to be claimed. Items not claimed will be donated to charity at the end of each quarter. **Parents, help students by putting names on jackets and other personal items.**

Use of Electronic Devices

The District is not responsible for the loss and/or theft of any electronic devices brought to school. Students may use the telephone in the office between classes, lunch, or after school. All electronic devices must be put away and turned off during classes, unless a teacher has given permission for students to use a device as part of the instructional method. Devices may be used before/after school. When staff members ask students for their electronic device, refusal to turn the device over may be treated as insubordination. Electronic devices used inappropriately will be confiscated and returned at the end of the day. If the students repeats inappropriate use of an electronic device, parents/guardians will be required to come to the school to pick it up. Use of cameras or the camera features of an electronic device without consent is an invasion of privacy and is strictly prohibited.

BUS SAFETY AND GUIDELINES

Transportation is extended to students in the district as determined by Williams Unified School District. It is not a legal requirement except for transportation of special needs students as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. Notes to the driver are unacceptable.

Bus Rules

Students being transported are under the authority of the school principal and the bus driver and shall observe established and appropriate standards of classroom behavior and dress while riding a bus. Students shall also observe the following specific standards:

1. Obey driver's instructions.
2. Keep aisles clear.
3. Remain seated until the scheduled stop.
4. Keep hands, arms, feet, legs and head inside the bus.
5. Talk quietly. Do not yell or use vulgar or abusive language.
6. Keep hands off others. Be courteous.
7. Do not throw anything inside the bus or from the bus.
8. Do not eat or drink unless allowed to do so by the bus driver.
9. Do not carry skateboards, glass objects, animals, weapons, tobacco, alcohol or drugs on the bus.
10. Items brought on board must comply with school rules.
11. Sit in assigned seats if seats are assigned.
12. Maintain appropriate standards of conduct while traveling to and from school and at the bus stop.
13. Do not abuse or deface the bus or bus equipment.
14. Keep cases and band instruments under control at all times.

Bus Discipline Procedures

Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

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

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive. Surveillance cameras are installed on school buses. Cameras are used by the district primarily for aiding student discipline and student safety on the buses.

Denial of School Bus Service

Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from a bus may result in the denial of bus-riding privileges. When school bus rules are consistently violated and cause danger to the students or driver, the following will occur:

1. **Warning** - the bus driver may issue a verbal warning and/or a warning note to give students the chance to correct their behavior before disciplinary action is taken.
2. **First Infraction** - following the first infraction that is documented in writing, the student may be denied bus-riding privileges from all buses for up to three (3) days.
3. **Second Infraction** - the second infraction that is documented in writing may result in up to ten (10) days denial of bus-riding privileges from all buses.
4. **Third Infraction** - a third infraction that is documented in writing may result in up to nine (9) weeks denial of bus-riding privileges from all buses.
5. **Fourth Infraction** - the fourth infraction that is documented in writing will result in a complete loss of bus-riding privileges from all buses.

If an infraction is deemed serious enough by the school administrator, the student may be denied bus-riding privileges from all buses for an entire school year.

STUDENTS RIGHTS AND RESPONSIBILITIES

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of this handbook is to communicate the expectations of Williams Elementary-Middle School for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities.

The District Governing Board, administration and staff regard student and staff safety as paramount. The rights of each student to receive a quality academic education, provided by caring and supportive faculty, will be fostered in an environment that generates respect and appreciation of others.

This Student Rights and Responsibilities portion of the handbook addresses only specific areas of district policy.

Williams Elementary-Middle School does not tolerate drugs, weapons or threatening behavior. Any such act will result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the district from imposing more or less severe consequences if, in the discretion of the district, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not listed as a potential consequence on the grid for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts.

The purpose of this handbook is to ensure consistency in discipline consequences. However, the district superintendent, and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Williams Elementary-Middle School has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If needed a parent/guardian will be contacted, the school will make *reasonable* efforts to contact the parent/guardian. In the case of suspensions/expulsions, parents will be notified of consequences by a personal phone call accompanied by a written referral form. If attempts to notify parents by telephone are unsuccessful, parents will be notified by written referral form only. Parent involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. The district has entered into agreements with various governmental agencies whereby the district has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

Please Note: Federal privacy laws prohibit the district from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Students Rights

A right is a privilege to which one is justly entitled.

Equal Educational Opportunity

Schools must provide all students the opportunity to receive a quality education.

Each student has the right of access to a professional staff and the facilities necessary for an instructional and co-curricular program. Students who actively participate in these programs will benefit.

Williams Elementary-Middle School does not discriminate among its students on the basis of race, sex, color, disability, religion or national origin.

Policies expressly prohibit behavior on district property that will damage the dignity, self-esteem, integrity and safety, and/or disrupt the educational process of any individual.

Right to Access Educational Resources

A student has the right to be informed of school board policies, district regulations and the rules of the student's school, classrooms and school buses.

A student is entitled to be informed of the academic requirements of courses, to be advised of progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Students have the right to use buildings, grounds, equipment and instructional materials necessary to meet the requirements and needs of their curricular and co-curricular programs in accordance with procedures established by the administration.

The student exercising the right to use the resources provided shall also accept the responsibility for the preservation and care of the property. Any unauthorized use or deliberate destruction or defacing of the property shall be deemed a violation of student conduct.

Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object or material prohibited by law or school board policy. School officials may inspect such items on school district property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

Freedom of Expression

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment or any reflection in academic evaluation. The administration and faculty have the obligation to maintain an environment conducive to the free exchange of ideas. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene or profane, and otherwise complies with the law, board policy, district regulations and school rules.

Obscene, vulgar and profane expressions of any kind and any expression that advertises or promotes directly or indirectly the use of drugs, alcohol or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

Right to Due Process

All students have the right to due process in all matters of student discipline. Due process procedures specific to suspensions and expulsions are set forth on Pages 40-43.

Right to Assemble

School sponsored activities and meetings (student government, pep rallies, etc.) are scheduled to take place during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at reasonable times, other than during those hours when classes are being held. Such gatherings must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy or school rule.

Student Exercise of Rights and Privileges

Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teacher, counselor or building administration).

Each student is responsible for moderating his/her own exercise of rights and privileges so as not to disrupt the educational program, school activities or infringe on the rights of others.

Right to Freedom from Harassment/Bullying

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, counselor, principal or superintendent. In accordance with the state's anti-bully laws, students may make confidential reports of harassment, intimidation or bullying to any school employee. Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected harassment, intimidation or bullying.

The district will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences.

Bullying/Harassment/Hazing

Bullying, harassment and hazing of students are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.

If a student believes that he or she has been harassed, bullied or hazed, the student should report the behavior to a teacher, counselor, and school nurse or school administrator. Students who engage in harassment, bullying or hazing will be subject to disciplinary and **criminal sanctions**.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to:

- Attend school to receive an education.
Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.
- Be on time for all classes.
Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- Come to class with necessary materials.
A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet all deadlines.
The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.
- Obey school rules and school personnel.
No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.

All students have the responsibility to:

- Cooperate with school staff.
Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others.

- Treat people and their property with respect.
- Respect public property.
Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home.
Education is a partnership between home and school. Students must do their part by delivering home progress reports, attendance information and report cards, and any school correspondence.

Student Conduct

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, Williams Elementary-Middle School has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events. To meet these goals, we enlist the support of our community.

Unacceptable Behavior

When a Williams Elementary-Middle School employee observes a student engaged in behavior that violates district policy, the employee is instructed to intervene either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Whenever the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational supportive services and other professional community agencies may be utilized. Each teacher will have a discipline plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee.

Law Enforcement

The district may notify appropriate law enforcement agencies of violations of the law.

Student and Staff Self-Defense

Student Use of Physical Force in Self Defense

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable:

- (i) When made in response to verbal provocation alone;
- (ii) When assistance from a school staff member is a reasonable alternative;
- (iii) When the student has a reasonable opportunity to remove himself or herself from the situation or otherwise flee; or
- (iv) When the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself or to others.

Use of Physical Intervention by Supervisory Personnel

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

Gangs

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. A **Gang** is an activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or

informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang activity. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the district's position that such activities and dress also present a clear and present danger to other district students and to district staff members.

Any activity involving initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Legal Ref.: A.R.S. § 13-2308, 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 15-843, 15-727 A.G.O. 78-218, 80-055, 84-36, A.A.C., R7-2-401, R7-2-405.

Student Suspension/Expulsion

Any student that is suspended or expelled must stay off campus for the entirety of the suspension/expulsion. This includes any school event that occurs on campus including but not limited to sporting events or any other extracurricular activity.

Actions Usually Involving the Teacher

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

Informal Talk

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

Discipline Conference with Student

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. Parent may be notified.

Alternative Learning Environment

Classroom teachers may use a technique similar to the alternative learning environment imposed by the school administrator. In this situation, the student is assigned by the teacher to a location isolated from his/her classmates. This alternate learning environment generally will not exceed 30 minutes.

Conference with Parent

The parent is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

Restriction of Privileges

Inappropriate behavior may result in a restriction of a student's privilege to participate on campus grounds, cafeteria, common areas or specific special activities. The parent will be notified. For example, a teacher may assign and monitor his/her own after school detention, lunch or recess detention.

Removal from Classroom (in extreme circumstances)

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. (Board Policy JK, JK-R, JK-EB, JK-EC and ARS § 15-841.A.2)

Actions Usually Involving School Administrator

Denial of Bus-Riding Privileges

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

Restitution (Liability)

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their children (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in the incident being submitted to a collection agency per Williams District procedures.

Remainder-of-Day Release to Parent/Designee

The student will be released to the custody of the parent/designee for the duration of the school day.

Behavior Contract

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written with input from all parties to outline specific expectations and consequences.

Short-Term Suspension

School administrators may suspend a student for 9 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short suspension to any person other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on district property or at district functions/events. Classroom assignments will be provided upon parent request during a short-term suspension.

Long-Term Suspension

In addition to a short-term suspension, the school administrator may recommend to district-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the district's due process procedures. During any off-campus suspension, a student is not permitted on district property or at district functions/events.

Alternative School Assignment

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long term suspension.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege. A recommendation for expulsions would be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parent will be notified in writing that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on district property or at district functions/events.

Student Interrogations, Searches & Arrests Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or other law enforcement officer.

When child abuse is alleged:

If a child protective services worker or law enforcement officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating child protective services worker or law enforcement officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a law enforcement officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the law enforcement officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the law enforcement officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a law enforcement officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by district/school policy or state law including, not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

School lockers, desks and student storage areas are school property, which the district has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks and student storage areas in discharge of their duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness and are in a student automobile, district/school officials have the right to search the automobile when it is parked on or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the district/school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a district/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student.
- Any object in the student's possession such as a purse, backpack or briefcase.

When extreme emergency conditions require a more intrusive search of the student's person, the district/school official shall contact the police.

Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items seized may be:

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- returned to the parent or guardian of the student from whom the items were seized
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized
- turned over to law enforcement officers or
- destroyed.

Search Warrants

If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

When a law enforcement officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the law enforcement officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Police Presence on Campus

Through a partnership with the City of Williams, the Williams School District employs police officers to provide an added layer of safety on school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

Student Due Process

Suspension Expulsion Disciplinary Record Keeping

- **Discipline** - Discipline is administered by the principal/designee, the faculty and the staff.
- **Referral** - Students will be referred to the principal/designee for violations outlined in the Student Rights and Responsibilities Handbook and when their disruptive behavior interrupts the educational process.
- **Due Process** - Students in the district have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:
 - Must be informed of accusations against them.
 - Must have the opportunity to accept or deny the accusations.
 - Must have explained to them the factual basis for the accusations.
 - Must have a chance to present an alternative factual position if the accusation is denied.
- **Short-Term Suspension** - If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 9 days or less, the principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee his or her defense or position concerning the alleged violation. After the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time not to exceed 9 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework can be provided at the request of the parent.
- **Long-Term Suspension** - If the principal/designee decides that the alleged misconduct is sufficiently serious

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

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent(s) in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the district will deliver or send by certified mail, notice of the hearing to the student's parent(s) at least five working days prior to the hearing. The notice shall contain:
 - The time, date and place of the hearing.
 - The name of the hearing officer.
 - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
 - A copy of Policy JKD and A.R.S. 15-840 through 15-844.
 - A statement that the student and his or her parent(s) are entitled to various procedural rights as described in this policy.
 - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the district is unable to contact the parents or guardians after taking reasonable steps to do so, the district may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fail to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five working days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
 - Describe the behavior that resulted in the long-term suspension.
 - State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
 - Inform the parent(s)/guardian about suspension appeal procedures. Absent of extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.
- **Suspension Due to Clear and Present Danger** - If in the best judgment of the principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal or designee may suspend the student from the school pending an investigation, due process and disposition of the case.
 - **Long-Term Suspension Appeal** - If the hearing officer recommends a long-term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long-term suspension based on one of the following reasons:
 - There was substantial non-compliance with policy JKD.
 - The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
 - The discipline imposed by the hearing officer was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long-term suspension. The letter must describe in detail

all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent's/legal guardian's letter of appeal. If the Board feels more information is necessary, they will conduct another hearing. No new evidence can be admitted at the appeal hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the written material in executive session, the Governing Board may uphold, modify or rescind the hearing officer's decision.

- **Expulsion** - The hearing officer may recommend that a student be expelled from the school district. That recommendation will be forwarded to the Governing Board, who will act on it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:

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

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the written material from the hearing officer and the parents and will hear testimony from the hearing officer, the school officials and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s), the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, should be held in executive session, it shall be held in an open meeting unless:

If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session.

If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parent(s)/legal guardian(s) and legal counsel from attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive session or from recording such a session at the parent's/legal guardian's expense.

- **Readmission** - Once a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

- **Student Disciplinary Record-Keeping** - Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary actions shall be retained for at least two years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

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

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

Principal/Designee Review - In case of a suspension which is for nine days or less, and there has been no recommendation for long term suspension, the student/parent may request, in writing, a review of the situation/discipline. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

WUSD #2 Discipline Policy

The purpose of this discipline policy is to encourage students to be responsible for their own behavior and to allow all students the opportunity to learn in a safe and orderly environment.

For each violation of the discipline policy, a student will not only receive an immediate consequence (see consequence codes), but will also accrue points against his or her status as a student in good standing. Points are assigned for offenses based on their relative severity. Repeated instances of the same offense result in higher points and more severe consequences than for a first offense.

A student who accrues a total of 100 points during a school year may be recommended to the Superintendent for expulsion or may be given one of the following options:

- A. Voluntarily withdraw from Williams School District for the remainder of the school year.
- B. Meet with Parents and the Principal to develop a continuation agreement for the remainder of the school year.
- C. Be referred to the Superintendent for possible suspension for the remainder of the school year.

A student who enters into a continuation agreement and then violates the terms of the agreement will select one of the following options:

- A. Voluntarily withdraw from Williams School District for the remainder of the school year.
- B. Be referred to the Superintendent and School Board for possible expulsion from the school district.

Any actions which are found to be disruptive but are not specifically listed in the tables of infractions will be evaluated by the administration for placement in the most appropriate category. Actions which are a violation of law are always considered a violation of school policy. **Administration may consider aggravating or mitigating circumstances in assigning infractions to categories in which they are not normally included.**

NOTIFICATION

When a student has committed an infraction of the school rules, the attending teacher will fill out a discipline referral and, if convenient, have the student sign it. The student will be contacted by the office to determine the specific consequence to be assigned. A copy of any disciplinary referral handled by the office will be sent to the student's home.

CATEGORY I

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	0	10	10	15	15	15	15
CONSEQUENCE	C	C	C	C	C	C	C

- A. Pass abuse (in hall w/o pass, altering pass)
 - B. Dress code violation
 - C. Public display of affection (hug, kiss)
 - D. Littering
 - E. Loitering on campus
 - F. Use of radio or sound system during school hours.
 - G. Cell phone or other electronic item use during class.
 - H. Bringing disruptive objects/toys to school
 - I. Leaving Campus without signing out
 - J. Miscellaneous
-

CATEGORY II

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	10	10	15	15	15	15	20
CONSEQUENCE	C2	C3	C3	C4	C4	C5	C6

- A. Failure to complete infraction consequence
 - B. Profanity, vulgar gestures, racial slurs
 - C. Throwing snowballs, water balloons, etc.
 - D. Misuse of school property
 - E. Endangering oneself or others
 - F. Trespassing while suspended
 - G. Failure to obey a reasonable request
 - H. Not identifying self to staff, false info
 - I. Parking violation – parking illegally
 - J. Disruption of class
 - K. Miscellaneous
-

CATEGORY III

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	10	15	15	15	20	20	20
CONSEQUENCE	C3	C3	C4	C5	C6	C7	C8

- A. Lying and/or cheating
 - B. Ditching or leaving campus w/o permission
 - C. Careless driving/speeding
 - D. Disruptive objects, fire ext. mace, pepper
 - E. Minor vandalism (restitution required)
 - F. Minor theft (restitution required)
 - G. Forgery, impersonation
 - H. Instigating a conflict
 - I. Minor fight (push, shove, faceoff, yelling)
 - J. Disrespect to staff member
 - K. Threatening language, verbal abuse, hate speech
 - L. Internet/Computer abuse
 - N. Participating in gang Activity
 - O. Miscellaneous
-

CATEGORY IV

REFERRAL NUMBER	1	2	3	4
POINTS FOR THIS REFERRAL	25	25	50	50
CONSEQUENCE	C5	C6	C7	C8
A. Bullying, harassment, intimidation				
B. Major theft (restitution required)				
C. Insubordination				
D. Disrupting the school environment				
E. Fighting				
F. Possession or use of tobacco, hookah, or smoking vapor				
G. Viewing/Possession of pornographic/indecent materials				
H. Miscellaneous				

CATEGORY V

REFERRAL NUMBER	1	2	3
POINTS FOR THIS REFERRAL	33	33	50
CONSEQUENCE	C8	C9	C10
A. Distributing pornographic or indecent materials			
B. Indecent exposure or intimate acts			
C. Open and persistent defiance of authority			
D. Vandalism (restitution required)			
E. Physical assault			
F. Possession or under the influence of alcohol/drugs			
G. Threatening a school employee			
H. Miscellaneous			

CATEGORY VI

REFERRAL NUMBER	1	2
POINTS FOR THIS REFERRAL	50	50
CONSEQUENCE	C9	C10
A. Extortion		
B. False fire alarm		
C. Setting trash can etc. on fire		
D. Distribution and/or sale of alcohol, drugs, or other controlled substance.		
E. Possession of a non-firearm weapon/dangerous device, (knife, brass knuckles, simulated firearm, etc.).		
F. Miscellaneous		

CATEGORY VII

REFERRAL NUMBER	1
POINTS FOR THIS REFERRAL	100
CONSEQUENCE	C10
A. Arson	
B. Bomb threat	
C. Death threat	
D. Physical assault of a school employee	
E. Possession and/or use of explosives	
F. Use of any instrument as a weapon	
G. Major vandalism (restitution required)	
H. Possession of a firearm	
I. Threat made to harm the school	
J. Miscellaneous	

CONSEQUENCE CODES

Infraction of school policy will result in the assignment of one of the following consequences:

- C1 A. Teacher or Office Conference/Counseling
B. Contract or One Lunch-Time Detention
- C2 A. One Lunch-Time Detention(LTD)
B. One half day In School Suspension (ISS).
C. Parent/Teacher Conference
- C3 A. Two days of LTD
B. One day of ISS
- C4 A. 1 Day ISS and 2 Days LTD
B. Two days of ISS
- C5 A. 2 Days Off-Campus Suspension (OCS)
B. Three Days of ISS
- C6 A. Three Days Off-Campus Suspension (OCS)
B. Four Days of ISS
- C7 A. Four Days of OCS
B. Five Days of ISS
- C8 A. Five Days of OCS
B. Six Days of ISS
- C9 A. Seven Days of OCS
- C10 A. Ten days of OCS
B. Ten days of OCS plus a referral for a formal hearing to consider expulsion, long term suspension, or other disciplinary action

All suspensions from class, either in-school, or off campus, will be considered an absence toward the perfect attendance policy. Off Campus Suspension is an unexcused absence from school.

Suspensions for **fighting** may include immediate **off campus suspension** (in order to separate the combatants). All **off campus suspensions** also include **suspension from all school activities** (games, dances, etc.) for the duration of the suspension.

Arizona Revised Statutes References (A.R.S.):

Abuse, Verbal Abuse – A.R.S. § 15-507 **Loitering** – A.R.S. § 13-2905
Bullying – A.R.S. § 13-3620 **Suspension** – A.R.S. § 15-843
Computer Tampering – A.R.S. § 13-2316 **Tobacco** – A.R.S. § 36-798
Disorderly Conduct – A.R.S. § 13-2904 **Trespass** – A.R.S. § 15-841
Disruption – A.R.S. § 13-2911 **Vandalism** – A.R.S. § 15-842
Expel – A.R.S. § 15-841 **Weapons** – A.R.S. § 13-3102(11)
Hazing – A.R.S. § 15-2301

Annual Notification to Parent Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records maintained by the District may include - but are not limited to - identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the district under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children’s records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student’s education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A

school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Annual Non-Discrimination Notification

Copies of the district student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a)(5) and 99.7(b)].

Williams USD#2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations, Williams USD#2 Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Williams USD#2 also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. The compliance coordinator is Mrs. Rachel Savage/Superintendent (as of July 1, 2012), 411 N. 6th St. Williams, Arizona 86046, 928-635-4474

Student Records

DESIGNATION OF DIRECTORY INFORMATION

During the school year, district staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the district is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent. *If you do not opt out of releasing any and all of the below-designated information, then the district must provide military recruiters, upon request, directory information containing the students' names, addresses and telephone listings.*

If you *do not* want the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the district through the School Principal in writing of that fact. If the school district does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son's/daughter's designated directory information listed below:

- The student's name.
- The student's address.
- The student's date and place of birth.
- The student's photograph.
- The student's grade level.
- The student's participation in extracurricular activities.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.
- The names of Parents/Guardians of the student.

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, applications for scholarships and honors, and responses to military recruiters.

Internet and E-Mail User Agreement

Acceptable Use: Each user must:

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives of Williams Elementary-Middle School.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the district's code of conduct.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work *only* on WUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

Unacceptable Uses:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.

- Users will not download and use games, files, documents, music, or software for non-educational purposes i.e., Shockwave games/animations, audio and other visual files.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use *free* web based email, messaging, video conferencing, or chat services without written permission from the District Information Technology Department.

Resource Limitations:

- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their educational or career development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following district approved procedures.
- The district's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal responsibility: I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without district authorization.*

Network etiquette: I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- *Avoid disruptions.* I will not use the EIS in any way that would disrupt the use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services:

Williams Elementary-Middle School specifically denies any responsibility for the accuracy of information. While Williams Elementary-Middle School will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

Section 504 of the Rehabilitation Act of 1973

It is the responsibility of the district to identify and evaluate students who may need special services or programs in order that such students may receive the required free appropriate education.

A student who may need special services or programs under Section 504 of the Rehabilitation Act of 1973 is one who:

- Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB and its regulations and under state and federal laws and regulations.

Individuals with Disabilities Education Act (IDEA) Special Instructional Programs

The district will ensure that all children, including children attending private schools, within the district's jurisdiction who have suspected disabilities are identified, located and evaluated. The process of identifying, locating and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the school district. It is the process of identification, evaluation, development of program, placement, and the provision of services – its sensitivity, its accuracy – that will determine much of what happens with students during the remainder of their educational lives.

This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

Procedural Safeguards:

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If you suspect your child of having a disability, birth – age 22, contact the administration at the local campus.

If the district and parents or guardian do not agree on the identification, evaluation, educational placement of a child with a disability, and provision of FAPE (free appropriate public education), either the district or parent/guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/guardian in resolving the issues.
- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the District and parent/guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/guardian files a state complaint in writing. ADE will determine if the district is or is not in compliance and issue the findings in writing.
- Due Process – A parent/guardian or the district may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution.

Individuals with Disabilities Education Act IDEA Student Discipline

When a student who is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent(s)/legal guardians(s) is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent(s)/legal guardian(s) will be provided with a copy of the procedures/ safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent(s)/legal guardians(s) per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent(s)/legal guardians(s) are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parents/legal guardians(s) per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion cannot occur. However, the student's educational program will be reviewed and revised and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion can occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program can occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the district's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parents(s)/guardians(s) do not agree with the findings of the IEP conference, they can file due process. The district, if it is deemed that the student is a threat to the educational environment, may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

Student and Parent Handbook/Student Rights & Responsibilities Handbook
Acknowledgements and Verification

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review with your child the documents referenced below which can be found in this handbook, including without limitation, the district’s policy on directory information (FERPA), school bus privileges, due process and dress code.

**This form must be signed and returned to
Williams Elementary-Middle School
within 10 days of first day of school.**

Student Rights and Responsibilities – Discipline Expectations and Consequences

As a parent of a student in Williams Elementary-Middle School, you have the right to a quality education for your children. To make sure that every student enjoys that right, the district has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair. We ask that you read the infractions and consequences. **Williams Elementary-Middle School does not tolerate drugs, weapons or threatening behavior. Any such act will result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency in addition to school consequences such as suspension or expulsion.**

Parent Name (printed): _____

Parent Signature: _____

Student Name: _____ Grade _____

Student Signature: _____

Note: Federal privacy laws prohibit the district from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.