



High Desert Middle  
School  
Tiger Handbook  
2020-2021

This Handbook Belongs To:

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# High Desert Middle School

Telephone: (928) 402-5900

Fax: (928) 425-8710

Mailing Address: 460 N. Willow Street  
Globe, Arizona 85501

Website: <http://www.globeschools.org>

School Office hours: 7:00 AM – 5:00 PM

**Mascot: Tigers**

**School Colors: Orange and Black**

### Important Numbers

District Office (928) 402-6000

Cafeteria: (928) 402-6043

Transportation (928) 402-6087

### **School Contacts**

<b>Principal</b>	Mr. Darryl Gentry	402-5902
<b>Assistant Principal</b>	Mr. Michael Mrozinski	402-5900
<b>Administrative Assistant to the Principal</b>	Mrs. Teresa Sanchez	402-5902
<b>Attendance</b>	Mrs. Baker	402-5903
<b>Nurse Aide</b>	Mrs. Susan Moya	402-5915

\*All staff emails are located on our Website at [www.globeschools.org](http://www.globeschools.org)

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**GUSD Board Policy supersedes any differences between this handbook and Board Policy**

## Bell Schedule

Monday through Thursday Schedule --No School on Friday

All Grades	
Period 1	8:45 – 8:55
Period 2	8:58 – 9:58
Period 3	10:01 – 11:01
Period 4	<div style="text-align: center;">11:03 – 12:16</div> (37 min. combined lunch & recess, 37 min. SSR) 6 <sup>th</sup> – L/Recess - 11:03–11:40 SSR – 11:40–12:16 7 <sup>th</sup> – SSR-11:03-11:40 Recess/L – 11:40-12:16 8 <sup>th</sup> – SSR-11:03–11:40 L/Recess – 11:40-12:16
Period 5	12:19 – 1:19
Period 6	1:22 – 2:22
Period 7	2:25 – 3:30

### Early Release Day Schedule

All Grades	
Period 1	8:45 – 8:55
Period 2	8:58 – 9:38
Period 3	9:41 – 10:21
<b>Period 5</b>	10:24 – 11:14
Period 4	<div style="text-align: center;">11:17 – 12:20</div> (37 min. combined lunch & recess, 37 min. SSR) 6 <sup>th</sup> – L/ Recess – 11:17-11:54 SSR -11:54 –12:20 7 <sup>th</sup> – SSR-11:17 – 11:54 Recess/L –11:54-12:20 8 <sup>th</sup> – SSR11:17 – 11:54 L/Recess – 11:54-12:20
Period 6	12:23 – 1:03
Period 7	1:06 – 1:45

### Assembly Schedule (Tentative)

All Grades	
Period 1	8:45 – 8:55
Period 2	8:58 – 9:52
Period 3	9:55 – 10:49
Period 4	<div style="text-align: center;">10:51-12:03</div> (37 min. combined lunch & recess, 37 min. SSR) 6 <sup>th</sup> – L/ Recess – 10:51 – 11:26 SSR -11:26 –12:03 7 <sup>th</sup> – SSR-10:51 – 11:26 Recess/L –11:26 –12:03 8 <sup>th</sup> – SSR 10:51 – 11:26 L/Recess – 11:26 –12:03
Period 5	12:07 – 1:01
Period 7	1:04 – 1:58
Period 8	2:01 – 2:55
Assembly	2:58 – 3:30

## 2020-2021 School Calendar

### First Trimester

August 17, 2020 - November 5, 2020

### Second Trimester

November 9, 2020 – February 25, 2021

### Third Trimester

March 1, 2021 – May 27, 2021

### Holidays

Labor Day	September 7, 2020
Student Make-up day (Friday)	September 11, 2020
Student Make-up days (Mon.-Thurs.)	October 12-15, 2020
Student Make-up day (Friday)	October 23, 2020
Veterans' Day	November 11, 2020
Thanksgiving Break	November 25-26, 2020
Student Make-up days (Mon. & Tues.)	December 21-22, 2020
Christmas Break	December 23, 2020 – January 3, 2021
Martin Luther King Day	January 18, 2021
Presidents' Day	February 15, 2021
Spring Break	March 8 – 11, 2021
Memorial Day	May 31, 2021

### Other Dates

Early Release Days	September 3, 2020 November 5, 2020 February 11, 2021
Parent Conferences & Early Dismissal	November 23-24, 2020 March 3-4, 2021
Standardized Test	
8 <sup>th</sup> Grade Science Test Az-Merit	March 22nd – April 1 <sup>st</sup> , 2021 April 5 -30, 2021
Professional Learning Days	July 31, 2020 September 11, 2020 October 23, 2020 January 29, 2021 March 19, 2021

**Parents and Students**  
**Welcome to High Desert Middle School**

I am excited to be the new Principal of High Desert Middle School! Although we face a very cautious time in our everyday lives during the current pandemic, we are committed to providing educational learning in the safest platform possible. While we face continuous adjustment of our everyday norms, I believe as a school we will always be able to provide two foundational philosophies of learning. That is the importance of building positive relationships with all students and an unbreakable belief that every student has the ability to achieve academically.

In order to expand student learning, we will focus on the professional development of all staff. We will dive into the specifics of teaching practices, teacher collaboration, and expanding teacher "tool bags" to define day to day learning. We will center our actions on the "evidence" of student learning to guide the academic growth of EVERY student. Along with academic focus, HDMS will also continue to offer a extracurricular activities that interest students. HDMS extracurricular activities will include football, cheerleading, volleyball, basketball, wrestling, baseball, softball, track, academic league, band, and student government.

Home and parental support are essential components for academic success. I encourage you to get involved as a volunteer and/or attend our Site Council meetings. I also encourage you to have an open communication with your child's teachers and administrators.

My favorite quote is "We are what we repeatedly do. Excellence, therefore, is not an act but a habit." Students, staff, and parents will continually hear me say "Excellence is a habit" throughout the year. My intent is to build norms and everyday practices that become routine where high achievement, good decisions, and excellence is a natural constant at High Desert Middle School.

Please feel free to contact me if you ever have any questions or concerns. I would also like to hear about the positive things that are going on at HDMS. Together, let's make Excellence a Habit at HDMS.

Sincerely,

Darryl Gentry  
Principal

**High Desert Middle School**

**Vision Statement**

Capturing Hearts, Empowering Minds.

**Mission Statement**

The mission of HDMS is to create a climate of the highest academic success for all students.

**Core Values**

- Student mastery of curriculum
- A safe and orderly environment
- Building school/parent relationships
- A positive climate conducive to student learning
- Strong instructional leadership

**HDMS PLEDGE**

**“Today I will do more than I have to do, I will treat others as I want to be treated and I will continue to become a better person. Today I will take care of the little things.”**

### **Parent Involvement Policy**

The High Desert Middle School staff is committed to the notion that our students learn best when we (parents, students, and teachers) work together toward their success. Research tells us that your active involvement in your child's education represents one of the most important variables impacting their success or failure in school. As your partners in the educational process for your child, the staff and administration of High Desert Middle School ask that you:

- encourage good study habits
- provide a quiet, safe place and time for students to complete homework
- ensure that students come to school every day on time
- ensure that students have had adequate rest and nutrition before they begin the school day
- support the staff in their efforts to promote appropriate behavior in school
- limit the time students spend with non-educational media such as television, video games, and movies
- communicate with teachers as needed to discuss grades, behavior, and educational plans
- attend parent-teacher conferences
- encourage students to obey school rules

Recognizing our partnership role in the educational process the administration and staff of High Desert Middle School pledge to:

- provide well-planned lessons that are aligned with Arizona State Standards
- communicate student progress to parents and students
- respond to students' efforts and express confidence in students' abilities
- use a variety of teaching strategies to address a variety of learning styles
- protect the rights of all students
- demonstrate sensitivity to diverse needs, perspectives and cultures
- collect, review, evaluate, and respond to student work promptly
- provide a safe and positive school environment

Without question, our students comprise the most important element of our team. The primary focus of our school is and always will be their ultimate success. Based upon that premise, our students will be held to high standards and expectations. We will expect them to:

- Attend school daily and arrive at all classes on time
- Dress appropriately, as per school policy, and come prepared to class
- Know and follow school rules
- Respect the rights and property of others, not interfere with the learning of others
- Accept responsibility for their own actions and realize that there are consequences, both positive and negative, for actions
- Accept responsibility for their own learning
- Complete and submit assignments on time

We urge all parents to be actively involved in their teen's school life. Please feel free to contact your child's teachers any time you have questions or concerns about his/her academic progress. In addition, we ask that you take advantage of:

- Formal parent teacher conferences held twice each year.
- Choir and Band Concerts
- Drama Productions
- HDMS Site Council
- Athletic Events
- Awards Nights

Please do not hesitate to contact office personnel, teachers and administration should you have any questions or concerns about the school.

### **Attendance Policy**

Students who have five or more days of excused /unexcused absences in a trimester shall be required to complete 12 hours of remediation and/or placed on an attendance contract. Students who have five or more days of excused/unexcused in a trimester shall be required to complete 12 hours of remediation and/or placed on an attendance contract.

### **Reporting of Absences**

Parents must call High Desert Middle School at **928-402-5900 extension 5903** by 9:00AM on the day of the absence to report absences for their children

### **504 Plans**

Students with chronic health conditions that affect attendance, as verified by a physician, may be exempt from fulfilling the above attendance requirements as per Governing Board Policy JHD. Students with a mental or physical impairment which substantially limits one or more of a person's major life activities may apply for a Section 504 Plan. Such students should request a 504 Accommodations Packet. This packet is available at the Nurse's Office or the Assistant Principal's Office. A 504 plan enables qualified students to receive special classroom accommodations, miss more than the 5 days per Trimester and not lose credit because of non-attendance. All class work and tests are still required to be completed and returned to the teacher(s) in a timely manner. (Governing Board Policies JHD, JHD-R).

### **Chronic Illness Forms**

Students who have been diagnosed with a chronic medical condition must have a chronic illness form on file to excuse excessive absences. This form must be filled out by a Medical Doctor. Forms may be picked up in the front office. Student absences not covered by a Chronic Illness Form will be subject to regular attendance procedures and policies.

### **Unexcused/Unverified Absences**

Students with excessive absences may be placed on an attendance contract or referred to juvenile probation. The following may apply if the student breaks the contract:

1. Students will be retained.
2. Students will be required to attend Friday school.
3. An out-of-district waiver will be pulled.

### **Excused absences**

Absences will be excused for the following reasons: medical appointment accompanied by a doctor's excuse, bereavement, illness of the child, and religious ceremonies. Remember all documentation must be received within 24 hours of the child returning to school. If your child is ill, please call the school prior to 9:00 am on the day of the absence.



## INSTRUCTION

The following trends in Best Practices will occupy a high priority in our instructional program:

- Use of data to guide instructional decisions
- Professional development and collaboration among teachers
- Curriculum alignment with standards
- Parent communication
- Instructional time on task

The Arizona Common Core Standards are the driving force behind our district curriculum. The state achievement tests will be administered in the spring of each school year. These assessments will measure your child's progress in the following standards for language arts, reading and mathematics. Furthermore, Pre-tests and post-tests will be given in all subjects. These will be used to guide instruction and assess student achievement.

### Algebra/Geometry – 8<sup>th</sup> Grade Honors

Incoming Freshmen completing Algebra I A/B or Geometry A/B from a certified Math teacher or approved on-line program in 8th grade will receive credit for high school Algebra I A/B or Geometry A/B provided students complete the course of study with a grade of C or higher, must have taken the Az-Merit End of Course Test for Algebra A/B or Geometry A/B, and Pre/Post Tests for content area. The student will receive credit and the grade will be added to the student high school transcript.

\*Parents of 8<sup>th</sup> grade students will have the option to not include (waive) the grade and credit for taking Algebra I A/B or Geometry A/B prior to the start of the course of study their 8<sup>th</sup> grade school year. In this case, the incoming freshmen student will need to enroll in Algebra I A/B upon enrolling at Globe High School.

## GRADING

### Report Cards

Report cards are issued for each trimester of the school year. Parents are encouraged to check student planners for weekly progress reports. Grades are also posted on Family Link at [www.globeschools.org](http://www.globeschools.org) each week. Parents may contact HDMS Office for student password. Benchmark tests will be included as trimester grades.

#### Academic Grading System

A = Excellent	-	90 - 100%
B = Above Average	-	80 - 89%
C = Average	-	70 - 79%
D = Below Average	-	60 - 69%
F = Failing	-	59% or below
I = Incomplete		

### Honor Roll

Honor Roll has two levels of achievement. The requirements for each are as follows:

Principal's Honor Roll – students must earn a 4.0 grade point average.

Honor Roll – students must earn at least a 3.0 grade point average average with no grades lower than a "C". Each trimester we will plan on holding Academic Assemblies to recognize our students' achievements.

### Special Education

For information regarding special education services for your student, contact the principal, assistant principal, or a special education teacher.

### Promotion Requirements/Raising Expectations

1. If at the end of the 1<sup>st</sup>, or the 2<sup>nd</sup>, grading period a student has an F in a core course (math, language arts, science, or social studies), the student will be required to successfully complete a minimum of 12 hours of remediation for each failing grade.
2. If at the end of the 3<sup>rd</sup> grading period a student has an F in a core course, the student will be required to successfully complete 12 hours of remediation for each failing grade to be completed during summer school.
3. Any student who has not successfully completed his/her Remediation hours by the end of the 3<sup>rd</sup> grading period will be required to attend and fulfill summer school requirements prior to receiving promotion certificate.
4. **Eighth grade students who fail a core course in the 3<sup>rd</sup> Trimester will not be permitted to participate in the promotion ceremonies.**
5. Students that fail an elective may be placed into an additional core class.

### Consequences

**Students who fail to successfully complete required Remediation will be assigned Summer School. Failure to complete Summer School will result in retention.**

### Remediation

Remediation may include one or more of the following:

1. Tutoring- Morning/After School
  2. Friday School
  3. Additional academic courses in lieu of Specials or Electives.
  4. Private or Commercial Tutoring pre-approved by the principal
- At the end of each trimester, remediation letters will be sent to parents. The letter will also include a reminder regarding our promotion/retention policy.
  - Special Education students requiring interventions will be referred to the IEP team.
  - Students will be treated as individuals and the principal will have the authority to make exceptions.
  - There will be a charge of \$20.00 per Trimester for students to attend Friday and Summer School.
  - Any retention decision may be appealed to the Governing Board, as per board policy.
  - Any remediation hours not completed may be rolled over to the following school year.

### Promotion

Due to the number of graduates and our limited space in the auditorium each 8<sup>th</sup> grade student will be issued 4 tickets for promotion. We understand that is limiting for families and we apologize for the inconvenience. We have to stay within the fire marshal's capacity in the auditorium.

Due to our diverse population and our special needs students, horns and loud noise making devices will not be permitted during 8<sup>th</sup> grade promotion.

### **Homework Policy**

Homework is defined as any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

### **Rules for Homework**

- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging purposeful and relevant.
- Consideration shall be given to quality over quantity.

### **Scheduling time and Parameters**

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students will be issued a planner at the beginning of the year and be required to have it with them every day. A replacement planner may be purchased from the front office for \$5.00. Students may elect to use weekends to review materials, makeup work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown. Special education students may receive modified assignments based on their IEP

### **Makeup Work**

Students who miss school work because of an excused/unexcused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed - 1 day for every day absent unless other arrangements have been made **with** the teacher.

Students who are suspended from school shall be given assignments to complete. The teacher of any class which a student is suspended may require the student to complete tests missed during the suspension. Students who are suspended must have their work completed and returned within a week of return for credit.

It is the responsibility of the student, parent, and teacher to provide and receive missing assignments due to an absence. For students with consecutive absences, make-up work will be provided upon return by student/parent request.

### **Academic Misconduct**

High Desert Middle School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Globe’s Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Globe’s Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

The determination that a student has engaged in academic misconduct shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic misconduct shall be subject to disciplinary action (note discipline matrix)

### **AzM2**

The Arizona Department of Education has decided to adopt a new standardized test for the 2020-2021 school year. The testing window is from April 5 – April 30<sup>th</sup>. The 8<sup>th</sup> grade science test will remain in place for the upcoming school year.

## GENERAL SCHOOL DISCIPLINE

High Desert Middle School seeks to provide a warm, caring, safe, learning environment to ensure quality education. The following disciplinary guidelines have been established to maintain such an environment. Most of the “do’s and don’ts” can be summarized in the school rules listed below. Each classroom and/or class period will create their own social contract. The social contract will be utilized in conjunction with our basic school rules for classroom/school-wide discipline.

### School Rules

- Respect the property, feelings, and space of yourself and others.
- Listen and follow directions.
- Keep hands, feet and objects to yourself.
- Be prepared with books, materials and supplies when you come to school.
- Speak at appropriate times, appropriate levels and use appropriate language.
- No gum unless noted in student’s Individualized Educational Plan.

### Not Following School Rules

High Desert Middle School has made a commitment to provide a respectful and safe learning environment for all students. Students, along with the administration and staff, share a responsibility to develop a climate within the school that is conducive to a pleasant and safe learning environment. School rules are designed to protect all students. Students who choose to break the rules will have to accept the consequences of their behavior. Students will be treated firmly, fairly, and appropriately.

Arizona law allows the school district to hold you accountable for your behavior:

- On school property,
- On the way to and from school,
- During any school-sponsored activity,
- At school bus stops,
- And in other locations outside school grounds if the behavior has a negative impact on other students, teachers, or school activities.

Students whose behavior seriously interferes with classroom instruction may be removed from class. Students who severely or continually disrupt the educational process of the school will have field trip privileges revoked. If there is a tip or probable cause a student’s backpack may be searched under Arizona State Law.

### Discipline Policy

Students are responsible for their own behaviors and are subordinate to all school personnel. Failure to abide by rules or failure to obey reasonable directives of school personnel will result in disciplinary action.

Most classroom disciplinary situations will be handled by the teacher, in cooperation with parents. Continual classroom problems and other major offenses will be handled at the administrative level.

Disciplinary actions will be based upon the offense committed, extenuating circumstances, and the student’s disciplinary record. **A progressive approach toward discipline will be used, meaning that consequences may become more severe as the number or severity of incidents increases.**

### Out of School Suspension

**Suspended students are not allowed in the school zone and may not participate in or attend any extra-curricular activities for the duration of the suspension, including weekends. OSS does not count against the student’s attendance.** Parents/guardians should ask for homework requests when their student is going to be suspended. Parents/Guardians of a student who has been suspended may be required to meet with the HDMS administration as a condition upon returning to school. All missing work is due within one week of return, either turned in to the office or the classroom teacher.

### **Appealing a Disciplinary Action**

Suspensions may be appealed to the Principal. The parent/guardian must initiate such appeal by notifying the Principal's Office. Suspended students, whose behavior does not pose a disruption or threat to the school may attend classes pending the appeal process. However, suspended students whose behavior does pose a disruption or threat to the school will be directed to remain at home until the time of the appeal hearing. Examples of such suspension may include those involving fights, disrespect toward personnel, and drugs.

### **Restricted Items/Activities**

1. Smoking/Possession/Use of tobacco products, including vapor cigarettes. (See No Smoking Zone information on page 20)
2. Possession/Use/Under the influence of drugs/alcohol.
3. Energy Drinks (Monster, Rockstar)
4. Pepper spray, Mace, or similar chemical devices.
5. Food or drinks in the auditorium, gym, playground, classrooms or hallways. (Gum is permitted at the individual teacher's discretion.)
6. Sunflower seeds
7. Sharpies/ Permanent Markers
8. Visitors at school.
9. **Electronic devices must not infringe or undermine the integrity of the educational mission. Cell phones or other communication and electronic devices including ear buds and personal speakers are not permitted to be on during school hours. See the electronic device policy below.**
10. Lasers.
11. Gambling
12. Weapons (including gun, knives, and razor blades or any device that may be used to inflict bodily harm.)
13. Explosives, lighters, fireworks, or ammunition.
14. Skateboards, in-line skates (roller blades), scooters or skates are not allowed to be used on school property during school hours.
15. Hoverboards, electric scooters are not allowed on campus at any time.
16. Soliciting.
17. "Cup Checking" / "DePantsing"
18. Spraying cologne/ hairspray in the classroom, restroom areas, and hallways.
19. Students with Excessive tardies may be assigned ISS, Lunch Detention, or remediation.
20. Students who are brought lunch from outside of school must finish their lunch before their lunch bell rings, prior to class- food will not be allowed in the classrooms.

High Desert Middle School shall not assume responsibility for the loss of, or damage to, personal property stored, installed, brought to, or used on school premises.

### **Dress Code**

Although we cannot give you a definitive list of what is/is not appropriate, listed below are the dress code guidelines that we expect the students to follow. Please note that we add items as we become aware of their potential for disruption and safety.

Part of that effort involves being focused on education when in the classroom and dressing for educational success. High Desert Middle School encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. These are some guidelines. School administration, however, shall have final authority regarding student dress and appearance.

**General**

- Slits or holes in clothing are permitted below knee.

**Pants/Bottoms/Dresses**

- Shorts/skirts must be touching the top of the knee.
- Excessively long pants that drag the ground creating a safety hazard are not acceptable.

**Headwear**

- Headwear for ladies and gentlemen (including caps, hairnets, cowboy hats, stocking caps, hoodies and others) are not to be worn in the buildings except in areas and at times deemed appropriate by the administration.

**Sunglasses**

- Sunglasses are not to be worn in the building

**Miscellaneous**

- Tattoos, jewelry, and other adornments must not be hate provoking, offensive, or show references to sex, drugs, alcohol, violence or have inflammatory language.
- No bandanas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors.”
- Students may not wear spikes, large chains, and other adornments that pose a safety risk.
- Writing/drawing on the body is not permitted.
- PDA (Public Display of Affection) is not permitted. (Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc. at school or a school sponsored activity)

Exceptions for special activities, religious reasons, or health considerations may be pre-approved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

**Consequences for Violation**

Dress code violations will be handled under the school discipline code. In addition to the discipline under the code, the following remedies will be applied.

1. Students will be sent to the school nurse or office and will be expected to do one of the following: change into clothing provided by school, alter clothing to be in compliance, have other clothing brought to school, or remove the jewelry or accessory.
2. If student refuses to change clothes, student is sent home and counted as absent.
3. Other disciplinary actions such as detention, in-school suspension, or long-term suspension.

When appropriate, the student will be required to turn offending clothing inside out, wear school provided clothing, use school provided material to secure clothing or be sent home to change clothing.

Students using school provided clothing will leave their inappropriate garment(s) at the office. It will be returned when the borrowed clothing has been washed and returned.

**Electronic Device Policies****Cell Phones/ Smart Watches, Electronic/Digital Devices:**

Keeping the High Desert Middle School classrooms places of Rigor and Relevance - creates the need for changes in policy from time to time. Due to the increase in classroom interruptions, incidents of academic dishonesty, bullying/harassment, and reported thefts, **GUSD discourages students from bringing the following items on campus:**

- iPods • portable DVD players • personal laptops • cameras or video recorders
- Mp3 players • laser pointers • headsets • paging devices
- CD players or any personal • any game playing device
- electronic or digital music devices

These items that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school during regular school hours

In addition, **ALL ELECTRONIC DEVICES MAY NOT BE SEEN OR USED during regular school hours. All devices can be used before school and after school only. Use is interpreted as using any cell phone/ electronic device function or feature, not just the sending or receiving of calls.** Cell phones and other devices must be turned off and kept out of sight after the first bell. The student bears total responsibility for safeguarding their cell phone/ electronic devices.

*After the third warning/retrieval of a cell phone, the student will lose his/her privilege to bring cell phone to school.*

If an emergency occurs during the school day, a parent/guardian should contact the office immediately. Students will be immediately contacted and brought down to the office, if requested. Students may continue to use cell phones before or after school hours to communicate home and arrange rides. We recognize that technology is a part of the fabric of life today but rather than ban cell phones - we are opting to have reasonable limits to its use.

**Lost or stolen** cell phones or devices are the responsibility of the student. Bringing the item to school is at the student's own risk for loss/theft. High Desert Middle School is not responsible and will not investigate lost or stolen electronic devices. It is strongly recommended that they not be brought to campus. If a student violates the policy, any staff member will confiscate the device and turn it in to the APO.

*After every violation - only the student's parent or guardian listed on the emergency card with proof of identity may reclaim the device.*

Use of a camera phone is strictly forbidden in all areas and such use may also be in violation of the criminal code. This includes and is not limited to video taping fights, behavior in classrooms, etc.

## **PE Uniforms**

Students will be required to dress out for PE. PE uniforms must be purchased before registering for PE. The cost will be approximately \$20.00. If the uniform is lost it will be the student's responsibility to purchase a new uniform.

## **Non-Violence Policy**

Learning to resolve conflicts peaceably is part of the maturation process. However, if a student finds himself/herself involved in a dispute that may escalate into a violent situation, he/she should report this to a school official for investigation.

**High Desert Middle School takes a strong stand against fighting.** It simply will not be tolerated! Students involved in fighting may be suspended and possibly charged with assault. The police will be called in some situations. Reasonable use of physical force in self-defense of others and defense of property will be considered as a mitigating factor in determining penalties for misconduct (Governing Board Policy JK-R). However, both students are usually suspended as both students are usually at fault. A student who does not physically retaliate during a fight, but yet is found to have verbally or otherwise escalated the altercation into a fight, may still be suspended for fighting. **Although "self-defense" in its legitimate context is justified, it is a rare occasion that a student is exonerated for fighting. Students caught video taping a fight at school will be suspended.**

### Student Activities

High Desert Middle School offers a variety of student activities. One of the most productive ways to spend your middle school years is by getting involved in one or more activities. Information concerning various clubs and organizations may be obtained from the Student Council Advisor.

For more information about activities, please check the Athletic Handbook

### Extra-Curricular Activities/Elective Policy

We believe that extra-curricular programs are an integral part of our total school program, and that participation is a privilege. It is our desire that these programs are enriching and healthful experience in which physical, mental, and social growth can be stimulated through interscholastic participation and competition.

Student participants must be willing to accept training rules, regulations, and responsibilities, which are unique to our program. It is essential that students and their parents become thoroughly familiar with the rules and regulations of these programs. All participants in extra-curricular activities must adhere to the following guidelines.

For rules, regulations, and insurance requirements, please see the Athletic Handbook.

### Extra-Curricular Fees

The following extra-curricular fees apply. However, it is our intent that no student should be denied participation in extra-curricular programs due to low income. If a student is unable to afford a particular fee, he/she should notify the administration.

- All sports including Cheer- \$30.00
- Academic League- \$1.00
- Activity Fee (Field Trip)- \$1.00
- Friday School/Summer School- \$20.00 per Trimester
- Drama Club Fee- \$1.00
- Bad Check Fee- \$25.00
- Lost/Damaged Equipment- Replacement Cost
- PE uniforms \$20.00
- Art - \$1.00
- Band - \$1.00
- Student Council - \$1.00
- **Replacement for Zonar ID for the bus will be \$5.00**

**Admission to basketball, football and volleyball games** - \$3.00/ Adults, \$2.00/ Students.

**Dances, plays and other school activities**-determined by organization.

The \$30.00 fee per student per sport season that is collected from each student participating in athletics must be paid prior to the first game of the season. Student-athletes that have not paid the fee by the first game will become ineligible to practice or participate in games until the fee is paid. Parents facing a financial hardship may contact the athletic director to work out arrangements for payment of the activity fee. The activity fee can be paid at the HDMS Office.

### **Athletics, Spirit Line, and Academic League**

Refer to the Globe Unified School District Athletic Handbook for eligibility criteria. Students must have at least a C in all classes to participate. Any students with a D or an F will be put on academic probation and will not be allowed to participate until grades improve.



### **Removal from Extra-Curricular Activities**

The principal of a school may remove a student from a school sponsored activity, or position within an activity, if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The decision of the principal shall be final.

For purposes of this policy, *activity* is defined as:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor roll, or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

### **Assemblies**

Assemblies play an important role in developing school spirit and pride. However, they are a privilege. Students are expected to behave properly during assemblies. Disruptive students will face disciplinary measures. Assemblies that become disorderly will be canceled as well as the next scheduled assembly.

### **Dances**

Students must be in attendance the full day in order to attend any dance. Students may not leave campus once he/she has paid to enter unless signed out by parent/guardian.

### **\$\$ Tax Credit! \$\$**

Arizona State Law enables you to receive a tax credit of up to \$200 (\$400 if married filing jointly) when you make a donation to our schools. We will use your tax dollar donation to provide additional support and learning opportunities for our students. The state allows us to use these dollars for educational or recreational activities that supplement the educational program of the school. More information and donation forms can be found on the district website. We appreciate your support and are dedicated to spending your tax dollars responsibly.

### **Nurse's Office**

Our school nurse is available to help students if they become ill or injured while at school. If they become ill or need first aid, students must obtain a nurse pass from a teacher. An attempt will be made to contact parents. Parents are expected to pick up a sick child or give permission for the student to walk home. All medication, including aspirin, inhalers, and any doctor's prescriptions must be kept in the nurse's office. Students will not be allowed to start school until all immunizations are current.

1. Written permission from the parent or guardian is required to have the school comply with the physician's order.
2. Medication must be brought to school in an appropriately labeled container from the pharmacy or physician.
3. Over the counter drugs may be administered with written permission by the parent or guardian, stating time, dose, and reason to be given. The pharmacy medications must be in the original container with the student's name printed on the container.
4. An Emergency Information Card with parent contact information must be kept on file at all times in the nurse's office.
5. Whenever a student is injured at school, on the way to school, or on the way home from school, he/she should notify a staff member at the time of the injury.

### **Support Personnel**

The secretarial, cafeteria, classroom aides, librarian, and custodial personnel are important members of our school staff. All staff members are to be respected in the same fashion as the classroom teacher.

### **Cafeteria**

All parents will be asked to complete an application for free/reduced lunches at the beginning of each school year. These forms will be sent home with students at the beginning of the year and are to be returned to the school office. Students who are brought lunch from outside of school must finish their lunch before their lunch bell rings, prior to class- food will not be allowed in the classrooms.

Due to cafeteria health guidelines students may only bring in **single servings into the cafeteria. No, Gum, Soda, Power Drinks or Tea are permitted in the cafeteria.**

Any student caught throwing items in the cafeteria will lose cafeteria privileges. If the student is part of a food fight in the cafeteria, the student may be suspended up to nine days.

### **Information Regarding Homeless Students**

In response to the “No Child Left Behind Act”, the Globe Unified School District is attempting to locate students who may be classified as “homeless students”. The term “homeless students” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care replacement;
- Students who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory students who qualify as homeless because the children are living in circumstances described above.

In the event that your child may qualify as described above, please contact the Office of the Assistant Superintendent at 402-6000, so that we may inform you of the services for which you may qualify. If you know of a child who may fit the description of a “homeless student”, please inform the parents of the notification so that they may contact this office.

### **The No Child Left Behind Act**

The “No Child Left Behind Act” approved by the U.S Congress and signed into law by the President on January 8, 2002, placed a number of responsibilities for the improvement of student achievement on the schools and parents. Some important requirements of this Act, as well as Globe Unified School District policy, follow:

#### **Highly Qualified Teachers**

Each school receiving assistance under the “No Child Left Behind Act” shall ensure that all teachers hired and teaching in a program supported with funds from this Act are highly qualified. Each principal of the school receiving financial assistance must provide to each individual parent timely notice that the parent’s child had been taught for four or more consecutive weeks by a teacher who is not highly qualified.

#### **The Right to Request Professional Qualifications of Teachers**

According to the “No Child Left Behind Act”, and District policy, parents and guardians have the right to request information regarding the professional qualifications of their children’s teacher(s). In the event that

you wish to exercise that right, please communicate your request, in writing, to the Principal. A timely response to your request will be forthcoming.

### **School Report Cards**

This Act further requires that school districts and schools provide School Report Cards to the parents in a format and, to the extent practicable, in a language that they can understand.

### **Parent Involvement Policy**

Title I, Part A of the “No Child Left Behind Act” requires that each school district develop and distribute to parents a written parent involvement policy that establishes the agency’s expectations for parent involvement. Schools must convene an annual meeting, at a convenient time, to which all parents of participating children must be invited and encouraged to attend, to provide parents with timely information about programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

### **School-Parent Compact**

Also, each school must develop with parents for all children, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the state’s high standards.

To the extent practicable, materials must be in a format and language understandable to the parents. In the event that you have further questions regarding the information outlined above, please direct them to the principal.

### **Child Find Policies and Procedures**

Please be advised the Globe Unified School District Policies and Procedures assure the following:

- A. All children with disabilities, including those attending private schools, who are in need of special education and related services shall be identified, located and evaluated
- B. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services.
- C. This policy applies to highly mobile children with disabilities and children who are suspected of being children with disabilities and in need of special education, even though they are advancing from grade to grade.

Procedures include, but are not limited to:

1. The agency will maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, including private and religious schools, of the availability of special education services
2. Screening activities will be implemented for all newly enrolled students and those transferring without sufficient records.
3. The screening will be completed within 45 days of enrollment.
4. The screening will include consideration of academic or cognitive, vision, hearing, communication, adaptive, emotional and psychomotor domains.
5. The public agency will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated. The collection and use of data to meet these requirements are subject to confidentiality requirements.
6. For children and youth enrolled in private or religious schools, the public agency will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless of whether they are receiving services.
7. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition including:
  - a. transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;
  - b. by a child’s third birthday, an IEP or IFSP will be developed and implemented to ensure FAPE; and

- c. for children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services.
8. The public agency will refer children suspected of having disabilities aged birth through two years to the Arizona Early Intervention Program (AzeIP) for evaluation and, if appropriate, services.

Should you have any questions or concerns about these policies and procedures, please contact the principal at 402-5900, or contact the Director of Teaching and Learning 402-6000.

# ACKNOWLEDGEMENT

We have reviewed the contents of the student handbook. Together, we will maintain contact, collaborate, and support the school. We also agree to abide by the policies, procedures, and rules set forth in the handbook.

Sign and Return to 1<sup>st</sup> hour Teacher \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form must be returned to the school no later than ONE WEEK after the beginning of the Trimester.**