"If we did all the things we are capable of, we would astound ourselves" ~ Thomas Edison

Vision

Every Child has Hope
Every Student is a Graduate
Every Graduate has a Dream

Mission

The mission of the Wickenburg Unified School District is to be a proponent of a comprehensive, research-based education program which focuses on effective school factors to meet the needs of our students, staff, families and the Wickenburg Unified School District Community.

Focus Statement

We are creating excelling schools where there is a laser-like focus on the Effective Elements of Instruction and moving each student to the next academic level.

Wickenburg High School Administration

Jacquelyn Jacobson, Principal
Greg Clark, Associate Principal

Wickenburg Unified School District Administration

Dr. Howard Carlson, Superintendent

Wickenburg Unified School District School Board

Joe Maglio
Curtis Arnett
Sandee Gill
Amy Brown
Daniel Scot

A complete listing of all district guidelines and expectations, can be found in the WUSD Student Rights and Responsibilities Handbook located at www.wickenburgschools.org

Wickenburg Unified School District Calendar
2011-2012

August 10, 2011	First Day of School
September 5, 2011	Labor Day
October 10-14, 2011	Fall Break
November 11, 2011	Veterans' Day
November 24 -25, 2011	Thanksgiving
December 26, 2011	Winter Recess
January 9, 2012	School Resumes
January 16, 2012	Dr. Martin Luther King, Jr. Day
February 10, 2012	Gold Rush Holiday
March 12 -16, 2012	Spring Recess
April 6, 2012	Good Friday
May 24, 2011	Last Day for Students
May 25, 2011	Graduation

Wickenburg High School…Preparing students to be productive citizens in an evolving world…

Wickenburg High School is a place where:

- Character and accountability are promoted, practiced and valued
- Positive relationships are nurtured among all stakeholders
- High expectations for students, staff and faculty are found in an inclusive and supportive environment
- A solid academic foundation is available to all students
- Students are provided the skills necessary to make informed post-secondary choices
- Data is used to make appropriate decisions regarding student achievement

Wickenburg High School Bell Schedules

Monday – Thursday Schedule

1st Hour	8:00-8:54
2nd Hour	8:58 – 9:52
Advisory	9:56 – 10:37
3rd Hour	10:41 – 11:35
A Lunch 11:35 – 12:05	
4th Hour	11:39 – 12:33
B Lunch 12:33 – 1:03	
5th Hour	12:09 – 1:03
6th Hour	1:07 – 2:01
7th Hour	2:05 – 3:05

Friday Schedule

1st Hour	8:00-8:40
2nd Hour	8:44-9:24
3rd Hour	9:28-10:08
4th / 5th Hour	10:12-10:52
6th Hour	10:56-11:36
7th Hour	11:40-12:20
Quick Lunch	12:20-12:30

Assembly Schedule

1st Hour	8:00-8:55
2nd Hour	8:59 – 9:54
Assembly	9:58 – 10:40
3rd Hour	10:44 – 11:39
A Lunch	11:39 – 12:09
4th Hour	11:43 – 12:38
B Lunch	12:38 – 1:08
5th Hour	12:13 – 1:08
6th Hour	1:12 – 2:07
7th Hour	2:11 – 3:05

High School Testing Schedule 2011 - 2012

Fall Testing Dates:

October 25 – October 27, 2011	High School AIMS (11th / 12th graders retesting to meet or exceed standards)
October 25, 2011	Writing
October 26, 2011	Reading
October 27, 2011	Mathematics

Spring Testing Dates:

February 28 – 29, 2012	High School AIMS Writing / Reading (all 10th graders, 11th / 12th graders retesting to meet or exceed standards)
February 28, 2012	Writing
February 29, 2012	Reading
April 10, 2012	High School AIMS Mathematics (all 10th graders, 11th / 12th graders retesting to meet or exceed standards)
April 11, 2012	High School AIMS Science (all 10th graders)
April 9 - 27, 2012	Stanford 10 window (all 9th graders)

All students in the 10th grade are required by state law (A.R.S. 15-701) to take and pass the AIMS (Arizona's Instrument to Measure Standards) test in order to graduate from high school. If a section of the test is not passed, the student will have additional opportunities to pass the section during the fall and spring of his/her junior and senior years. A student who does not pass all sections of the AIMS test will not graduate or receive a diploma.

General School Information

Phone Numbers

Wickenburg High School Main Office: (928) 684 – 6600

Athletics & Activities……	**928 – 684 – 6609**
Attendance……	**928 – 684 – 6601**
Bookstore……	**928 – 684 – 6617**
Counseling……	**928 – 684 – 6608**
Discipline and Student Conduct……	**928 – 684 – 6622**
Health Center……	**928 – 684 – 6606**
Student Records……	**928 – 684 – 6608**

Wickenburg Unified District Office: (928) 668 – 5350

Wickenburg Unified District Website: www.wickenburgschools.org

Textbooks

In compliance with Arizona Revised Statutes, Wickenburg High School will provide free textbooks for all students. Additionally, A.R.S. 15-727 requires students to be responsible for the care of textbooks and related material, including pre-printed work packets. Students will be responsible for any lost or excessively damaged textbooks. All students must return their books within 5 days of withdrawing from a class whether from a schedule change or the end of a semester. ***Students who fail to return textbooks and materials to school prior to June 15 will be charged the full purchase price to replace lost or missing books and materials.***

Media Center

The Media Center is open from 7:45 a.m. to 3:15 p.m. Monday – Thursday. On Friday, the Media Center closes at 12:15 p.m. Student records and report cards will be held until all books are returned or replacement books are provided by the student. Replacement books are in lieu of paying fines or paying replacement costs of books. Replacement books are subject to approval by the Media Center Specialist or authorized staff. Computers and the Internet are available in the Media Center for the use of students. During class time, students must have a pass to indicate where they are coming from, and the purpose for using the Media Center. When students enter the Media Center with

a pass, they must sign in and sign out. Students must also sign in and out before school, during lunch, and after school.
The following rules apply to the use of the computers in the Media Center:

- ID must be shown at all times
- No use of chat rooms, email, social media, or blogs
- No use of personal thumb/jump drives or CDs
- No use of computer games during class time
- Rules for "Use of Technology Resources" also apply to the Media Center
- Rules for "Electronic Devices" also apply to the Media Center

Computer usage is monitored, and any misuse will be reported. Please see the Sanctions section under "Use of Technology Resources" for consequences.

Identification Cards
Identification cards are required to be in possession of students at all times and will be issued to each student at the time of registration. **Student services will not be given to any student not properly in possession of a current ID card.** The ID card is not to be altered or defaced in any way. The failure to properly identify oneself with valid ID will result in disciplinary action and may result in the student being removed from the activity. It is the student's responsibility to purchase a replacement ID card if the original is lost, stolen, altered, defaced or damaged. **Replacement cost is $3.00.**

Personal Property
The Wickenburg Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

Debts
No records or transcripts will be sent to any other institution until all debts to the school are paid.

Telephones
One pay telephone outside the gymnasium lobby is available for student and public use.

Health Center
The Health Center is located in the administrative office and is staffed by a health aide. Students who become ill during school hours should report to class before reporting to the Health Center. Missing classes with an excuse of illness,

without reporting to the Health Center, will be treated as the student being truant from class.

Medications

All prescription medications must be stored in the Health Center:

- Forms are available in the Health Center 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 Heath Center.
- Inhalers and self-administered "Epi-Pens" may be carried if the proper medication form has been filled out and placed on file in the Health Center.

All over-the-counter medications must be stored in the Health Center:

- Forms are available in the Health Center 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 Heath Center.

Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

Parents are welcome to visit the campus at any time and are encouraged to do so. When a parent wishes to visit Wickenburg High School, we ask that they first check into the school office. Student visitors are an unnecessary disruption to the classroom-learning environment and will not be allowed during school hours.

Academics

Graduation Requirements

Students must complete a total of 22 units of credit, which must consist of the following:

Classes of 2012	Class of 2013 and Beyond
4 Credits English	4 Credits English
3 Credits Math	4 Credits Math
3 Credits Science	3 Credits Science
1 Credit World History/Geography	1 Credit World History/Geography
.5 Credit Consumer Economics	.5 Credit Consumer Economics
1 Credit American History	1 Credit American History
.5 Credit American/AZ Government	.5 Credit American/AZ Government
1 Credit PE/Health	1 Credit PE/Health
1 Credit CTE or Fine Arts	1 Credit CTE or Fine Arts
7 Electives	6 Electives

Please refer to district policy for all procedures related to transfer of credit.

Graduation Exercises

Participation in graduation exercises is restricted to those students who have completed the requirements for graduation as required by the State of Arizona and the WUSD Board of Education. Classification as a senior does not imply or guarantee graduation. Participation in graduation exercises is subject to administrative discretion.

University and College Entrance Requirements

Admission requirements to colleges and universities vary greatly. Students should consult the catalog of the college or university in which they have an interest to determine the exact requirements. Please consult the Guidance Department and the Wickenburg High School Course Catalog for specific Arizona university entrance requirements.

Grading System

A	100% - 90%	Highest Grade
B	89% - 80%	Above Average
C	79% - 70%	Average
D	69% - 60%	Below Average
F	59% - 0%	Below Standard
NC	No Credit	Loss of Credit

Class Rank/Weighted Grading

The Class Rank Index (CRI) model for calculation of GPA and class rank portrays a complete, holistic picture of student achievement. Students receive incentives for taking rigorous courses and are rewarded for taking maximum course loads. The index reflects the Wickenburg Unified School District's commitment to provide opportunities for all students to achieve and demonstrate academic excellence.

Grade Point Average (GPA)

Grade Point Average is calculated for each student for the purpose of reflecting a student's academic achievement over his/her high school experience. Grades received in Advanced Placement and Honors courses are weighted to reflect the level of workload and performance of the student.

Standard Grades	Points	AP/Honors Grades	Points
A	4.0	A	5.0
B	3.0	B	4.0
C	2.0	C	3.0
D	1.0	D	1.0
F	0	F	0

To calculate a simple GPA, add the sum of the grade points and divide by the number of credits taken. The calculation is as follows:

$$\text{GPA} = \frac{\text{sum of grade points earned}}{\text{number of credits taken}}$$

Students may retake any class for grade improvement. Both grades will appear on the transcript, however, the highest grade and credit will be used in the calculation of the GPA.

Cumulative Difficulty Weight

The Cumulative Difficulty Weight (CDW) is a measure of a student's course load compared to that of other students and utilized to determine class ranking. The prescribed load for students is 3 credits for the first six semesters completed, 2 credits for semester seven, and two credits for semester 8. The prescribed load is as follows:

1st semester freshman	3
2nd semester freshman	6
1st semester sophomore	9
2nd semester sophomore	12
1st semester junior	15
2nd semester junior	18
1st semester senior	20
2nd semester senior	22

Transfer students will have their prescribed load individually calculated and adjusted based on the offering of their previous school.
The GPA for a student who takes the prescribed number of credits is calculated using the honor point weighting formula listed above.
For students who take more than the prescribed load, the following slide scale will be used for calculation purposes:

For the 1st additional credit over the prescribed load	.167
For the 2nd additional credit over the prescribed load	.083
For the 3rd additional credit over the prescribed load	.042

Additional credits taken will follow the above scale (divided by 2).

The formula would be:

$$\text{CDW} = \frac{\text{\# of credits} + .167(1) + .083(1) + .042(1) + .021(1) + \ldots}{\text{prescribed load}}$$

**Only credits taken after the eighth grade promotion will be used when calculating the student's CDW. Special Education courses, teacher assistance assignments, team teacher assignments, and Advisory classes will be noted on the transcript, but will not be used when calculating a student's CDW.
** Students graduating in their Junior year will be added to the senior class rank in January of their graduating year. They will be eligible for all honors and scholarships.
** Transfer Honors or AP courses will be awarded weighted honors points for only those courses offered at Wickenburg High School.

All additional credit must be submitted and entered onto the transcript by the end of the seventh semester.

The Class Rank Index

The purpose of ranking students according to academic standing is to provide information requested by post-secondary institutions to determine admission and scholarship opportunities. The Class Rank Index (CRI) enables the District to rank students from first to last place.
To determine ranking the Grade Point Average (GPA) is multiplied by the Cumulative Difficulty Weight (CDW).

$$CRI = GPA \times CDW$$

Final class rank will be calculated and submitted to post-secondary institutions at the end of the seventh semester. The seventh semester ranking will be used to identify the top 3%, 5% and 10% of the class, who will be recognized as students graduating with distinction and honored accordingly at the graduation ceremony.

Valedictorian/Salutatorian and Graduation Honors

The Valedictorian and Salutatorian will be selected at the end of the eighth semester. The Class Rank Index will be used to determine Valedictorian and Salutatorian. Those students will be recognized at the graduation ceremony.

Make Up Policy

Total responsibility for acquiring and completing work missed during an absence lies with the student. Students may make up any missed class work, except for work missed due to truancy or tardiness. Work missed due to excused absence(s) must be made up at a rate of one school day for each full day of absence plus one school day. For example, if a student is absent three days, he/she has four days to make up the work. In the case of a prolonged absence, a deadline shall be agreed upon by the student and teacher. A teacher may require additional or substitute assignments to compensate for classroom activities that are difficult to replicate, such as classroom discussions, labs, etc.

Parent Access to Grades

Parents are encouraged to access their child's grades through the district's PowerSchool system. Please contact the Guidance Department for further information.

Honor Roll

Students in grades 9-12 will receive an Honor Roll certificate for maintaining a GPA of 3.0 or higher for the previous semester.

National Honor Society
To be considered for NHS membership, students must demonstrate outstanding qualities in scholarship, service, leadership and character. References on students are solicited from faculty and administration.

Academic Integrity
Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. A common example of this includes, but is not limited to plagiarism, cheating and copying the work of others. Plagiarism is defined as representing another person's work as your own. A student's test or assignment may be disqualified without right of make-up when plagiarism is evident or the teacher's test-taking procedures have not been followed. Additional consequences for academic dishonesty may include, but are not limited to denial of credit for the assignment up to denial of course credit.

The Wickenburg Unified School District does not discriminate on the basis of race, creed, color, national origin, sex or handicap in its educational program, including Career and Technical Education, or activities, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990 (ADA), respectively.

Student Services

Guidance and Counseling
Upon enrollment, students are assigned a counselor who will meet with the student and parents to complete an educational plan for graduation. Students and parents may make an appointment with the counselor to discuss future career plans, college admissions, financial aid, scholarships, and personal problems that interfere with learning. Students may drop in to talk with counselors before and after school or during lunch periods. Students at Wickenburg High School are strongly encouraged to make extensive use of the Guidance Department.

Guidance Department
Self-assessment and career exploration are the framework for good career planning. Students appraise their career potential, explore alternatives, and implement plans for achievement of career goals with the assistance of the career guidance counselor. The following is a list of services offered through the career center:

- Post-secondary education information
- Applications for scholarships and financial aid
- Registration packets for the SAT and ACT
- Career interest inventories
- Resource materials on careers
- Sample resumes, letters and applications
- Military information

Registration
All freshmen and returning students are expected to participate in summer walk-through registration. New students must provide a birth certificate, immunization record and an unofficial transcript, or transfer grades, prior to enrollment. Upon completion of all necessary enrollment forms and review of the Course Description Catalog, new students will complete a course request form with parent and guidance counselor assistance. Students will pick up a schedule from the guidance office prior to reporting to class. ***All incoming freshmen and new students will have a Mathematics and English placement test administered through the Guidance Department in order to most appropriately determine the best educational plan for each student.***

Schedule Changes
Student course selections will be accommodated whenever possible, however; important course and staffing decisions are based upon these selections. Student schedule changes will be considered in the following circumstances

- Schedule conflict resolutions

- Failure of a prerequisite course
- Completion or non-completion of summer courses
- Placement test results
- Clerical or computer error
- Course Failure
- IEP goals and objectives

Schedule changes will not be made after the second week in any semester unless initiated by a teacher or administrator.

Withdrawal
Students withdrawing from Wickenburg High School must obtain a withdrawal form in the guidance office the morning of their last day of attendance. Exact books and materials issued to the student must be returned upon withdrawal. All debts must be cleared before official transcripts and other student records will be forwarded to other schools.

Student Records (FERPA)
Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student's educational record, with the exception of information deemed "directory information" which may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
4. To file complaints with the U.S. Department of Education.
5. To obtain copy of Governing Board Policies by requesting a copy from the principal. Copies of these policies may be obtained online at www.wickenburgschools.org . Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Directory Information
The Title IX, *No Child Left Behind Act of 2001*, Section 9528, and WUSD Board Policy states that high school principals are required to provide information to universities, colleges and the U.S. Armed Services recruiters when such release is clearly in the student's best interests. This information includes names,

addresses, and telephone listing, date of birth, class designation, participation in officially recognized activities and sports, awards and honors received, the student's photograph, and the name of the school or school district the student attended prior to enrollment in the Wickenburg Unified School District. Parents may request, in writing, that such information not be released for their child without prior written parental consent.

Bilingual Education

Bilingual education is not currently offered in the Wickenburg Unified School District. Individual schools in which twenty or more students in the same grade level receive parental exception waivers in accord with A.R.S. 15-753, shall be offered classes teaching English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. WUSD #9 students wishing to receive bilingual education shall be permitted to transfer to a public school in which such classes are offered. For further information on parental waivers, please contact the high school principal.

Special Education

In accordance with state laws, Wickenburg High School offers special education programs for students who qualify in one or more of the following handicapped categories:

- Autism
- Emotional Disability
- Multiple Disabilities
- Mild Mental Retardation
- Other Health Impairments
- Specific Learning Disability
- Severe Mental Retardation
- Multiple Disabilities w/Severe Sensory Impairment
- Visual Impairment
- Hearing Impairment
- Moderate Mental Retardation
- Orthopedic Impairment
- Speech/Language Impairment
- Traumatic Brain Injury

If you know anyone in or out of school who might have one or more of the above handicaps, please call one of the counselors or the Special Education Director.

Attendance and Conduct

Philosophy of 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, the District 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. Respecting the rights and property of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. The student may be disciplined for off campus behavior that affects the school or the District in any way. To meet these goals, we enlist the support of our community.

Attendance Requirements

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular, punctual school attendance. High school attendance and punctuality is ultimately the responsibility of the student and his/her family. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replicated. Tardiness disrupts the learning environment of everyone in class. It must be emphasized that regular attendance/punctuality is the key to much of the success a student may gain from his/her high school program. **If a student is absent for more than ten (10) class periods in any particular class in a semester, the student may lose credit/eligibility in those classes for the semester.** It is the policy of the district to grant exceptions to this rule when absences beyond ten (10) are due solely to a chronic health condition certified according to district procedure.

Unexcused Absences

- Unexcused absences from class constitute not sitting in the class and failure to provide an approved excuse to the school. Schools will have a plan for dealing with student absenteeism.

- A student who is absent from school without an approved reason or who has not contacted the school for approval, will be considered unexcused each consecutive day. On the tenth (10th) consecutive day of unexcused absence, the student will be withdrawn from the school's membership.
- A student who is placed on out-of-school suspension shall be considered unexcused. On the tenth (10th) consecutive day of such absence, the student shall be withdrawn from the school's membership.

The following are also considered unexcused absences:

- Leaving school without signing out through the attendance office.
- Unauthorized absence from a class (ditching).
- Missing the bus, unless the District's transportation is the issue.

Tardiness

Promptness is an important life skill. Students are expected to be in class & ready to work when the final bell rings. Students who are late to class will be marked tardy. Up to four tardies, teachers will apply classroom consequences. Beyond four tardies, the following consequences will apply:

- **Fifth Tardy: After school Detention**
- **Sixth Tardy: After school Detention**
- **Seven or More: Possible Suspension /Alternatives to Suspension**

Students who are late to school must get a pass from the office and will be referred for discipline. **If a student is more than 12 minutes late, he/she is considered absent.**

Attendance Reporting

Parents should call the school on the day their student is absent before 10:00 a.m. at (928) 684-6601. State law requires that reasons for the absence be recorded. If notification is not received, the school will make attempts to contact the parent(s) / guardian(s) at home or work. If no contact can be made, parents should send a note when the student returns to school and the student should report directly to the attendance office. The note should include: date of absence, reason for absence and signature of parent / guardian. The high school attendance office and/or the administration will determine if the reason for the absence is excused or unexcused. Valid student excused absences include illness of the student, family emergency, family vacation, death of family member, court appearances, medical appointments, and religious holidays. Excessive absenteeism is allowed by state law as sufficient reason to initiate long-term suspension or expulsion proceedings. **If**

parents and students do not legitimize absences within five (5) school days, the absences will be recorded as unexcused.

Truancy
All children between the ages of six (6) and sixteen (16) must attend school and be present during the days and hours that school is in session. Truancy is defined as any absence not recorded as excused. Unexcused absences include, but are not limited to: skipping classes, roaming (abuse of pass privileges), leaving campus, or failing to provide parental absence excuse within the mandated five-day period. Through laws enacted by the Arizona State Legislature during the 1995 regular session, parents may be cited for excessive student absences. Unexcused absences and excessive tardiness may result in detentions, suspension, or expulsion.

Closed Campus
Wickenburg High School is a closed campus for all students. This means that no student is to leave campus prior to the end of the school day after they have arrived at school. The administration does understand that emergencies occur. If a student must leave campus, s/he must first receive permission from a parent / guardian and s/he must check out through the attendance office. Any student who leaves campus without permission and does not check out will face disciplinary action.

Transportation
WUSD provides transportation for students who qualify. Transportation is considered a privilege. Students who continually disrupt while on a school bus risk losing the privilege to ride school transportation. Students exiting the bus at the high school must report to the commons area prior to the start of the school day and may not leave campus after arriving without checking out through the office. Students may not loiter in the parking lot or parking lot area. Transport on an activity bus may be revoked at any time and may involve a fee. For complete bus conduct, please see the Student Rights and Responsibilities handbook.

Warning Vehicles Subject to Search
Any vehicle entering the school grounds is subject to search by school authorities. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Parking
Student parking on campus is a privilege, not a right. Students driving to school must obtain a parking permit. This permit must be displayed on the front windshield of the vehicle. Permits will be issued to students who have a driver's license, proof of insurance, and provide the make, model, year and license plate number of each vehicle to be driven. Once students have parked, they are to report to the commons area immediately. **Students are not to loiter in the parking lot or parking area.** Students may not return to their car during the school day. Wickenburg High School assumes no liability or responsibility for damage or theft to vehicles occurring in the parking lot. **Any spirit painting will be considered vandalism. All students must leave campus at the end of the school day unless they are participating in extra-curricular activities or tutoring.**

Notice to All Students:
As a student at Wickenburg High School, you are expected to conduct yourself in a manner that is consistent with standards expected by administration, teachers, parents, and the community. You are responsible for your own actions. If you are uncooperative or violate the code of good citizenship in the classroom, on campus, or at a school-sponsored activity, you will be referred to school administration and will face disciplinary action.

Student Dress Code
Wickenburg High School and the Wickenburg Unified School District encourage students to take pride in their attire as it relates to the school setting. Standards for decency and common sense prevail. Clothing and jewelry that disrupt the educational process and/or the school's mission are not acceptable. If a student fails to meet these standards, then the student will be provided with an appropriate change of clothes for the remainder of the school day. Upon subsequent offenses, the student's parent/guardian will be notified and appropriate consequences will be given by the administration. The following is a list of items that students **MAY NOT** wear. Please note that this list is neither exclusive nor exhaustive.

- Shorts may be **no shorter than mid-thigh**, as measured by a hand length from the top of the knee. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Tank tops, halter tops, spaghetti straps, and strapless tops are not acceptable. **All shirts must have sleeves.** Clothing that exposes undergarments will not be tolerated for males or

females. Exceptions to this rule may include spirit clothing and athletic uniforms with prior administrative approval.

- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside any campus buildings at anytime, except for properly approved occupational safety headgear required for special classes, or unless specifically authorized by the administration.
- 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.
- Gang-related items or personalization are not permitted.
- Hair nets, bandanas, skullcaps and do-rags may not be worn. Exceptions to this rule may include spirit clothing and athletic uniforms with prior administrative approval.
- Sunglasses and hats may not be worn inside of any building.
- Pajamas and slippers may not be worn
- Clothing with vulgar or suggestive language (including double-entendres) or clothing with gang, drug, alcohol, death, weapon, sexual or inflammatory references (including logos from "Skin Industries") is not permitted.
- Baggy or sagging pants that expose undergarments are not permitted. Cutoffs, hanging belts, straps on bibs, chains of any kind are not permitted.
- Apparel or accessories that could be used as a weapon, such as spiked jewelry, hat, wallets, arm, wrist or neckbands with spikes or chains is not permitted.

Body Spray/Deodorant

Many body sprays and aerosol deodorants can cause chemical and allergic reactions. For this reason, all body sprays and aerosol deodorants are not permitted on campus. Items discovered will be confiscated.

School Dances

School dances are for Wickenburg High School students only. Outside dates are prohibited at general school dances.

The following are general regulations for special dances:

Homecoming:

- All WHS students may attend.

- Students may bring a date if that student is in their junior or senior year and enrolled in good standing at another school, or a graduate of WHS from the prior year. Approval must be obtained through the Principal's office by submitting a guest contract at least 5 school days prior to the homecoming dance.

Prom:
Prom is a formal function and the behavior of students in attendance is expected to be respectful and dignified.

- Only WHS and Academy juniors and seniors will be invited to attend prom.
- Dates may be WHS sophomores, juniors or seniors, or graduates from the prior year.
- Dates may be a junior or senior in good standing enrolled in another school. Enrollment will be verified.
- All date requests must be submitted for approval 2 weeks prior to prom and must be approved by the Principal's office before tickets can be purchased.
- Dates must sign a form indicating agreement to follow all rules of conduct.
- All students invited as a date must accompany the person by whom they were invited. The "switching" of dates will be not be tolerated.
- Students who are engaged or married may bring their significant others providing they have proof of the legitimacy of the relationship.
- Guests age 21 or over are not permitted.

Electronic Devices
Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibility of ensuring that those items are not used on campus. The use of electronic devices such as IPODs, CD players, **cell phones**, laser pointers, electronic games and other electronic devices that may create a disturbance and interfere with the normal conduct of the school is not permitted except with the exceptions listed below. If they are on and make a noise or vibrate or otherwise call attention to themselves, the device is creating a disruption. These items must be in the off position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

- Electronic devices may be used in the course of a lesson. If directed by the instructor, students may use electronic devices.
- Students are not to be penalized for utilizing TIP411
- Students may use IPODs during lunch with a single earbud

Students are solely responsible for the proper use and security of any personally owned electronic device that they bring to school or school sponsored activities. Students should not share or loan electronic devices. If they do, they may be

held responsible for any misuse of that device by another just as though it had remained in their possession.

Students should understand that they bring an electronic device on campus at their own risk. WUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The school administration is under no obligation to conduct investigations for prohibited items if stolen. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

Students who violate this rule will forfeit the item in question and may retrieve the item at the end of the school day. Students who repeatedly violate this rule will have the item confiscated and parents/guardians will be asked to retrieve the item. The school is not responsible for forfeited items.

Use of Technology Resources

The use of the school's electronic resources and networks is a privilege, not a right, and inappropriate use will result in a loss of those privileges. The administration, faculty and staff may request denial of all access. All students and parents are expected to sign a contract indicating their agreement to the appropriate use of electronic information services.

The network is provided for students/users to conduct research and communication for academic purposes only as determined by the District curricula. Independent access to network services is provided to students/users who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication on school computer networks, just as they are in classrooms or school buildings. Network storage areas may be treated like school lockers. All network administrators/teachers may review files and communications to maintain system integrity and ensure responsible use of the Internet by requesting a search history of websites visited to ensure that such use meets the District intent as a tool for academic purposes. Files stored on District servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate from all around the world. The District has no control over the nature or content of information from other computer systems and disclaims any responsibility to exercise such control. The District is also not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information. Outside of school, families must bear the responsibility for such guidance as they also must do with information sources such as television, telephone, movies, radio and other potentially

offensive media. Students and parents will be asked to sign a Technology Use Agreement. Parents may revoke their students' privileges at any time by notifying the school in writing.

The following are not permitted

1. Send, access, download or display offensive messages or pictures
2. Use of obscene language
3. Harass, insult or attack others
4. Damage computers, systems or networks
5. Violate copyright laws and regulations
6. Use passwords of others
7. Share passwords with others
8. Trespass in others' folders, work or files
9. Employ the network for commercial purposes
10. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.

Sanctions

1. Violations of the above may result in a loss of access
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal
3. When applicable, law enforcement agencies will be involved

Respect of School Property
Students are expected to treat the Wickenburg High School campus with respect. They are expected to maintain a clean, litter-free environment.

Hazing
In accordance with Board Policy J-2950, there shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in the hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to district schools within twelve (12) calendar months. Hazing is defined as the intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization affiliated with the educational institution. This includes, but is not limited to athletic teams, associations, orders, societies, corps, cooperatives, or clubs.

Disruption of the Educational Process

Students are expected to comply with the reasonable requests of all staff members, both in and out of the classroom. The administration,

teaching staff, and other school personnel have the responsibility to determine when student behavior is inappropriate and disruptive or in violation of local school rules or regulations set forth by the Governing Board.

Drugs and Alcohol

Selling, possessing, using, or being under the influence of illegal drugs, alcohol, or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at a school-sponsored event is strictly prohibited. Students are also prohibited from selling or possessing imitation controlled substances on school property or at school-sponsored events. Students in violation of this policy may face suspension, expulsion, and/ or report to local law enforcement. The Wickenburg High School campus is designated as a **Drug Free Zone, High Profile Enforcement Area** by the Arizona Attorney General, the Arizona Department of Education and A.R.S. 13-3411. Violations will be aggressively prosecuted.

Tobacco

Wickenburg Unified School District buildings and grounds have been designated as tobacco free (see Board Policy JFCG). Tobacco in obvious possession (in hand, in mouth, lit or unlit or the exhaling of smoke) is a violation of district policy. Tobacco use or possession, including smokeless tobacco is not permitted by any student on premises, at school activities, on school buses, or on any field trips. All violations are subject to disciplinary action and police referral.

Fighting/Mutual Combat/ Intimidation

Students shall not fight, push, intimidate, or otherwise abuse other students. For the purposes of reprimand, suspension and expulsion, fighting/mutual combat/ intimidation shall include but not be limited to the following types of contact:

a. Exhibiting behavior which intentionally, knowingly or recklessly causes any physical injury to another person;
b. Exhibiting behavior which intentionally places another person in reasonable apprehension of immediate physical injury;
c. Intending to injure, insult or provoke another person by knowingly touching him/her;
d. Acting together (2 or more students) in a way that recklessly uses force or violence or threatens to use force or violence which disrupts the educational process;
e. Engaging in fighting, violent or seriously disruptive behavior;
f. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation;

g. Making protracted commotions, utterances or displays with effect of preventing the orderly administration of a district sponsored event;
h. Refusing to obey a reasonable order of any employee of the Wickenburg Unified District to disburse which is issued to maintain public safety and to avoid injury or harm to persons or property;
i. Threatening by word or conduct to cause physical injury to another person or serious damage to property;
j. Threatening to use or using force against another person in response to a verbal statement

Gang Association or Activity

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, 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 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.

Behavior which initiates, advocates or promotes activities which threaten the safety or well being of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

Vandalism

Anyone defacing or damaging school, public or private property is violating criminal law and will be prosecuted under A.R.S. 13-1602. In addition to a criminal penalty, parents of minors who commit graffiti crimes may be liable up to $10,000 in civil penalty. **All permanent markers, including Sharpies, are forbidden and will be confiscated if found.**

Weapons

The Wickenburg High School campus is a zero-tolerance, weapon free zone. A weapon is defined as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing bodily harm, including knives; any combustible or flammable liquid or other devices or instrument that, in the manner it is used or intended to be used, is likely to produce bodily harm. A weapon is an object that is in the possession of a student and can be used for the purpose of doing bodily harm or threatening another individual. Any person

observing a potentially dangerous situation is expected to report the situation to the administration immediately. Students in possession of a weapon may face expulsion.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches.

Items provided by the District for storage (e.g., lockers, desks) or personal items provided as a convenience to the student but remain the property of the school are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Random Sweeps By Narcotics Dog

Due to factual evidence of an existing problem with student drug possession, use and abuse and in an effort to keep Wickenburg High School free of drugs and to protect students' health and safety, authorities may conduct sweeps using trained and reliable narcotics canines to sniff students' belongings, including backpacks, automobiles, and school property, including lockers, desks, and storage areas, as permitted by law, to
alert to the presence of illicit drugs, alcohol, weapons, other illegal contraband, or any material or matter detrimental to the health, safety or welfare of students. Such inspections by school authorities, law enforcement and/or other qualified personnel and trained dogs may be at any time with or without reason, or with or without notice.

Harassment

Any form of religious, racial or sexual harassment and/or violence and bullying will not be allowed. If a student or parent experiences or witnesses harassment at school or at a school function based on gender, religion, race, ethnicity, culture or disability they should report the incident to a teacher, counselor or administrator. Sexual harassment is a form of sex discrimination that is illegal and does not belong in our school. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or another staff member, or when made by a student to another student where:

- Submission to such conduct is explicitly or implicitly made as a term or condition of an individual's education; or

- Submission to or rejection of such conduct is used as basis for education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational performances, or creating an intimidating, hostile, or offensive education environment

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes (written or electronic), touching, invitations, slurs, jokes, derogatory comment, impending or blocking movement, gestures, or display of objects, pictures or cartoons
- Continuing to express sexual interest after being informed that the interest is unwelcome. Reciprocal attraction between peers is not considered sexual harassment.
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied;
- Coercive sexual behavior to control, influence or affect the educational opportunities, grades, and/or learning environment of a student;
- Offering/granting favors of educational benefits, such as grades, favorable assignments, recommendations, etc., in exchange for sexual favors.

Any student subjected to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the administration. A substantiated charge against a student will result in disciplinary action which may include suspension or expulsion and referral to local law enforcement. Matters involving sexual harassment will remain confidential.

Student Due Process

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the local administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. Please refer to Board policy for the due process appeals procedures.

Process for Addressing Concerns

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. WHS employees can best be reached through the main office. If parents do not receive resolution of their concern, they should then contact the administration for assistance. If the matter still remains unresolved, parents may submit their concern to the superintendent.

Discipline Guidelines: Grades K-12

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (*) indicates that the violation must be reported to ADE.

A double asterisk (**) indicates that the violation must be reported to ADE and a police report may be filed.

		Consequence	
Infraction	**Definition**	**First Offense**	**Repeated Offense**
*Alcohol Violation (use, distribution, possession, under the influence, paraphernalia)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Min: 5 Day Suspension Max: Long-Term Suspension	Min: 10 Day Suspension Max: Expulsion
Arson: *Of a Structure or Property **Of an Occupied Structure	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703, 1704)	Min: Long-Term Suspension/ Restitution Max: Expulsion	Min: Expulsion/ Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: Long-Term Suspension	Min: K-5: 3 Day Suspension 6-12: 5 Day Suspension Max: Expulsion
**Assault (Aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace	Min: Long-Term Suspension Max: Expulsion	Min: Expulsion

	officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)		
**Bomb, **Chemical or **Biological Threat	Threatening to cause harm using a bomb, explosive, arson-causing device or using chemical or biological agents. (A.R.S. §13-2911)	Min: 5 Day Suspension Max: Long-Term Suspension	Min: Long-Term Suspension Max: Expulsion
**Bullying*	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Cyber-Bullying includes bullying through the misuse of technology. (A.R.S. §15-341.40)	Min: Conference/ Mediation Max: 10 day Suspension	Min: 5 Day Suspension Max: Expulsion
***Burglary or Breaking and Entering*	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1506, 1508)	Min: 5 Day Suspension/ Restitution Max: Long-Term Suspension	Min: Expulsion/ Restitution
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal or use the ideas or words of another as one's own	Min: Loss of credit for assignment Max: 3 day Suspension/ Loss of credit in class	Min: 3 day Suspension/ Loss of credit Max: 10 day Suspension
Combustible	Possession of any combustible substance or object capable of causing harm or damage, i.e. matches, lighters, firecrackers, gasoline, lighter fluid.	Min: K-5: Warning 6-12: 1 day Suspension Max: 5 day Suspension	Min: 3 day Suspension Max: Expulsion
Contraband	Items stated in school handbooks or policy as prohibited.	Min: Warning Max: 3 day Suspension	Min: Detention Max: 10 day Suspension
**Dangerous Item*	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. May include: B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Pellet Gun, Razor Blade or Box	Min: K-5: 1 Day Suspension 6-12: 5 Day Suspension Max: Long-Term Suspension	Min: 10 day Suspension Max: Expulsion

	Cutter, Taser or Stun Gun, Tear Gas, or Other Dangerous Item. (A.R.S. §13-105.11)		
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)	Min: 3 day Suspension Max: 10 day Suspension	Min: 10 day Suspension Max: Expulsion
Disrespect, Defiance, Non-Compliance toward authority	Refusal to follow directions, talks back, socially rude interaction. Intentionally resisting or disregarding the authority of district personnel. Displaying contempt or rudeness.	Min: Conference Max: 10 day Suspension	Min: 3 day Suspension Max: Expulsion
Disruption	Behavior causing interruption or disturbance in a class, on campus or at school-sponsored events.	Min: Conference Max: 5 day Suspension	Min: 3 day Suspension Max: Long-Term Suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Min: Change of clothes Max: 1 day Suspension	Min: Change of clothes Max: 3 day Suspension
***Drug Violation* *(use, distribution, possession, under the influence)*	Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. School administration will consider circumstances and investigative evidence for violations involving over the counter non-prescription pharmaceuticals and have the authority to adjust consequences accordingly. (A.R.S. § 13-3415)	Min: 10 day Suspension Max: Expulsion	Min: Expulsion
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in storing, concealing, absorbing or consuming a drug. (A.R.S. § 13-3415F)	Min: 10 day Suspension Max: Long-Term Suspension	Min: Expulsion

**Endangerment*	Recklessly or intentionally creating a substantial risk of injury or imminent death to another. Consequence depends on the potential severity of harm. (A.R.S. § 13-1201)	Min: 3 day Suspension Max: Long-Term Suspension	Min: 10 day Suspension Max: Expulsion
**Extortion*	The act of knowingly obtaining or seeking to obtain property or services by means of a threat to cause physical injury, cause damage to property, engage in illegal conduct, or make false accusations. (A.R.S. § 13-1804)	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
**Fighting*	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner. Mutual participation involving physical violence.	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension Max: 10 day Suspension	Min: 10 day Suspension Max: Expulsion
***Fire Alarm Misuse*	Intentionally ringing a fire alarm when there is no fire. (A.R.S. §13-2911)	Min: 1 day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: 10 day Suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Min: 1 day Suspension Max: 3 day Suspension	Min: 3 day Suspension Max: 5 day Suspension
**Harassment, Nonsexual*	The persistent or repeated annoying, worrying or tormenting of another. Defamation. (see also Bullying and Sexual Harassment) (A.R.S. §15-341.40) (A.R.S. § 13-2921)	Min: Mediation Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
**Hazing*	Any act committed against another student in connection with an initiation to a school affiliated organization that causes or contributes to a substantial risk of injury, mental harm or personal degradation. (A.R.S. § 15-2301)	Min: 1 day Suspension Max: 10 day Suspension	Min: 10 day Suspension Max: Expulsion
Indecent Exposure or Public Sexual Indecency	Exposing genital or private areas. Engaging in sexual contact or sexual acts in public. (A.R.S. § 13-1402, 1403)	Min: 3 day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
Language, Inappropriate	Any communication that includes swearing, name calling, or use of words or symbols in an inappropriate way. Hate	Min: Warning Max: 3 day Suspension	Min: 1 day Suspension Max: 10 day Suspension

	messages.		
Indecent Exposure or Public Sexual Indecency	Exposing genital or private areas. Engaging in sexual contact or sexual acts in public. (A.R.S. § 13-1402, 1403)	Min: 3 day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
Lying or Forgery	To make an untrue statement or impression with intent to deceive. The act of falsely or fraudulently marking or altering a document. Using verbal or written communication that is knowingly false or fraudulent.	Min: Conference Max: 5 day Suspension	Min: 3 day Suspension Max: 10 day Suspension
Minor Aggressive Act	Non-serious but inappropriate physical contact. Hitting, poking, pushing, tussles, minor confrontations, shoving. Actions that demonstrate low level hostile behaviors.	Min: Mediation Max: 10 day Suspension	Min: 3 day Suspension Max: Long-Term Suspension
Negative Group Affiliation	Attitudes and actions affiliated with gang or negative group activities.	Min: Conference Max: 10 day Suspension	Min: 3 day Suspension Max: Expulsion
Pornography	The use or possession of sexually explicit images, pictures, words, devices or electronic images that offends or disturbs the educational environment.	Min: K-5: Detention 6-12: 1 Day Suspension Max: 10 day Suspension	Min: 3 Day Suspension Max: Long-Term Suspension
Recklessness (Horseplay/ Roughhousing)	Unintentional, careless behavior that may pose a risk to others. Rough boisterous play or behavior.	Min: Conference Max: 3 day Suspension	Min: 1 Day Suspension Max: 10 day Suspension
***Robbery*	Using force or threatening to use force to commit a theft. (A.R.S. §13-1902)	Min: 10 day Suspension/ Restitution Max: Expulsion	Min: Expulsion
***Robbery (Armed)*	Robbery while armed with or threatens to use a deadly weapon, dangerous instrument or simulated deadly weapon. (A.R.S. §13-1904)	Min: Expulsion	
***Sexual Abuse*	Intentionally or knowingly engaging in sexual contact with any person without consent of that person. For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Min: 10 day Suspension Max: Expulsion	Min: Expulsion

***Sexual Assault*	For definition, refer to A.R.S. §13-1406.	Min: Expulsion	Min: Expulsion
***Sexual Harassment*	Unwelcome conduct or discrimination based on gender that includes sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature made by one individual to another.	Min: K-5: Conference 6-12: 1 Day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
***Sexual Harassment with Contact*	Sexual harassment that includes unwanted physical contact of <u>non-sexual body parts</u>.	Min: K-5: Conference 6-12: 1 Day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
Simulated Weapon	An instrument displayed or represented as a weapon.	Min: 1 day Suspension Max: 10 day Suspension	Min: 5 day Suspension Max: Expulsion
Tardy	Failure to be at a designated location at a specified time.	Min: Warning Max: 3 day Suspension	Min: Detention Max: 5 day Suspension
Technology, Improper use	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption. This includes the unauthorized access of any computer, system, or network.	Min: Conference Max: 5 day Suspension	Min: 1 day Suspension Max: 10 day Suspension
Telecommunication / Electronic Device	Violation of district policy or school rules related to cell phones, handheld devices, pagers, media players or other electronic items, whether operational or non-operational.	Min: Confiscation Max: Detention	Min: Confiscation Max: 3 day Suspension
**Theft*	Taking, attempting to take or controlling money or property that belongs to another person or the school. (A.R.S. §13-1802)	Min: K-5: 1 day Suspension 6-12: 3 Day Suspension Restitution Max: 10 day Suspension	Min: 3 day Suspension Restitution Max: Long Term Suspension
**Tobacco Violation*	Refers to smoking tobacco (e.g. cigarettes, cigars) and smokeless tobacco (e.g. dip, chew, snuff, or twist), including paraphernalia. Possession of tobacco products on K-12 school grounds, vehicles or at off-campus school-sponsored events	Min: 3 day Suspension Max: 5 day Suspension	Min: 5 day Suspension Max: 10 day Suspension

	is a violation of the law. (A.R.S. § 36-798)		
Transportation / Bus / Bus Stop	Infractions while on a school bus, district vehicle or at a school bus stop may result in additional consequences, including suspension of bus privileges.	Min: Conference/Warning Max: 10 day bus suspension	Min: 1 day bus suspension Max: Suspension of bus privileges for the remainder of the year
Truancy	Truant means an unexcused absence for at least one class period (ditching). Habitually Truant means being truant for at least 5 school days during the year. ten percent of the school year or having five unexcused absences. (A.R.S. § 15-802, 803)	Min: Warning Max: 3 day Suspension	Min: Detention Max: 3 Day Suspension
**Vandalism*	Willful destruction or defacement of school or personal property. Graffiti and Tagging. (A.R.S. § 13-1602)	Min: 3 day Suspension/ Restitution Max: Long-Term Suspension	Min: 10 day Suspension/ Restitution Max: Expulsion
Vehicle / Parking Lot Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Min: Warning; Suspension of parking privilege Max: 5 day Suspension	Min: 1 day Suspension Max: 10 Day Suspension
Verbal Abuse/Profanity	The use of profanity or any derogatory language stated publicly.	Min: Warning Max: 3 day Suspension	Min: 1 day Suspension Max: 10 day Suspension
Verbal Provocation	Use of language or gestures that may incite a person to fight.	Min: Mediation Max: 5 day Suspension	Min: 3 day Suspension Max: Long-Term Suspension
***Weapon: Firearm, Destructive Device*	Any firearm, loaded or unloaded, including a starter gun, firearm muffler, silencer or any destructive explosive, combustible device. (A.R.S. § 13-3101)	Min: Long-Term Suspension Max: Expulsion	Min: Expulsion
***Weapon: Other*	Prohibited instruments which could be used as a weapon, including dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars. (A.R.S. § 13-3102(11)	Min: Long-Term Suspension Max: Expulsion	Min: Expulsion

Student Suspension / Expulsion

1. **Discipline -** *Discipline is administered by the principal/designee, the faculty and the staff.*

2. **Referral** - *Students will be referred to the principal/designee for violations outlined in the foregoing sections "Discipline Guidelines" and when their disruptive behavior interrupts the educational process.*

3. **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; and
   - must have a chance to present an alternative factual position if the accusation is denied.

4. **Short Term Suspension** - If the principal or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) 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 termination of the hearing, the principal/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.

   There is no appeal process for a short term suspension of 10 days or less. However, a parent may request a campus administrative review of the campus procedures that resulted in discipline.

   After the administration's review is complete, the principal's/designee's decision is final.

5. **Long Term Suspension** - If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of ten (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 ten (10) days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in suspension in excess of ten (10) days 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 Superintendent to schedule a long term suspension hearing.

If a long term suspension hearing is scheduled, the District will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student's parent(s) at least five (5) 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.

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 (5) 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 extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

6. **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 a hearing and disposition of the case.

7. **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.

8. **Expulsion** - The Superintendent 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 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.

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, held by the board, 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.

9. **Readmission** - When 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.

10. **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 two (2) years after fiscal year of last attendance. 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, referrals to department of pupil, personnel services, 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.

Possible Corrective Actions

1. Student Conference
A student conference is held to discuss the student's behavior and the student and school official come to an agreement that such behavior interferes with a positive educational environment.

2. Student/Parent Conference
Subsequent conferences after the first conference would necessitate the parent being involved in the process to further help deter the student from the unwanted behavior.

3. Detention
Students who continue to violate WHS Rules and Regulations, including but not limited to, disruption, tardiness, and truancy may be assigned an after-school detention. After-school detentions will be held on Tuesdays and Thursdays from 3:30 to 5:30 p.m.

* Students are expected to be on time and be prepared to study or have suitable reading materials for after-school detention. Failure to come prepared will result in the student not being admitted.

* Failure to attend assigned detentions will result in additional detention and/or in school suspension.

4. Removal from Class
A teacher or principal may prohibit a student from attending class for a period of time not to exceed three class periods. The teacher will be required to state intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be given to the administrator by the next school day following the removal.

When a teacher or principal refuses to readmit a student, the matter will be referred to the STAT team. The review committee must place the student in a new class or return the student to the existing class within three school days following the date of removal.

5. Out of School Suspension
Suspension from privileges is an action taken by the school administration prohibiting a pupil from using school provided transportation, or participation in class, social, or extracurricular activities.

A student may be removed from contact with other students as a temporary measure for a period of time not to exceed ten consecutive days. The student will receive notice, written or oral, of the reason for suspension and evidence the school authorities have of the alleged misconduct. After having received notice, the student will be asked for an explanation of the situation. In all cases, except where a clear and present danger is evident, the student shall remain in school until applicable due-process procedures are instituted. In no instance shall a student be released early from school unless parents have been notified.

If a parent cannot be contacted, the student may be isolated until dismissal time and then given a written message, explaining the terms and reason for the suspension, to the parents.

A child-study team meeting must be held for the suspension of a student served by special education. The team shall determine whether or not the misconduct is related to the precise handicapping conditions. If the student's misconduct is related to the handicapping condition, the team will:

I. Review the special education assessments and determine the need for any further assessments.
II. Review the individualized educational plan and amend the goals and objectives or develop an alternative IEP.
III. Recommend that the student continue in the current school with or without changes in the IEP, or recommend a change in placement or another school or program.

6. Expulsion

Expulsion is the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school. If the alleged offense could result in an expulsion, the governing board will determine in executive session whether to hold a hearing, or to designate a hearing officer, and whether the hearing shall be held in executive session. Upon the conclusion of a hearing in which a decision of expulsion is made, the decision may be appealed. A letter directed to the Board must be delivered to the Superintendent within five days after receiving written notice of the expulsion.

A school district may refuse to admit any pupil who has been expelled.

As an alternative to the expulsion, the district may assign any student to an alternative education program.

7. Referral to Juvenile Authorities or Police

If a violation of the law may be involved, juvenile authorities or police will be contacted by the administration. When a student is to be questioned, the interrogating officer will be asked to notify the student's parent(s)/guardian(s) and complete a Form for Signature of Interrogating Officer. It is the responsibility of the administration to make an effort to act on behalf of parents in their absence with respect to interrogations. When a student is taken into custody, the arresting officer will be asked to notify the student's parent(s)/guardian(s) and complete a Form for Signature of Arresting Officer. When an arrest is made, the District no longer exercises jurisdiction over the student.

8. Use of Reasonable Force

Corporal punishment of students is prohibited. School personnel are allowed to use reasonable force to restrain a student from injuring themselves, others or from damaging property.

Activities and Athletics

Victory with Honor
Sportsmanship refers not only to the athletes who participate against other schools but to all spectators as well. The following code is a summary of a true sportsman. S/He will:

- Consider all opponents as guests and treat them with courtesy
- Accept all decisions of officials without questions
- Never hiss or boo a player or official
- Never utter abusive or irritating remarks from the sidelines
- Applaud opponents who make a good play or show good sportsmanship
- Seek to win by fair means, according to the rules of the game
- Love the game for its own sake and not for what winning may bring
- Remember: **Honor First – Win or Lose**

Eligibility Requirements
Students participating in athletics and activities must abide by the following rules:

1. Complete a physical examination with a physician. (The physical examination is valid for a 12-month period).
2. Complete an annual Student Health History.
3. Complete a Parent/Guardian Permission to Participate form.
4. Provide Proof of Insurance.
5. Complete a Medical Consent for Emergency Care form.
6. Complete a tax credit request and pay a fee to participate in each sport or activity.

*A student will not be allowed to practice or participate in any extra curricular activities until all paper work is signed and turned in.

Academics/Scholarship Rule
The student must be enrolled in a minimum of six courses during the first six semesters of High School and a minimum of five periods in the 7th and 8th semesters at Wickenburg High School.

Residential Rule
All students are privileged with eligibility for interscholastic competition at the school in the district in which his/her parents are residents. (See athletic director for hardship cases).

Age Limit/Birth Record Rule
Any students under 19 years of age before September 1 are eligible for interscholastic competition.

Transfer Rule
Any student-athlete who transfers in to Wickenburg High School must have a completed 520 Form on file with the Arizona Interscholastic Association prior to involvement in any practice or competition. This form takes a minimum of one week to be completed. Please see the Athletic Director for more information.

Amateur Rule
Each student, in order to represent his/her school in any AIA sanctioned contest, shall be and shall remain an amateur.

Recruitment Rule
There shall be no recruitment of athletes. Recruitment is defined as the act of influencing a student to enroll in a school or transfer from one school to another in order that the student may participate in interscholastic athletics.

Attendance Rule
A student is ineligible when they are absent 10 consecutive days. A student must also be in attendance on any day of competition.

Activity/Sports Transfer Rule
A student may not quit one sport to play another. The student is not allowed to practice for the next activity or sport until released by the prior sport's coach and the athletic director has cleared the student.

Competition Rule
If a student is participating in a school sport, they are not allowed to compete in that same sport in an outside venue with the allowable AIA exceptions.

Equipment Rule
The student will be given equipment and uniforms. The student is expected to care for the equipment and uniform, which may include laundering in some cases. The student is responsible financially for loss or stolen property given to them.

Wickenburg High School Eligibility Rules
The following eligibility rules are in effect for students participating in athletics at Wickenburg High School.

1. Attendance- The student must be in school the full day prior and after an activity during the week.

2. Tardiness- Habitual tardiness during the regular school day and to daily practices may be considered grounds for ineligibility.
3. Dress- Students are expected to dress appropriately for all trips. Students not in compliance with the team and/or WHS student handbook dress policies will be excluded from the trip.
4. Transportation- Students traveling to events on school transportation are expected to return home on such transportation. Students may request to ride home with parent/guardian or authorized individual with regards to place of residence, or final destination. Students may also request to be dropped off at a designated site if parent is present to pick student up at said site.
5. Academics- A student is ineligible when he or she has a failing grade during progress or report card periods. This check will be completed every 3 weeks. See No Pass/No Play policy for further details.
6. Class changes/withdrawals- Students who withdraw from classes because of failing grades will have a minimum ineligibility period of 3 weeks. The student will remain ineligible after the 3-week period unless they are passing all classes at that time. Extenuating circumstances will be evaluated by the principal for consideration of regaining eligibility.
7. Substance Abuse- Students using tobacco, alcohol, or drugs will serve the following suspension from the team.

First Offense:

The student/athlete will be suspended from the team for the length of time they are suspended from school. This includes In School Suspension.

Second Offense:

The student/ athlete will be removed from the team and forfeit any participation in post-season activities, ie. lettering, etc.

Due Process in Athletics and Activities

In the event that disciplinary action must be taken, the following procedures will be followed:

1. The athletic director and coach will inform the student and legal guardian of the violation, the results of the investigation, and the disciplinary action that will be taken. Notice of disciplinary action will be given in writing to the parent/guardian.
2. If the parents appeal the decision, they must give written notice to the principal within two school days. The principal will respond in writing within 3 school days.

3. If the parent is not satisfied with the decision of the principal, they may appeal to the superintendent within 2 school days of receiving the written decision of the principal. The superintendent will follow the Wickenburg Unified School Board Policy on due process at this level.

The athletic director has the right to immediately suspend a student for violation of the rules/regulations until the due process has been implemented. Once the process has begun, a student may be temporarily reinstated unless there is clear evidence and a unanimous agreement by the coach/advisor, athletic director, and principal that such reinstatement would be detrimental to other students' welfare.

Fundraising
All fund raising projects by a student group or program must be approved in advance by the advisor, student council and the administration. Students may not make purchases on behalf of the school. All requests for funds must be processed through the bookstore with proper documentation.

Assemblies
Throughout the year there will be special events in the gymnasium and the performing arts center. These events are held for the educational enjoyment of students, staff, parents and the community. Students are expected to attend these events and extend courtesy as an audience and to maintain a high standard of conduct. When these events are held, the daily schedule may be altered.

School-Sponsored Activities
Students are expected to return to school immediately following a field trip, school activity or athletic event. Students have an obligation to make up all work missed due to school-sponsored activities and athletic events.

Athletic/Activity Fees
At the time of printing, the Governing Board had yet to determine final activity and athletic fees. Currently, Wickenburg High School students are required to pay $5 for each sport and activity. The proposed fee structure increases this amount to $50 per sport with a $100 student cap and $135 family cap. Additionally, there is a proposed activity bus fee of $50 per student, per season.

No Pass/No Play Policy

State Board of Education Rule R7-209 as mandated by the Arizona State Legislature requires that each school district must have in place a "No Pass No Play" policy. Athletics, speech, theater, music, spirit line, and ROTC are all defined as extracurricular activities that fall under the "No Pass No Play" policy.

The Wickenburg Unified School District's policy requires the following to be eligible to participate in any athletic event:

- A student must have a passing grade in all enrolled classes during the grade-checking period.
- The checking period is three weeks.
- Ineligibility is declared on Friday and the student is ineligible the following Monday *for a minimum of one week provided the student has regained a passing grade in all of their classes.*

No Pass/No Play Procedure

A list of participants is provided to each teacher.

It is the teacher's responsibility on an every third week basis to fill out a notice of failure card on any student who is not passing.
The card(s) must be turned in to the Athletic Director's office by 10 AM Friday morning.
Students will be deemed ineligible for *at minimum* one week, regardless of whether a student completes work that puts them in a passing position. At the end of one week, a student who has regained a passing grade in all classes may regain eligibility.
The Athletic Director's office will notify coaches whose students have become ineligible.
During a private conference, the coach will notify the student of his/her ineligibility. Remediation options will be presented to the student.
A letter, notifying parents of their student's ineligibility, will be mailed on Friday.
Teachers are responsible for providing materials to help students remediate under their classroom rules and expectations.