

# White Cliffs Middle School

Home of the Wolves



*Run with the Pack*



3550 Prospector St.  
Kingman, AZ 86401

Phone: 928-753-6216 Fax: 928-753-4042

## MISSION

*WCMS develops citizens who positively impact the world*

## VISION

*WCMS Wolves are confident, responsible, reflective, innovative and engaged global citizens*

<http://www.kusd.org/wcms/>

👍 Like us on [facebook.com/whitecliffswolves](https://www.facebook.com/whitecliffswolves)

# 2023-2024

## Student Handbook

Jerusha Presnal, Principal  
Lelanie Seyffer, Assistant Principal  
Stephanie McKowan, Dean of Students  
Monica Montez Stein, Counselor  
Jennifer Coggins, Instructional Coach

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Kingman Unified School District #20 offers an equal opportunity educational program. All courses, services, and activities are accessible without regard to race, color, national origin, gender, or handicapping conditions.

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# WOLVES GUIDELINES

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Questions or concerns regarding equal opportunity accessibility should be addressed to Kingman Unified School District Superintendent, 3033 MacDonald, Kingman, Arizona 86401.

## SCHOOL AND OFFICE HOURS

School begins for students at 8:30 a.m. The first bell rings at 8:25 a.m. The school day ends at 4:00 p.m. The school's front office is open from 7:30 a.m. until 4:30 p.m.

## VISITOR PASSES

We welcome all visitors, however, for the safety of our campus, all visitors must report directly to the White Cliffs Middle School Office and sign in. Students from other schools are not allowed as visitors during our school day unless they have received prior written permission from an Administrator.

## WANT TO KNOW HOW YOUR CHILD IS DOING IN SCHOOL?

- Access your student's grades and attendance anytime using Parent VUE at <https://parentvue.kusd.org/>
- Attend our awards assemblies for each semester.
- Engage your student daily about his/her progress and how things are in school.
- Call or e-mail your student's teachers.
- Attend parent-teacher conferences.
- Review progress reports and report cards.

## ATTENDANCE

- Regular attendance contributes to success in school. At White Cliffs Middle School, attendance is one of our highest priorities.
- It is our objective to assist students in developing more responsibility and to maintain acceptable attendance behavior.
- Parents' strong commitment to see that their children attend school daily and arrive on time is critical.

## STUDENT DROP-OFF AND AFTERNOON PICK-UP TIMES

Parents are reminded that students are to be dropped off and picked up in the parking lot in the back of the school. Drop-off time should not be earlier than 30 minutes before school starts. Scheduled supervision does not begin until this time. White Cliffs Middle School cannot be responsible for your child if he/she is dropped off at an earlier time. Students being picked up after school must wait for their rides on school grounds. School officials will supervise them until all buses are gone. There will be no adult supervision for 15 minutes after school unless the student is in an organized after-school activity. The school cannot be responsible for pick-ups after that. Regarding after-school activities, supervision will be provided up until 15 minutes after the conclusion of the event. The school cannot be responsible for pick-ups after that time.

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# WOLVES GUIDELINES

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## ABSENCES

When a sickness or other obligations make an absence necessary, we request that parents call the White Cliffs Attendance Office at 753-6280, the morning of the absence. If we do not receive a phone call, parents are notified of the student's unverified absence via our automated phone system the same day.

If a student is absent for more than one day, please call each day. An unexcused absence will occur if we cannot verify the absence from phone contact or written communication. Absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, observances of major religious holidays of the family's faith, and doctor's appointments that cannot reasonably be scheduled during non-school time. School administrators may deem absences for family vacations as excused as long as the absences are arranged at least 48 hours in advance and are limited to no more than five days per semester. School administrators have the authority to deem family vacations as unexcused absences if the student already has excessive absences or is making unsatisfactory academic progress. A student is provided one day of make-up per each day of excused absence.

Please work to schedule vacations and appointments outside of the regular school day. If an absence is planned, please make arrangements with the student's teachers for make-up work.

## TRUANCY

Unexcused absences may be deemed as truant. Truancy is a violation of state and local attendance laws and is considered a serious offense. Continued truancy may result in legal action against the parents or guardians. The Arizona Compulsory Attendance Law makes it the legal responsibility of parents to have their children in school on a regular basis.

## ARRIVING LATE OR LEAVING EARLY

Students who report after the first bell must report directly to attendance and get a pass before going to class.

When picking up your student be sure to do so 30 minutes before the first bell, we will not be able to pull them out after that time due to safety and end of day activities.

Students may not check themselves out of school. Only authorized persons who present photo identification may check a student out.

## LEAVING A MESSAGE FOR YOUR STUDENT

If you need to leave a message for your student, please do so before 2:30 to ensure your student receives it. Be sure to have go home instructions for your students made before they leave for school.

## MISSING ASSIGNMENTS

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

## HOMEWORK REQUESTS

A request for homework can be made at the time the absence is called in. Requested work may be picked up the following day. Work may also be sent home with another student the following day. Another way of checking on homework is by emailing individual teachers through **ParentVUE**.

## WITHDRAWING FROM SCHOOL

All students withdrawing from White Cliffs Middle School must check out through the school office and take a copy of the withdrawal form to the next school they will be attending. It is helpful if you can provide the WCMS office

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# WOLVES GUIDELINES

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with your new address and the name of your new school at the time of withdrawal. Students who withdraw are responsible for returning all books and paying for any lost or damaged books. This includes library books and textbooks.

## INCLEMENT WEATHER

In cases of inclement weather, a district one call will be sent out. School will begin 3 hours later and no lunch will be served.

## AWARDS

Students may earn awards at our semester awards assemblies for their grades: Principal's Award, High Honor Roll, and Honor Roll. Students are also recognized for their achievement and improvement on benchmark assessments, plus each grade level recognizes Students of the Year in each academic & specials area.

## BIKES and WALKERS

Due to our location on Prospector Street, students need to be extremely careful when walking or riding bikes to school. Students are expected to cross at the designated areas and follow the walking routes. Bikes, scooters, and skate-boards must be locked in the bike area.

## CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students have the opportunity to pre-pay for their lunches. Check the district webpage listed below for cafeteria pricing and menus.

### Checking Student Accounts

Parents you can make on line payments, plus monitor your student's meal accounts by;

- Logging on to [www.kusd.org](http://www.kusd.org) / Food Services Department / Pre-payment options.
- Select "on line payments", which will take you to e-Funds for School web site.
- Once you have registered you will notice a "general" tab, this is where you can make donations to help pay down charges of families who are having difficulties paying for their meals.

## MEAL DELIVERY TO SCHOOL

If parents have any questions, please call 753-6190.

## CAFETERIA EXPECTATIONS

- Keep backpacks under the table
- Remain seated until dismissed
- Keep tables and floors clean
- No throwing food or containers
- Food and drinks remain inside
- 'Tap and Stack' trays

## CELL PHONES & OTHER ELECTRONIC DEVICES

Items such as iPods, airpods, electronic games, and cell phones are not allowed to be used during the school day except during the student's lunch period, with the following exception. White Cliffs will be continuing its "Bring Your Own Device" program, where students will be permitted to use their cell phones, iPods, tablets, etc. **when the teacher has planned a curriculum-based activity in the classroom.** Students will be expected to use their technology appropriately during that class and **have it turned off and put away at all other times during the school day**

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KUSD #20 recognizes that parents desire the ability to communicate with their child, especially after school hours. We also recognize that parents would like to be able to be reached in case of emergency. We have to realize that in the event of a school-wide emergency, student use of cell phones may interfere with emergency and school personnel responding to the emergency. Therefore, we are following this guideline:

Cellular telephones and all personal communication devices are to be turned off during the school day. Class interruptions by the use of cell phones or other communications devices will result in the confiscation of the device and other appropriate discipline action. Any confiscated phones or personal communication devices will be returned only to parents/guardians.

Please keep in mind that additional consequences will occur for a student who not only violates our policy, but also uses a cell phone or electronic device in such a way that breaks other school rules. **The school is not responsible for lost, stolen or damaged items.**

Please also know that students are permitted to use the office telephone or classroom telephone only with permission or a pass from a teacher. Please keep telephone calls short. No student will be called from class to receive a telephone call.

### FIRE DRILLS AND EMERGENCY DRILLS

Fire and emergency drills are held regularly. Students will be instructed by each of their classroom teachers as to which exit they will use when vacating the building. Students should adhere to the following rules when the alarm sounds to leave the building:

- Keep in single file.
- Stay quiet to listen for announcements.
- Do not run, but move quickly and quietly to a designated area until instructed to return to the classroom.

Always remember: IT COULD BE THE REAL THING. Observing the above rules will ensure the safety of all.

Any student who falsely reports a fire or rings the fire alarm without cause will be subject to suspension from school and will be reported to the county Fire Marshall for legal action.

### HALL PASSES

- Any student who leaves a classroom during class time must be accompanied by a teacher or have a hall pass form completed by a staff member. Passes must include the student's name, the date, time and purpose of the trip.
- Students should not take any side trips.
- **Only one student** at a time may be released from class except in an emergency.

### HEALTH OFFICE

The School Nurse is on duty each school day during regular school hours. All emergencies should be reported immediately to the teacher, who will send or accompany the student to the health office. Except for emergencies, all students should have a pass written in their agenda from his/her teacher before reporting to the health office. Students should not go to the restroom if feeling ill. Students who have been absent due to an illness should be fever or nausea-free for 24 hours before returning to school.

No prescription medications or over the counter medications will be administered unless a Medication Permission Form is properly completed and signed by the PARENT and this form is on file in the school health office. ALL MEDICATIONS are to be kept in the health office and not carried by a student. All medications must be brought to school in their original containers by the parent. Arizona law requires students to be up to date with their

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immunizations in order to attend school. Upon entering 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade, students should be up to date with **all the following immunizations.**

<u>Immunization</u>	<u>Number</u>
DTP	4-5
IPV/OVP	4
MMR	2
Hep B	3
Varicella	2 (or date of disease)
Tdap	1 (must be 11 or older)
Meningococcal	1 (must be 11 or older)

By law, we are unable to release your child to anyone who is not on his/her emergency contact list. For that reason, it is imperative to provide us with several emergency contacts and updated information if those contacts change in any way. If a child is left in temporary custody of another adult (i.e., parent on vacation or out-of-town), please notify the school office by filling out the Student Update Form located in the school office so we can add that adult to the student's emergency contact list. Parents may make updates to student's address & emergency contact information directly from ParentVUE. If a parent or emergency contact cannot be reached in the event of an emergency, 911 will be called.

## **CURRICULUM**

White Cliffs Middle School follows the Arizona Academic Standards. White Cliffs also utilizes a variety of assessments throughout the school year to measure student progress. Students will participate in the following assessments: State Assessments, Benchmark Assessments and Formative Assessments.

## **TEXTBOOKS**

Students are responsible for maintaining any textbooks issued. They must not write in books or intentionally damage them. Students will be charged for damage beyond the normal wear and for loss of books. Students will not receive replacements until payment is made. Students should check the condition of their books when issued. If students or parents feel that the condition listed is inaccurate, please bring this to the attention of the office immediately. Book covers are recommended.

## **HOMEWORK POLICY**

### Purpose of Homework

At White Cliffs Middle School, we believe there are several important purposes of homework.

- Homework builds responsibility, organization, and study skills.
- Homework allows for practice and reinforcement of a skill that has been taught in class.
- Homework can also serve as an extension of learning from the classroom environment.
- Homework may allow for a preview of upcoming learning that will take place in a new unit of study.
- Homework completion leads to better grades and higher overall academic achievement.
- Homework prepares students for real-life responsibilities they will encounter in future years.

Please keep in mind that there may be more homework on some evenings or weekends when long-term projects are assigned. In addition, the amount of time students take to complete homework assignments may vary. What may take one child 60 minutes, may take another child 30 minutes, and yet another 90 minutes. If your child takes substantially longer than the average time allotments to complete homework assignments, please schedule a meeting with his/her teachers.

## **HELPFUL HOMEWORK TIPS FOR PARENTS**

Here are some helpful hints in assisting and/or supporting your child with his or her homework. You might also check the teachers' website/blog as available for periodic updates on assignments.

- Check the student agenda daily for assigned homework from each class.

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- Designate and set aside a certain block of time for homework every evening.
- Find a quiet place in your home where your child can focus on completing homework.
- Homework assigned to your child is typically from the day's lesson and your child should be able to complete it by himself or herself. Provide support by checking in from time to time and give praise for good work.
- Check to make sure all homework has been completed at the end of the homework session each evening.
- Please encourage your child to use his/her time in class wisely; this will greatly diminish the amount of homework he/she has each evening.
- You can check your child's progress on Parent VUE to see how he/she is doing on his/her classwork/homework. Usernames and passwords will be available to all parents at registration, Back to School Night, conferences, etc. Should you not receive this information please contact the school.
- Read the monthly editions of our school's newsletter (Wolf Words). They are sent home with students during the first week of the month. Wolf Words is also available on our school's web site at [wcms.kusd.org](http://wcms.kusd.org).
- Look at the section of the student agenda where your child writes assignments and important dates.
- Be on the lookout for flyers that come home with your student.

### LOST AND FOUND

Please bring any articles you have found to the Health Office Lost and Found is located there. Any valuables that have been found and turned in to the office will remain in the office. After an extended period of time, articles will be disposed of, as there is a limited amount of storage space. If you lose something, always check the LOST AND FOUND in the Health Office and with the front office. Many good articles of clothing, jewelry, and other items are not claimed each year.

### STUDENT VALUABLES

**Students are responsible for personal property.** The school is not responsible for any lost, stolen or damaged items. If it is necessary to bring more money than needed to pay for lunch, leave it in the office for safekeeping. DO NOT leave it in your backpack or classroom desk. The school will not take responsibility for the loss of such items. Expensive items should not be brought to school. Skates, scooters, skateboards, and shoe rollers are not to be used on campus. If these items are your transportation to school and home, outdoor lockers are provided and you will need to provide a lock.

### MEDIA CENTER

The White Cliffs Library Media Center is open every day, for reading, researching, studying, and learning. Students may visit the library at any time with a pass written in your agenda from the classroom teacher. Up to five books may be checked out of the library for two-week periods, and may be renewed upon request. Consideration and thoughtfulness towards others should be a priority in the library since the entire school shares this space and the resources there. Please show mutual respect for others in the library by:

- Speaking in a low voice so that you do not disturb those trying to concentrate.
- Taking proper care of library books so that others may use them.
- Returning library books on time so that others have access to them.
- Always signing in so that teachers and the media center specialist know where you are and who has visited the library.
- Asking questions! The library staff is happy to help you locate information, teach you how to use a computer resource, recommend a book to read, or help you think through a research project.

### PHYSICAL EDUCATION

Physical Education is an important part of a student's school experience. All students are scheduled for a semester of PE each year. Students can dress out in athletic attire/comfortable clothing if they chose. Students may wear sweat suits during winter months.

In case of illness or disability, notes from the parent will be accepted to excuse the student from that day of activities. A DOCTOR'S WRITTEN NOTIFICATION WILL BE NECESSARY TO RELEASE ANY STUDENT

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FROM P.E. ACTIVITIES FOR MORE THAN ONE DAY. The doctor's excuse should include length of release time from class, type of activity the student is restricted from, and any other pertinent information.

All clothes and personal items should be **locked** in the gym locker before students leave the locker room. Anything of value should be secured in the teacher's office before class begins. **THE STUDENT, NOT THE SCHOOL**, is responsible for his/her personal belongings.

## SPORTS AND SCHOOL ACTIVITIES

Opportunities will be provided for students to participate in team athletics. There will be a \$1.00 general activity fee for each club or extracurricular activity.

Fall Sports	Winter Sports	Spring Sports	Clubs/Activities
Cross Country Football Volleyball Spirit Line Swim	Boys Basketball Girls Basketball Spirit Line Soccer	Track and Field Baseball Softball	See Monthly Newsletter

## ELIGIBILITY/EXPECTATIONS

In order to be declared eligible for participation in team sports, students must have:

- A current physical form on file in the White Cliffs Office before participating in any sport including practices - physicals are good for one year from the time they are completed
- No D's or F's in any class** and a 2.5 cumulative GPA.
- Paid a non-refundable, activity fee of \$1.00 per student per sport, prior to the first practice.

Students' eligibility to participate, using the criteria listed above, is determined each Thursday during the season. Students who are declared ineligible are not able to participate in games and remain ineligible for an entire week until eligibility is checked again the following Thursday. They are, however, permitted and expected to participate in practices.

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

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

## DANCES

**Attendance at dances is considered a privilege.** Admission may be denied to any student showing inappropriate school behavior 2 weeks prior to the dance. Detention, Office Referral, Absence or any other violation of school rules may cause a student to miss the dance. The following rules will be enforced at all dances:

1. All regular school rules apply at dances. Normal dress code policies will be enforced.
2. **Only WCMS students may attend school dances.**
3. Once students reach the dance, they may only leave again once the dance is over or a parent/guardian picks them up. If they leave the dance, they cannot re-enter it. Arrangements must be made for parent pick-up.
4. Students who are suspended from school may not participate attend the dance.

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5. Students absent from school for more than half the school day on the day of the dance may not attend that dance.
6. Please arrange for students to be picked up promptly at the end of the dance. If a student is picked up late after a dance, the student may have his/her dance privileges revoked for the remainder of the year.

### **NOTICE OF NONDISCRIMINATION**

Kingman Unified School District #20 does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans with Disabilities Act may be referred to Heather Shaw-Burton, District Office, 3033 MacDonald Ave. Kingman, AZ 86401, Phone 928 753-5678 ext.

### **PERSONAL APPEARANCE AND DRESS**

It is the philosophy of the Kingman Unified School Board of Education that students will positively reflect the school, the district, and the community in their personal appearance and conduct.

#### **JICA Student Dress**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. This policy is intended to provide guidance for students, staff, and parents.

Student dress will prompt safety and a positive learning environment. Student dress shall not:

- A. Present a hazard to the health or safety of the student or to others in the school.
- B. Materially and substantially interfere with school work, create disorder, or disrupt the educational program.
- C. Causes excessive wear or damage to school property.
- D. Include any type of clothing, accessories, and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105

Discriminatory or obscene language or symbols, or symbols of sex, drugs, alcohol, or weapons on clothing or jewelry, are prohibited.

Students may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

The District encourages students to take pride in their attire related to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- A. Uniform shirts are optional at all times on all Kingman Unified School District (KUSD) campuses, and personal outerwear may be worn.
- B. KUSD Students must wear a shirt with pants or a skirt or the equivalent (dress, leggings, or shorts). Students at WCMS are expected to dress professionally.
- C. Clothing must not be see-through and must cover a student's undergarments, chest, torso, and buttocks when standing or sitting.
- D. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education.
- E. Jewelry shall not be worn if it presents a safety hazard.

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- F. Clothing, accessories, and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious or political affiliation or any other protected classification.
- G. . Students may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.
- H. Subject to the above, no hats, bandannas, or other head coverings or sunglasses may be worn in a classroom or school building except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- I. Obscene language or symbols, or symbols of drugs, sex, alcohol, weapons, or political statements on clothing are prohibited.
- J. Students may not wear clothing, accessories, and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory, or defamatory or that are worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.
- K. Hats may be worn outside on all KUSD campuses.

Exceptions for special activities or health considerations may be preapproved by the administrator.  
This covers all school activities.

Students who are dressed inappropriately can correct the problem by:

- Wearing loaner clothing from the nurse's office (minimal supply).
- Having someone bring appropriate clothing.
- Borrowing appropriate clothes from a friend.

### **EXAMPLES OF UNACCEPTABLE CLOTHING AT SCHOOL OR SCHOOL EVENTS**

1. Shorts and skirts that are too short. They must cover a student's undergarments and buttocks when standing or sitting.
2. Pants that allow undergarments to be seen are unbuttoned or unzipped, hinder a student's ability to move easily and safely, or have attached chains, studs, or excessive metal.
3. Clothing that shows the chest or torso (stomach).
4. Visible undergarments
5. Excessively cut, torn, or ripped clothing must follow the WCMS dress code.
6. Hats, caps, visors, beanies, hairnets, hoods (including those attached to sweatshirts), and sunglasses inside the building.
7. Clothing, buttons, jewelry, belts, etc., with symbols or slogans promoting illegal substances, obscene or sexually explicit language or graphics, vulgar language, ethnic slurs, and/or weapons.
8. Belts, wristbands, or other apparel with studs. Chains or wallets/keys on chains. Studded dog collars.
9. Sleepwear (including pajama pants) or slippers.
10. Gang-related clothing, hairstyles, or accessories, including bandannas.
11. Any attire or adornment, including hairstyles, cosmetics, and body piercing, disrupts the learning environment or makes it unsafe.
12. Hair spray, perfume, cologne, make-up, combs, and brushes are not used in the classroom, the halls, or the cafeteria.
13. On spirit days, clothing must not be see-through and must cover a student's undergarments, chest, torso, and buttocks when standing or sitting. Some examples of clothing that is not allowed; are shirts with plunging cut out under the arms, see-through clothing, pajamas or pajama look-a-likes, and any clothing that reveals undergarments.

School personnel reserves the right to question disruptive or inappropriate attire and may confiscate any item that may be gang-related, criminal, or suggestive.

### **SUSPENSIONS**

Parents will be notified when an infraction results in an In- or Out-of-School Suspension.

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- When students are scheduled for a suspension and a Board Hearing, the length and type of suspension will be based on the severity of the infraction and whether the students are deemed threats to themselves or to the campus.
- Whenever there is a possibility that a criminal act has taken place, the school resource officer will be contacted to conduct an investigation.
- Out-of-School Suspension is served out of school.
- In-School Suspension is served in school.
- Short-term suspension: 1-10 days. Long-term suspension: longer than 10 days.

### HARASSMENT/SEXUAL HARASSMENT

All students and staff have a right to learn and to work in an environment that is conducive to their well-being and which allows them the fullest opportunity to succeed. Any behavior that prevents or impedes an individual the freedom to learn or to work will be considered harassment. If individuals or groups have confrontational issues, then these people must be reported to the administration and steps taken to provide mediation and/or discipline. Failure to report conflicts to administration and to attempt to respond to the conflict through confrontation will result in school discipline.

All individuals will practice the Lifeskill of Integrity (to act according to a sense of what's right and wrong) to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests 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 to another staff member, or when made by a student to another student or staff member. Sexual harassment may include, but is not limited to, suggestive or obscene written statements, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, or displaying sexually suggestive objects, pictures, or cartoons. Sexual harassment may also include expressing sexual interest after being told interest is unwelcome, withholding grades or scholastic support because sexual requests were denied or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

All complaints of sexual harassment should be made to an administrator, and every complaint will be followed up in accordance with the sexual harassment policy contained in the district policy manual. All matters involving sexual harassment complaints will remain confidential to the fullest extent possible. The complete sexual harassment policy can be found in the district policy manual (A-033.1 – A-0331.2).

### JURISDICTION OF SCHOOL AUTHORITY

The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. However, school jurisdiction also extends to bus transportation, not only during a student's time on the bus, but also at the bus pick up and drop off areas. Some violations of the law which occur off school premises may result in disciplinary action if continued attendance in school or school functions is likely to be detrimental to the welfare of others. This includes a student's conduct during lunch hour.

**Restorative Discipline Practices** are a relational approach to building school climate and addressing student behavior. The approach fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment. Our purpose at White Cliffs is to foster students' opportunity to learn and grow in a meaningful and enriching environment.

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**In response to a Student Discipline Referral, students and families can expect the following actions:**

1. A documented **restorative conversation** between a staff member and/or administrator and the student regarding the incident that occurred.
2. A reasonable effort to contact the parent/guardian to discuss the behavior incident and anticipated next step (e.g., gather additional information, assign intervention and/or consequence).
3. An appropriate and timely intervention and/or consequence assigned with the goal to change behavior and address the impact; interventions and consequences progress based on the impact and severity of the behavior incident.
4. A notification to Parent/Guardian of any additional information and intervention(s) and/or consequence(s) assigned.
5. In the event that a behavioral incident(s) is deemed high impact (severe, multiple) to the school community, a more serious consequence may be assigned. Minimum and Maximum consequences are listed below.

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## **Category One Infractions**

1. **Public display of affection** (engaging in inappropriate physical contact)
2. **Dress Code Violation** (wearing clothing that does not fit within code guidelines)
3. **Disruption** (minor conduct or behavior which is disruptive to the educational process of the school or classroom: horseplay, rough housing, yelling, shouting)
4. **Contraband** (laser lights, chains, skateboards, permanent markers and items determined by administration)
5. **Dishonesty** (lying, cheating, plagiarism)
6. **Noncompliance** (defiance, disrespect, arguing, talking back, engaging in brief or low intensity failure to respond to adult requests)
7. **Failure to serve detention** (failure of student to serve detention in the required period of time.)
8. **Ditching/skipping class: 1 or 2 classes** (Leaving or missing class without permission)
9. **Tardy** (Late: see tardy policy)
10. **Profanity/ foul language/ obscenity** (low intensity instance of vulgar, profane, obscene language/material)
11. **Unapproved sales**

<b>Consequences</b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
First Offense	Warning/Restorative conversation	In-School Suspension
Repeat Offenses	Detention	Out-of-School Suspension

An opportunity for ACCI Life Skills classes may be offered either in addition to or in lieu of other consequences. The classes would be completed at school and a restorative conversation with administration would follow prior to returning the student to regular class. The ACCI classes offered are in the areas of:

- Positive Thinking Skills
  - Anger Avoidance
  - Truancy Prevention
  - Self-Awareness
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# WOLVES GUIDELINES

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## Category Two Infractions

1. **Combustibles:** Use/possession (lighter/matches, stink bombs and snap caps)
2. **Forgery** (being in possession of, having passed on or signed a person's name without that person's permission)
3. **Theft** (school is not responsible for stolen items)
4. **Technology/Electronic Devices** (misuse of device, internet or using technology to disrupt education or cause harm)
5. **Gambling**
6. **Abusive Language/ Actions** (statements or actions which attempt to intimidate, harass, injure, or slander including name calling or use of words in an inappropriate way including social media.)
7. **Vandalism/Graffiti/Tampering with school property** (includes writing on desks, bathroom walls, student transportation or any school property, including school technology)
8. **Repeated disruption** (two or more teacher write-ups for the same offense)
9. **Insubordination** (high intensity or multiple incidents of refusing to follow school rules)
10. **Bullying** (any reported, repeated verbal and/or physical behavior perceived as intimidating or harmful, including cyber bullying)
11. **Inciting a fight** (any action that supports, provokes or encourages fighting including social media and recording)
12. **Lewd behavior** (any obscene behavior deemed inappropriate for school)
13. **Removal from detention, in-school suspension or Afterschool Activity due to misbehavior**

### Consequences

	<u>Minimum</u>	<u>Maximum</u>
First Offense	Detention/ Restorative Class	In-School Suspension; contract
Repeat Offenses	Multiple days of In-School Suspension; Behavior Contract	Discipline Hearing

An opportunity for ACCI Life Skills classes may be offered either in addition to or in lieu of other consequences.

The classes would be completed at school and a restorative conversation with administration would follow prior to returning the student to regular class. The ACCI classes offered are in the areas of:

- Positive Thinking Skills
- Anger Avoidance
- Self-Awareness
- Bullying Prevention
- Youth/ Parent- Pro-social relationships, Meeting the emotional hierarchy of needs, positive thinking skills, and decision-making skills
- Theft

### Consequences for Excessive Discipline

“Excessive Discipline” is defined as a student with 7 or more discipline referrals.

For the 1<sup>st</sup> through 6<sup>th</sup> Discipline Referral, the student will receive the consequence for the offense or offenses as per the student handbook.

For the 7<sup>th</sup> Discipline Referral, the student will receive the consequence for the offense or offenses as per the student handbook and may be placed on a Student Success Contract.

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## WOLVES GUIDELINES

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### Category Three Infractions

These items may violate state law. They will result in an automatic suspension and contact with the SRO. Category three violations may result in referral to the Governing Board.

1. **Tobacco:** (cigarettes, vape pens/electronic cigarettes, chewing tobacco etc.) possession and/or use of
2. **Verbal or physical abuse of staff or students**
3. **Fighting:** Including to/from school, bus stops, busses (protection of personal property or response to verbal abuse does not justify physical assault)
14. **Sexual Misconduct** (unwanted or inappropriate behavior, indecent exposure)
15. **Possession/distribution of pornography** (either printed or electronic media)
4. **Endangerment of self, students, or staff**
5. **Gang association/apparel/behavior/symbols/tagging/activities/paraphernalia** (any behavior that imitates, encourages or displays evidence of membership in, becoming, or affiliation with an organized group known for illegal activity this includes both verbal and non-verbal communication: graffiti, gestures, colors, handshakes etc. As well as the wearing of symbols, emblems, clothing or other adornments associated with a gang)
6. **Tampering with Fire Alarm or Equipment** (intentional inappropriate actions that trigger use of alarm system/equipment when there is no fire)
- 7.

<b>Consequences</b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
First Offense	Restorative Class/ 1-5 Days ISS Behavior Contract	10 Days OSS with referral to Discipline Hearing
Repeat Offenses	10 Days OSS with referral to Discipline Hearing	Board Hearing; Long term suspension or Expulsion

An opportunity for ACCI classes may be offered either in addition to or in lieu of other consequences. The classes would be completed at school and a restorative conversation with administration would follow prior to returning the student to regular class. The ACCI classes offered are in the areas of:

- Positive Thinking Skills
  - Anger Avoidance
  - Truancy Prevention
  - Self-Awareness
  - Bullying Prevention
  - Youth/ Parent- Pro-social relationships, Meeting the emotional hierarchy of needs, positive thinking skills, and decision-making skills
  - Vaping Awareness
  - Captivity- Substance Abuse Prevention
  - Marijuana Prevention
  - Marijuana Awareness
  - Substance Abuse
  - Minor in Possession
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# WOLVES GUIDELINES

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## Category Four Infractions

These items may violate state law. They will result in an automatic suspension and contact with the SRO.

### Class 1

1. **Assault** (A person knowingly harming another person with the intent to injure or provoke; hitting, punching, hitting with an object, kicking, scratching, hair pulling, etc. without the other person engaging. A.R.S 12-1203)
2. **Alcohol:** (possession, use and/or under the influence; the sale, purchase, transportation, possession or use of alcoholic beverages or substances represented as alcohol in any form. This includes at school, school sponsored events and school sponsored transportation.)
3. **Drugs:** (The use, cultivation, manufacture, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices, and paraphernalia used for preparing or taking drugs or narcotics. Includes being under the influence of drugs includes at school, school sponsored events and school sponsored transportation.)
4. **Weapons:** (possession)
5. **Explosives:** (possession)
6. **Arson** (planning and/or participation in burning of school property or private property on school grounds)

**\*Consequences:** 10 days OSS and Discipline Hearing with recommendation to KUSD Alternative placement or long term suspension. Category four violations may result in referral to the Governing Board.

### Class 2

1. **Distribution of drugs** (the distribution or sale of any controlled drug or narcotic substance or equipment and devices used from preparing or taking drugs or narcotics. Includes at school, school sponsored events and school sponsored transportation. Category includes over-the-counter medications, imitation, and noxious substances. A.R.S 13-3415)
2. **Distribution of alcohol** (the distribution or sale of alcoholic substance beverages or substances represented as alcohol. Includes at school, school sponsored events and school sponsored transportation.)
3. **Repeat Offense of drugs/alcohol**
4. **Weapons:** (Use of)
5. **Explosives:** (Use of)

**\*Consequences:** 10 days OSS and Discipline Hearing with recommendation for expulsion. A police referral will be made.

An opportunity for ACCI Life Skills classes may be offered either in addition to other consequences. The classes would be completed at school and a restorative conversation with administration would follow prior to returning the student to regular class. The ACCI classes offered are in the areas of:

- Captivity- Substance Abuse Prevention
- Marijuana Prevention
- Marijuana Awareness
- Substance Abuse
- Minor in Possession

## Disciplinary Infractions

The categories of misconduct specified in this area are intended only as examples of the kinds of misconduct justifying discipline, and do not comprise a complete list. Particular situations may require more or less severe measures that are contained in the guidelines. School officials are required to notify the School Resource Officer or other law enforcement for any violations of the law.

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# WOLVES GUIDELINES

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## PROJECT IMPACT

Individuals Making Positive Alternative Choices Together

Diversion Program for Drug/Alcohol Offenses

### Option A

- Student serves a 10-day Out of School Suspension (OSS)
- Goes to a Discipline Hearing
  - Return to school
  - Long term suspended
  - Alternative placement
    - KOLA
    - KAMS
    - Expelled

### Option B

- Student serves 5-day Out of School Suspension (OSS)
- Actively participates in an 8-week after-school program, one day a week. Classes are held at KMS Wednesdays from 4:30-5:30 PM, and parents are responsible for transportation.
- Students who participate in an after-school program will be back in their regular school after the 5-days Out of School Suspension (OSS)
  - If the student doesn't complete the diversion program, they will serve their remaining 5-days of OSS and go to a discipline hearing (see option A)
  - Students can only miss 1 class; on the second miss, students will be removed from the program and sent to a Disciplinary Hearing.
  - **Parents must attend the fentanyl presentation with their students:** failure to do so will result in removal from the program and sent to a Disciplinary Hearing.
  - School expectations for behavior will remain in effect while enrolled in the diversion program.
  - The student will be placed on a success contract when they return from the 5 days Out of School Suspension (OSS).

**Option A:** \_\_\_\_\_

**Option B:** \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# WOLVES GUIDELINES

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## STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

The Governing Board of Kingman Unified School District #20 believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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## WOLVES GUIDELINES

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Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

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#### STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the School Governing Body is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance,
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Executive Director.  
*Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Executive Director.

High school students may be made only by the students on their own behalf.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidation acts against any students who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation related to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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# WOLVES GUIDELINES

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