



**ADALBERTO M. GUERRERO
MIDDLE SCHOOL**

CODE OF CONDUCT

**2002 – 2003
SCHOOL YEAR**

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Attendance

Adalberto Guerrero Middle School believes that it is the joint responsibility of the school and the home to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her general education and contributes in a positive way to the learning of others. Therefore, in accordance with Arizona law, the following procedures regarding attendance will be adhered to:

Excused absences may be granted for personal illness, family emergencies, medical appointments or observances of recognized religious holidays.

Unexcused absences Students who do not bring an excuse for their absence will receive a zero for the work missed on the date of the absence unless the teacher decides otherwise. Students who are absent from school without an excusable reason will be considered truant and subject to disciplinary action.

Planned absences for personal and/or educational purposes must be requested two weeks in advance and approved by the principal. Students must do a report to excuse educational travel.

Make-up Work It is the responsibility of the student who has been absent (excused) to arrange with teachers a time to complete the make up of work. Each teacher sets their own make-up times.

Attendance Limits If a student is absent for any 5 days in a class, a letter of concern will be sent home to the parent; for any 10 days, a required parent meeting will be held with the teacher(s), student services administrator and principal. Students who reach (5 days in a quarter class) 8 days of absence in a semester class or 15 days of absence in a year class, will receive no credit. (This includes unexcused or excused days but not waived days.)

Requests for Waivers In case of extended serious illness, (documented by a physician) etc. the principal may grant exceptions for the no credit rule or extend the length of the make up of work time. *This request should be made within two weeks of the students return to school.*

Tardies to school Students must report to the main office before going to class if they are tardy to school. A tardy slip will be issued to a student who is late. Any work missed due to an unexcused tardy may not be made up. Unless specified by the teacher. Students who are consistently tardy (excused or unexcused) to school will receive the following:

3-5 tardies - after school detention

6-9 tardies - Saturday detention or alternate disciplinary action - additional tardies - parent conference with disciplinary action. This also applies to tardies to class. ***If a student is more than 25 minutes late to school and this time is unexcused, the absence will be treated as a cut class.***

Dismissals When a student needs to be dismissed from school, he or she would need to be signed out by a parent/guardian or person listed on the permission form in the application package. If an individual is not listed as someone that has permission to sign out a student that student will not be permitted to leave. Students who become ill during the school day must report to the office or the nurse's office to be dismissed. All students leaving the building need to sign out in the main office. Failure to do so will result in this being treated as a class cut.

Skipping school or classes will result in a penalty from the administration that could range from detention to suspension. Students are expected to follow their schedules. If a student

needs to be elsewhere, they should present a pass to the teacher. Students who leave school without signing out, and/or without permission, fall under these procedures.

Commendable Attendance Students who have 4 or fewer excused days of absences (for any reason) during the school year, and who have an 85 average in a class, are exempt from the final exam in that class. A student may choose to better their grade and take the exam, but it will be at their choice. None of the absences may be unexcused.

Perfect attendance is rewarded with an Eagle Pride card and recognition at the end of the school year. Parents are encouraged to call the school between 7 and 8 a.m. on the morning that your child is out to report the absence.

EXPECTATIONS FOR CONDUCT

Every student is expected to observe regulations of the school, to comply with the direction of the school staff, to observe proper standards of behavior and language, and to show respect for property, fellow students and the school staff. Attendance at school is not a right, it is a privilege.

Adalberto Guerrero Middle School has several levels of administratively assigned disciplinary consequences for violations of school rules ranging from parent conferences to Saturday detention, In-School Suspension, School Service and Out-of-School suspensions. In the most severe cases, there could be a referral to the Board of Education for expulsion from school. ***Any student who accumulates 3 Out-of-School suspensions, will be referred to the Board of Education for an expulsion hearing. Administration reserves the right to adjust discipline procedures whenever necessary.***

Class cuts and Leaving Without Permission – 1-3 offenses Saturday detention, more than 3 offenses may result in In-School Suspensions.

Truancy –(unexcused absence for entire day) In-School Suspension.

Insubordination, swearing or inappropriate language will result in, depending on the frequency and severity of the infraction, after school detentions, In-School Suspensions or Out-of-School suspensions.

Failure to stay for an After School Detention - 1st offense will result in a 2nd detention. 2nd offense and thereafter, will result in Saturday Detention.

Failure to report or complete In-School Suspension – Student will be suspended until next In-School day in which they must come back and complete the day of In-School.

Fighting - out of school suspension from 1-10 days. Students engaged in fighting may be referred to the peer mediators upon return to school.

DRESS CODE

In accordance with the Adalberto M. Guerrero Middle School policy, the wearing of clothing that has graphic illustrations or printed statements that are of a suggestive nature, or which in the opinion of the school administration disrupts the educational mission of the school or substantially interferes with the rights of others, shall be prohibited. This includes clothing that has tobacco, alcohol or drug messages and advertising or messages of a sexual nature.

ATTIRE FOR MALE AND FEMALE STUDENTS

CHOICES FOR TOPWEAR:

Polo shirts with sleeves and collars in choices of white, navy blue, light blue, hunter green or gray. All polo shirts must be in plain colors (no patterns such as stripes, floral, plaids, multicolor, or any other designs). **No black, red** or other *bright colors* are allowed. Jackets may be worn in cold weather but not in the colors prohibited above. All shirt tails must be tucked in while student is on campus.

CHOICES FOR BOTTOM WEAR:

FEMALE STUDENTS:

Khaki pants in colors of dark blue or beige (docker pants). All pant legs must reach the top of the shoes. No *denim* jeans (Levis) or *denim material* pants of any kind. No *baggy* style pants. All pants must be fitted at the waist and belted.

Female students may wear full length skirts without slits. The bottom hem of the skirt must reach the ankles. Only polo shirts may be worn with the full length skirts.

No *shorts* or *skorts* are allowed.

MALE STUDENTS:

Khaki pants in colors of dark blue or beige (docker pants). All pant legs must reach the top of shoes. No *denim* jeans or *denim material* pants of any kind. No *baggy* pants. All pants must be fitted at the waist and belted while student is on campus.

All shirts must be tucked in. No halter tops, tank tops, muscle shirts, bare midriff blouses/shirts, bare upper arms. No shirts with logos or designs other than the school logo. Students will not wear sweat pants, warm ups, or light weight athletic apparel.

HAIR:

Standard close cut, trimmed and combed. No long hair or pony tails will be allowed. Only natural colors and no outlandish hairs.

JEWELRY:

No excessive jewelry (no more than two bracelets and one necklace). Necklace must be worn inside the polo shirt. *No nose, eyebrow, lip rings, or tongue piercing.* For female students, only one earring in each ear. For male students, no earrings. *Jewelry must not be eye catching or unusually large or dangerous.*

MAKE-UP:

Must be applied in moderation and in good taste. *No outlandish lipstick colors or facial blush tones. No application of make-up in class at any time.* In keeping with the modesty-intent of the dress code, students are not allowed to wear hats at any time on campus or in class. Students may not display tattoos, or wear bandanas or chains.

FOOTWEAR:

Students may wear black or brown leather shoes. Students have been authorized to wear athletic (tennis) shoes in color shades of blue, white black or combinations of those colors. No athletic shoes in pink, orange, green, red, or any other bright colors will be allowed. All laces have to be taut and properly tied.

Any student who arrives on campus in apparel which violates the dress code will be sent to the office. Parents will be notified and asked to take the student home. Any absence due to student non-compliance will be recorded as unexcused. AGMS can not provide transportation to students sent home due to violations of the dress code. Repeat offenses will be dealt with accordingly.

WEAPONS IN THE SCHOOL

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle or at any school-sponsored activity:

- A. Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to firearms, ammunition, explosives, brass knuckles, knives, chains, clubs and Kung Fu stars.
- B. Use of any object as a weapon, although not necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to belts, other articles of clothing, combs, pencils, files, compasses, scissors and realistic replicas of weapons.

Administrators shall take appropriate action against any individual violating this policy, including but not limited to student discipline or action by law enforcement officials.

Students who violate this policy may be expelled under State and Federal law.

Principals may authorize inspections of student automobiles, clothing, purses, bags, backpacks and other personal belongings when there are reasonable grounds to suspect that the inspection will produce evidence that this policy has been violated.

VANDALISM

Students who engage in vandalism or misuse of school property may be suspended for up to two weeks and will have to pay any cost incurred by the district to correct the damage. Students who tamper with the alarm system or fire extinguishers can face legal prosecution and disciplinary action.

LOITERING

Students should not be loitering in the halls at Luz Academy or Middle School Courtyard. Students who are loitering may be assigned detention.

FIRE DRILL AND EMERGENCY PROCEDURES

It is extremely important that all students follow evacuation guidelines in emergency situations. Students are absolutely not allowed to leave school grounds during these times. Any student not following directions during emergency times, will be dealt with by administration.

DETENTION

Detention is a method that teachers and schools use to deal with discipline problems. Teachers may issue detentions or the administration may issue office detentions. There will be a 24 hour notice given. In the event the detention is not served, In-School or Out-of School suspension may occur. **Work, no ride, and babysitting are not reasons for missing detention.** Only reasons excused by administration prior to the detention will result in an excused miss of detention. Doctors appointments must be documented to the Director of Student Services to excuse a missed detention.

RADIOS/BEEPERS/LASER POINTERS/CELL PHONES

Headsets, or personal listening or viewing devices may be used before or after school, but may not be used during the day. Students should keep these devices in their purses or backpacks during the school day. The school will not take responsibility if they are lost or stolen. Students who have headphones or these devices on during classes will be assigned disciplinary action. Beepers and cellular phones that interfere with classroom teaching will be confiscated and turned in to the main office. Students may request special permission to have a beeper or phone for emergency reasons. Laser pointers are not allowed in the school.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, other than hand holding, are not appropriate for a school setting.

SUSPENSIONS

Students who are suspended from school are not to be on school property at any time during the suspension unless approved by the administration.

HEALTH SERVICES

The school nurse shares her time with the middle school and is available to students at Luz Academy five days a week. Students are encouraged to see her for any health related concerns. School personnel do not dispense medication. If a student requires medication during the school day, it should be brought to school in an airtight container labeled with the students name, name of medication and time it is to be taken. Medication should be accompanied by a note from the parent and also the physician if it is a prescription medication. Vision screening is done for all student during the school year.

SMOKING AND TOBACCO

Use of tobacco (or possession of tobacco by a student under the age of 18) in any form by students is prohibited in school buildings, on school grounds, on busses and at all school sponsored activities which take place off school property. Violation of this policy will result in the following consequences: first offense - notification of parents, Saturday detention and a referral to the Director of Student Services or nurse. If a student is under the age of 18, the police will also be notified. Second and subsequent offenses will result in notification of parents as well as In-School Suspension or Out-of- School suspension for up to 10 days and further referrals for meetings with the school counselor.

DRUGS AND ALCOHOL

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look alike substance, prescription drug or any substance that is represented to be a controlled substance. These prohibitions apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Students found in violation of this policy will be assigned the following disciplinary actions:

First offense: notification of parents, referral to police or superintendent of schools, suspension from school for up to 10 days, during the suspension, a student will undergo an assessment by the school counselor or school psychologist, and the school principal.

Second offense: notification of parent, police or superintendent of schools, suspension for up to 10 days, and referral to school committee for possible recommendation for expulsion.

Furnishing or selling: notification of parent, police and superintendent of schools, suspension for up to 10 days and referral to school committee for possible expulsion. Students may voluntarily refer themselves to school psychologist, the guidance office, or an administrator.

HARASSMENT

The Adalberto M. Guerrero School Board recognizes the right of each employee and student to a working and learning atmosphere which is free of intimidation, hostility and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry, disability or national origin. Physical assault, battery or abuse is also addressed in Board policy JICIA. This policy prevails in all matters concerning staff, students, educational program and services, and persons with whom the school committee does business. Sexual harassment includes but is not limited to unwelcomed sexual advances, request for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments or other physical, written or verbal conduct that is gender based that interferes with a students education.

Students who feel they have been a victim of harassment should report such occurrences to the principal, assistant principal, or other staff member. A formal complaint form will be filled out and an investigation conducted.

NONDISCRIMINATION

The Adalberto M. Guerrero School Administration is committed to a policy of nondiscrimination in relation to race, color, sex, religion, ancestry, disability or national origin. This policy prevails in all matters concerning staff, students, educational program and services, and persons with whom the school committee does business. Discrimination will not be allowed in employment, assignment and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities and in educational materials. Copies of the district's nondiscrimination policy and grievance procedures are available in each school and at the Superintendent's office.

TELEPHONE USE AND MESSAGES

Students are not allowed to leave class or a study hall to take phone calls except in an emergency situation. The Main Office cannot deliver messages except important ones from parents. With permission the students may use the phone in the lobby during lunch and after school. The office phone is a business phone and may only be used by students in case of emergency.

VISITORS

Most visitors are welcome in our schools. All visitors entering the school must report immediately to the Main Office and sign in. Students wishing to bring a visitor to school must get permission from an administrator at least 24 hours in advance of the visit.

ACADEMIC INTEGRITY STANDARD

Adalberto Guerrero Middle School recognizes that academic integrity (honesty) is absolutely vital to the purpose of all schools. All students are encouraged and expected to model academic integrity. Failure to do so jeopardizes the core and foundation of sound educational practice. Therefore, students who choose not to practice academic integrity are not only harming themselves, but are also jeopardizing the educational mission of our middle school. The Adalberto Guerrero Middle School community understands that guidelines surrounding student work must be followed in order to ensure an environment that cultivates academic integrity.

Academic Integrity is defined as the practice of performing your work and assignments within the guidelines set down by teachers. It includes never representing someone else's work as your own.

Examples of Academic Dishonesty would include: (but are not limited to)

- Writing formulas, codes, or key words on your person or any other objects for use in a test or quiz
- Using hidden reference sheets or copying during a test or quiz.
- Copying, faxing, duplicating or exchanging assignments that will each be turned in as an "original."
- Using information from stolen tests or answer keys.
- Using programmed material in electronic devices when prohibited.
- Exchanging answers with others (either giving or receiving answers).

- Taking someone else's assignment and submitting as your own.
- Submitting material, written or designed by someone else, without giving the author/artist name and or source. (e.g. plagiarizing; submitting work created by family, friends or tutors).
- Taking credit for group/lab work, when little or no contribution was made.
- Assisting others to cheat.
- Violating any teacher classroom rule in regards to test taking and reports.

Although not part of this standard, all students are encouraged to report to a teacher or administrator other students who are engaged in Academic Dishonesty.

Administrative procedures for students in violation of the Academic Integrity Standard will be handed out to all students at the beginning of the year.