

MMP/CAPPS STUDENT HANDBOOK

By signing below, I attest to reading/reviewing this handbook with my child. If I have any questions or need clarification I will contact Mr. Maner

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parent signature

date

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student signature

date

**please tear this page out and  
return to school**

## SCHOOL BOARD MEMBERS

Christin King	President	Roger Owens	Member
Patti Weber	Member	Wendy Hall	Member
Craig Blackburn	Member		

## SCHOOL ADMINISTRATORS

Ron Tenney	Superintendent	Jimmie Maner	Principal
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## SCHOOL SUPERVISORS

Kelly Williams	Maintenance/Transportation		
Kelly Williams	Custodial	Alberto Cruz	Technology
John Joiner	Food Services		

## TEACHERS

Vangie Packer	Special ED	Kristi Cook	Kindergarten
Patricia Wirtz	1 <sup>st</sup> grade	Kathy Pinneo	1 <sup>st</sup> grade
Melissa Ferguson	2 <sup>nd</sup> grade	Gina McLean	2 <sup>nd</sup> grade
Christie Duncan	3 <sup>rd</sup> grade	Sylvia Kennison	3 <sup>rd</sup> grade
Bev VanWinkle	4 <sup>th</sup> grade	Nicole Woley	4 <sup>th</sup> Grade
Marti Ballesteros	5 <sup>th</sup> grade	Joei Rust	5 <sup>th</sup> Grade
Andronica Armstrong	6 <sup>th</sup> grade	Jill Maner	6 <sup>th</sup> Grade
Lindsay Colburn	Special Ed.	Guy Heder	Band/Music
Birkan Yavuz	Orchestra/Music		

## SCHOOL STAFF

Elwanda Reidhead	Secretary (MMP)	Connie Johnson	ISS / ELL & Athletics
Laura Tomlinson	Secretary (Capps)		
Bobbi Jo Olmstead	School Nurse	Tracie Kerr	Inst. Aide
Sherida Crandell	Librarian	Glory Kale	Sped Aide
Denise Bullmore	Librarian	Glory Polley	Sped Aide
Jodie Rose	Sped Aide	Joyce Kifton	Inst. Aide
Joy Kloke	Sped Aide	Deanne Kloeckner	Inst. Aide
Reading support	Marilee Jackson		

Dear Parents and other Mustang Supporters,

It is with great honor that I am able to serve as Mountain Meadows Primary and Capps Middle School principal. Of my 24 years as an educator, I have had the privilege to serve in the Heber/Overgaard School District for the past 19 years as a teacher, instructional/data coach, and as an assistant principal. I have a strong love for our community and the families that reside within our district boundaries. I look forward to continuing to build a strong collaborative relationship with educational stakeholders of the school community.

Our schools are blessed to have some of the utmost outstanding individuals serving the wonderful students of our district. All have a student-centered approach and want what is best for our youngsters. Thank you for your service and I look forward to continuing with you in an amazing investment of human capital.

As we begin the 2020-2021 school year, our teachers will continue to emphasize our blended learning model with a strong emphasis on leadership and a support for new and innovative teaching practices. Both schools will be using an online platform called Seesaw. Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Our teachers will continue to bring forth high student achievement. We are proud to be recognized by the state of Arizona as an "A" rated school.

Parental involvement is crucial for your child's success. Educational research has shown that such involvement is the **number one factor** in determining student success in school. Parental involvement can take on many different meanings. For example, getting your children to school every day and on time, being present to monitor student homework, providing a quiet place for homework completion, and being informed about progress and grades are all-important to student success.

Your child's education is our top priority! We look forward to working with you to make your child's educational experience a positive one.

Go Mustangs!

Sincerely,

Jimmie Maner, Principal

## RESPONSIBILITY

A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.

### DUTY

Know and do your duty \* Acknowledge and meet your legal and moral obligations

## ACCOUNTABILITY

Accept responsibility for the consequences of your choices, not only for what you do but for what you don't do \* Think about the consequences on yourself and others before you act \* Think long term \* Make things better \* Set a good example

## PURSUE EXCELLENCE

Do your best \* Persevere \* Be prepared \* Be diligent \* Work hard \*  
Make all you do worthy of pride

## SELF-CONTROL

Take care of your own life \* Set realistic goals \* Keep a positive outlook \* Be prudent and self-disciplined \* Be rational - act out of reason not anger \* Be self-reliant

## HOW TO USE YOUR STUDENT PLANNER

Developing good character will help you throughout your life. It is also important to become organized and learn to use your time wisely. Your student planner is a very important **TOOL** in helping you reach your goals both in and out of the classroom. Just follow these simple guidelines:

1. Write your assignments for each subject in the space provided **every day**.
2. Make sure your teacher or parents initial your planner each day to show you have completed your assignments.
3. Use your planner at the beginning of each month to remind yourself of school assignments or activities you have planned throughout the year.
4. Look at the resource materials pages located in the front and back of your planner for help with geographical information, english, math and important study skills.

Using your planner effectively will help you focus on your assignments and learn about becoming a wonderful person of good character.

## RECOMMENDED WEB SITES FOR HOMEWORK HELP, ETC.

Beyond Textbooks now has a parent portal you can access to learn more about what BT is and does, view grade level standards and benchmark review materials. Go to [www.beyondtextbooks.org](http://www.beyondtextbooks.org) then look for the box marked Parent Portal.

Other websites your child may use throughout the year are:

Khan Academy > [www.khanacademy.org](http://www.khanacademy.org)

IXL.com

Spelling City > [www.spellingcity.com](http://www.spellingcity.com)

Moby Max > [www.mobymax.com](http://www.mobymax.com)

Many of you are aware that the HS/JHS have been offering tutoring 2 times a month for struggling students. Starting this coming school year that program will be extended K-12. Teachers will inform you if your child needs to attend.

## ATTENDANCE POLICY

Consistent with state law, the Heber Overgaard USD #6 holds to the philosophy that parents are primarily responsible for their children's attendance at school. **State law mandates that the school documents all reasons for student absences.**

Due to the seriousness of COVID 19, parents and students retain the right to choose to participate in the schools approved online platforms. A student shall not be marked absent so long as they login to the program on a daily basis and complete teacher directed assignments and learning activities. Teachers will be following state guidelines for online distance learning students.

Parents retain the right to keep their children out of school for any reason they deem important. In exercising that right, they also assume responsibility for the loss of any academic material presented during the student's absence. They may also be held responsible for the student's loss of credit if absences become excessive. The school is responsible for reporting student absence information to parents and the state.

Parents cannot expect the school to educate students that are not physically in attendance. The school reserves the right to set limits on the number of absences that a student may have beyond which class credit cannot be justified. A parent may not excuse a student to miss any class in order to complete other tasks at school. These other tasks may include but are not limited to term papers and class projects.

Off-Campus Suspension: A student may be suspended off campus for disciplinary measures. Days missed due to suspension will be counted as absences and consequently any class work missed during this time should be made up. However, at teacher discretion, the student may not receive credit for any work made up during suspension.

Definition of Absences: An absence will be classified as either excused or unexcused. Excused absences are absences that are excused by a parent or guardian. Unexcused absences are absences that are neither excused nor truancies. All excused absences must be verified by a phone call or a note from the parent for each day missed. All absences shall be verified within 24 hours of the students' return to school. State law requires students to spend sixty hours of seat time in a class for a semester's credit. Students can meet this requirement by missing fewer than ten days of school per semester.

School Activity Absence: If a student misses school because of school business or school activity, the student will not be counted absent. Prior to the activity, the student will be expected to inform his/her teacher(s) in order to acquire any work that will be missed.

Truancy: Truancy is the deliberate missing of school of one or more class periods without prior knowledge or permission of the parent or guardian.

1<sup>st</sup> Truancy - The parent/guardian will be notified by telephone or letter from the Office.

2<sup>nd</sup> Truancy - The parent/guardian, teacher, and principal will meet to discuss the student's possible loss of credit.

3<sup>rd</sup> Truancy - Credit may be denied for that class regardless of the grade being achieved.

**\* All truancies will result in disciplinary action in addition to the actions listed above.**

## **ABSENCE NOTIFICATION & SANCTIONS (PER SEMESTER)**

Absences and truanancies are counted per assigned class. Administrative policy allows for a maximum of **nine** excused absences per semester before a non-credit status is reached.

Attendance checks will take place every **two weeks** (in conjunction w/ grade checks). Notices will then be sent home to parents of students with **five** or more absences for that semester. If a student is absent **8** times in a class, he/she may lose credit in that class.

Once a student has been denied credit he/she may present an appeal before the Appeals Committee at the end of each semester.

## **ABSENCE RESPONSIBILITY**

When a student is absent from school, it is their responsibility to get their assignments from his/her teacher(s). We suggest on your first day back to school, go to class early and ask the teacher for your assignments. A study-buddy can also get the assignments for you.

## **ATTENDANCE ON THE DAY OF AN ACTIVITY**

When a student is participating in any school sponsored extracurricular activity, that student is expected to attend all of his/her classes the day of the activity. If, for some reason, a student is unable to attend all of his/her classes, he/she must receive clearance in advance from the principal or athletic director, in order to be eligible to participate in the activity.

## **LEAVING CAMPUS**

Once a student arrives at school, he/she does not have permission to leave at will but is expected to remain on campus as long as school is in session. Exceptions are as follows:

1. Medical or dental appointments - check out through the office.
2. Students who become ill while at school - check out through the school nurse.
3. School sponsored or chaperoned activities - signed parental permission slip.
4. Students who live within close proximity of campus are allowed to leave during lunch time, with parent permission.

## **HALL PASS**

Any student wishing to leave class shall obtain a pass from his/her teacher. No student is to be out of their classroom without a pass from their teacher or adult office personnel. If appropriate, the pass should then be countersigned by a responsible adult from the location being visited. Disciplinary action will be taken if a student does not have a pass.

## **DISCIPLINE POLICY**

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

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

A student who accrues a total of 100 demerit points during a school year will select one of the following options:

1. Voluntarily withdraw from Capps/ Mountain Meadows School for the remainder of the school year.
2. Meet with parents and the principal to develop a continuation agreement for the remainder of the school year.
3. Be referred to the superintendent for possible suspension/expulsion for the remainder of the school year.

A student who selects option #2 and enters into a continuation agreement and then violates the terms of that agreement will then select one of the following options:

1. Voluntarily withdraw from Capps/ Mountain Meadows School for the remainder of the school year.
2. Be referred to the superintendent and school board for possible expulsion from the Heber Overgaard USD #6.

Once a student receives an infraction that surpasses 100 points or if he/she violates a continuation agreement, their parent/guardian will be notified. The parent/guardian will have three days in which to contact the school administrator and schedule an appointment to discuss the student's options. If the parent/guardian does not contact the school administration within three days, the student may be automatically withdrawn from Capps Middle School

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

**(parents can refer to h/o policy JII-JICK-EB for information on student/parent concerns, complaints, and grievances)**

## NOTIFICATION OF REFERRAL

When a student has committed an infraction of the school rules, the attending teacher or staff member may fill out a discipline referral card. If convenient, the student will then be required to sign the referral. The student will then be contacted by the office to determine the specific consequences to be assigned. Any referral handled by the office or principal will have a copy sent to the student's home.

### CATEGORY I

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	0	10	10	15	15	15	15
A. Pass abuse (in hall w/o pass, altering pass)	C1	C2	C2	C3	C3	C4	C5
B. Failure to clear absence on time	C1	C2	C2	C3	C3	C4	C5
C. Failure to complete Disc. assignment	C1	C2	C2	C3	C3	C4	C5
D. Dress code violation	C1	C2	C2	C3	C3	C4	C5
E. Public display of affection (hug, kiss)	C1	C2	C2	C3	C3	C4	C5
F. Littering	C1	C2	C2	C3	C3	C4	C5
G. Loitering on campus	C1	C2	C2	C3	C3	C4	C5
H. Poss. of elec. device, ipods, game boys, etc.	C1	C2	C2	C3	C3	C4	C5
I. Cell phone use during class/school hrs.	C1	C2	C2	C3	C3	C4	C5
J. Bringing disruptive objects/toys to school	C1	C2	C2	C3	C3	C4	C5
K. Leaving Campus without signing out	C1	C2	C2	C3	C3	C4	C5
L. Eating in the Hallway	C1	C2	C2	C3	C3	C4	C5
M. Miscellaneous	C1	C2	C2	C3	C3	C4	C5

### CATEGORY II

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	10	10	15	15	15	15	20
A. Failure to complete infraction consequence	C2	C3	C3	C4	C4	C5	C6
B. Profanity, vulgar gestures, racial slurs	C2	C3	C3	C4	C4	C5	C6
C. Throwing snowballs, water balloons, etc.	C2	C3	C3	C4	C4	C5	C6
D. Misuse of school property	C2	C3	C3	C4	C4	C5	C6
E. Endangering oneself or others	C2	C3	C3	C4	C4	C5	C6
F. Trespassing while suspended	C2	C3	C3	C4	C4	C5	C6
G. Failure to obey a reasonable request	C2	C3	C3	C4	C4	C5	C6
H. Not identifying self to staff, false info	C2	C3	C3	C4	C4	C5	C6
I. Parking violation - parking illegally	C2	C3	C3	C4	C4	C5	C6
J. Withholding incriminating information	C2	C3	C3	C4	C4	C5	C6
K. Disruption of class	C1	C2	C2	C3	C3	C4	C5
L. Out of assigned area	C2	C3	C3	C4	C4	C5	C6
M. Miscellaneous	C2	C3	C3	C4	C4	C5	C6

### CATEGORY III

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	10	15	15	15	20	20	20
A. Lying and/or cheating	C3	C3	C4	C5	C6	C7	C8
B. Ditching, leave campus w/o permission	C3	C3	C4	C5	C6	C7	C8
C. Careless driving/speeding	C3	C3	C4	C5	C6	C7	C8
D. Disruptive objects, fire ext. mace, pepper	C3	C3	C4	C5	C6	C7	C8
E. Minor vandalism (restitution required)	C3	C3	C4	C5	C6	C7	C8
F. Minor theft (restitution required)	C3	C3	C4	C5	C6	C7	C8
G. Forgery, impersonation	C3	C3	C4	C5	C6	C7	C8
H. Get student out of class w/o permission	C3	C3	C4	C5	C6	C7	C8
I. Minor fight (push, shove, faceoff, yelling)	C3	C3	C4	C5	C6	C7	C8
J. Disrespect to staff member	C3	C3	C4	C5	C6	C7	C8
K. Threatening language, verbal abuse	C3	C3	C4	C5	C6	C7	C8
L. Internet/Computer abuse	C3	C3	C4	C5	C6	C7	C8
M. Ditching Friday Tutoring	C3	C3	C4	C5	C6	C7	C8
N. Participating in Gang Activity	C3	C3	C4	C5	C6	C7	C8
N. Miscellaneous	C3	C3	C4	C5	C6	C7	C8



## **CATEGORY IV**

REFERRAL NUMBER	1	2	3	4
POINTS FOR THIS REFERRAL	25	25	50	50
A. Bullying, harassment, intimidation	C5	C6	C7	C8
B. Major theft (restitution required)	C5	C6	C7	C8
C. Insubordination	C5	C6	C7	C8
D. Gross misbehavior	C5	C6	C7	C8
E. Fighting (written plan required)	C5	C6	C7	C8
F. Possession, use or proof of use of tobacco, hookah, or smoking vapor (police will be notified)	C5	C6	C7	C8
G. Viewing/Possession of pornographic/indecent materials	C5	C6	C7	C8
H. Miscellaneous	C5	C6	C7	C8

## **CATEGORY V**

REFERRAL NUMBER	1	2	3
POINTS FOR THIS REFERRAL	33	33	33
A. Distributing pornographic or indecent materials	C8	C9	C10
B. Indecent exposure or intimate acts	C8	C9	C10
C. Open and persistent defiance of authority	C8	C9	C10
D. Vandalism (restitution required)	C8	C9	C10
E. Physical assault (written plan required & police notified)	C8	C9	C10
F. Possession of alcohol, proof of alcohol, drugs, or drug paraphernalia including vapes (police will be notified)	C8	C9	C10
G. Threatening a school employee	C8	C9	C10
H. Miscellaneous	C8	C9	C10

## **CATEGORY VI-Police may be notified**

REFERRAL NUMBER	1	2
POINTS FOR THIS REFERRAL	50	50
A. Extortion	C9	C10
B. False fire alarm	C9	C10
C. Setting trash can etc. on fire	C9	C10
D. "Under the influence" of a controlled substance	C9	C10
E. Possession of a non-firearm weapon/dangerous device	C9	C10
F. Miscellaneous	C9	C10

## **CATEGORY VII - Police will be notified**

REFERRAL NUMBER	1
POINTS FOR THIS REFERRAL	100
A. Arson	C10
B. Bomb threat	C10
C. Possession or sale of controlled substance or look-alike	C10
D. Physical assault of a school employee	C10
E. Possession and/or use of explosives	C10
F. Use of any instrument as a weapon	C10
G. Major vandalism (restitution required)	C10
H. Possession of a firearm	C10
I. Miscellaneous	C10

## CONSEQUENCE CODES

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

- |     |   |                                                                                                                                                                             |
|-----|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C1  | A | Teacher Conference with Student / Counseling / Contract                                                                                                                     |
| C2  | A | One Lunch-Time Detention (LTD) plus student must complete a Behavior Modification Assignment (BMA)                                                                          |
|     | B | One half day In School Suspension (ISS)                                                                                                                                     |
|     | C | Parent-Teacher Conference                                                                                                                                                   |
| C3  | A | Two days of LTD with a BMA and a parent conference                                                                                                                          |
|     | B | One day of ISS plus a BMA                                                                                                                                                   |
| C4  | A | One day of ISS and two days of LTD                                                                                                                                          |
|     | B | Two days of ISS plus a BMA                                                                                                                                                  |
| C5  | A | Two days of Off-Campus Suspension (OCS)                                                                                                                                     |
|     | B | Three days of ISS plus a Behavior Modification Assignment plus a Parent Conference                                                                                          |
| C6  | A | Three days of ISS plus a BMA and a Parent Conference                                                                                                                        |
|     | B | Four days of OCS                                                                                                                                                            |
| C7  | A | Four days of ISS plus a BMA and a Parent Conference                                                                                                                         |
|     | B | Five days of Off-Campus Suspension                                                                                                                                          |
| C8  | A | Five days of OCS plus a Parent Conference                                                                                                                                   |
|     | B | Six days of ISS plus a BMA and a Parent Conference                                                                                                                          |
| C9  | A | Six days of OCS plus a Parent Conference                                                                                                                                    |
| C10 | A | Eight days of Off-Campus Suspension plus a referral to the Hearing Committee for a formal hearing to consider expulsion, long term Suspension or other disciplinary action. |

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

Suspensions for **fighting** may include an immediate **off-campus suspension** in order to separate the combatant students.

All off-campus suspensions may also include suspension from all school activities (games, dances, assemblies, etc.) for the duration of the suspension.

## DRESS CODE

The Governing Board recognizes that good dress and grooming by students contributes to the accomplishment of curriculum goals and the District's educational program as formulated by the District and mandated by State statute. The Governing Board also recognizes that student dress and grooming practices can affect the health, safety, and general welfare of all students. Violation of the District's dress code will result in appropriate disciplinary action being taken in accordance with District policy. The school administration has the authority to determine the appropriateness of any dress or grooming issues not mentioned in the following policy:

1. Any clothing or the manner in which clothing is worn that is disruptive to the educational process is not allowed.
2. Shorts, skirts, or dresses of fingertip length may be worn. Fingertip length is determined by the student standing in a relaxed position with their arms fully extended down to their sides.
3. Sagging pants/shorts or low hugging pants are prohibited. The waistband is to be worn at the waistline and not below.
4. Clothing must be properly hemmed. Clothing that is frayed, torn, cut or without hems is not allowed. Full-length pants that are frayed due to normal wear or original production are allowed. Pants that are pinned or tied at the side of the leg are prohibited.
5. Bare midriffs, halter tops, tank tops, spaghetti straps, spandex as outer wear, and see-through clothing are not allowed. Sleeveless shirts are allowed as long as the shoulder straps are at least the width of a dollar bill. Shirts that expose the midriff during normal movements are also prohibited. Yoga/stretch style pants are allowed as long as they are not see-through or excessively revealing (a long shirt or blouse is highly recommended).
6. Shirts & coats may not be worn in a manner that conceals sagging clothing or other items that is contrary to school rules. Shirts with tails must be tucked in. "T" type shirts must be no longer than fingertip length & no longer than the bottom of shorts.
7. Obscene or satanic language or symbols, symbols of drugs, tobacco, sex, violence, alcohol, racial supremacy, or gang affiliation are not allowed on clothing, jewelry, or other possessions. Inappropriate language may not be written onto clothing. Inappropriate pictures, words, or slogans that are considered demeaning/disruptive are prohibited.
8. Belts must fit the waistline and be secured in belt loops. Belts that hang are not allowed.
9. In the interest of safety, shoes & sandals should provide protection to the foot & enable students to move quickly w/o the fear of losing a shoe in the process. Flip/flop type sandals are prohibited in physical work settings.
10. Jewelry that presents a safety hazard to self & is disruptive to the educational process is not allowed. Facial piercing, may fit into this category.
11. Chains, including wallet chains, are not allowed.
12. Hats are not to be worn in any classroom except in PE and Agriculture, and only with permission of the teacher in these exceptions. Hats are not to be worn in the office or in the cafeteria. "Do-rags", skull caps, or bandanas may not be worn at any time on campus except during football practice w/ permission from the coach.
13. Sunglasses may not be worn in any fashion (including on top of the head) in buildings.

Students who are found in violation of any part of the dress code will be asked to change into appropriate clothes that either the student has previously brought with them, or furnished by the school. If a student is found to continually & willfully violate the dress code, or refuses to change into appropriate clothing, the student will be placed in In-School Suspension, or released into the care of his/her parents.

## **BUS POLICY FOR REGULAR, ACTIVITY, & EXTRACURRICULAR TRIPS**

1. No objects are to be thrown inside or outside of the bus.
2. Noise is to be kept down to a level acceptable to the bus driver and/or coaches.
3. The bus will be kept clean and trash will be placed in proper trash containers.
4. Students are to remain in their seat. Keep hands, feet, and objects to yourself.
5. No glass containers, sharp objects, animals, or disruptive items allowed.
6. Keep the bus aisle clear.
7. Any action that compromises the safety of others or oneself is not allowed.
8. Students must follow the directions given by the bus driver and/or coaches.
9. Students are expected to travel to and from school activities in transportation provided by the school and under school supervision. Exceptions may be granted for the return trip if a student will be traveling with their parents or guardians, or if prior arrangements have been made with the office and the coach has been notified.
10. While traveling to and from coed activities or sports trips, boys and girls will be assigned to different sections of the bus after dark.
11. The school, bus driver, and /or coaches will not be held responsible for personal items left unattended on the bus.
12. Tobacco, alcohol or its use is not allowed on the bus. Any violation will result in loss of bus privileges for a minimum of 10 days.
13. Riding a bus is a privilege, not a right; This privilege can be revoked when conduct of the student endangers the welfare and safety of others.
14. If a student is going to ride a bus other than his/her assigned bus, prior approval from the office is required. Parents can call the attendance secretary or send a note to school with their child stating their request to ride a different bus.

## **MISBEHAVIOR ON BUS**

Penalty at discretion of principal depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

## **STUDENT DROP-OFF AND PICK-UP**

The student pick-up/drop-off zones are clearly marked for both schools. DO NOT leave the vehicle unattended in the Drop-off zone.

## **SPORTS/EXTRACURRICULAR ACTIVITY POLICY**

Extracurricular activities currently available at Capps Middle School include: Football, Wrestling, and Track.

**Students should check with the respective coaches or sponsors for meeting schedules.**

A student must have the following items on file with the office in order to participate in sports:

1. Parent/Guardian Permission
2. Passing Grades Verification
3. Permission to Transport Form
4. Completed Physical Form / Health History Form
5. Permission to Drug Test Form
6. Proof of Insurance
7. Birth Certificate
8. Sports Fee \$25 per sport with a \$50 cap \$100 family max( per MJHS policy)

## **CODE OF CONDUCT**

When you participate in extracurricular activities you are a representative of our school, your coaches, your parents, and our community. Because of this representation, you are expected to display superior personal conduct both on and off the field. You will be required to follow the directions of your coaches and/or sponsors. You will also be required to follow all of the policies mentioned in this handbook along with the following items:

**As a student of Capps Middle School will:**

1. not use tobacco products.
2. not drink alcohol or use illegal drugs.
3. refrain from vulgar or suggestive language or actions.
4. display proper conduct at school, on trips, and at games/activities.
5. attend all of my classes on the day of each game/activity.
6. maintain passing grades in all of my classes.

## **DISCIPLINE PROCEDURES FOR EXTRACURRICULAR ACTIVITIES**

The following disciplinary procedures correspond to violations of the six guidelines listed above in the Code of Conduct.

### **Items 1 & 2:**

#### **First Offense -**

The student will attend a conference with the principal, athletic director, parents, and coach/teacher. Depending on the student's attitude, willingness to agree to a written code of conduct, and involvement of parent, the student may be suspended from one activity and will be placed on probation. The coach/teacher may take additional action.

#### **Second Offense -**

If a second offense occurs during the same activity season, the participant will be removed from that activity for the remainder of that activity's season. If a second offense occurs during another activity season, the parents will be notified and the student will be suspended from that activity for two weeks. Depending on the student's attitude, a second offense may result in removal from that activity for the remainder of that activity's season.

#### **Third Offense -**

A third offense will result in the automatic removal from all extracurricular activities for the remainder of the school year.

### **Items 3 & 4:**

Misconduct in these areas will be addressed by the principal, athletic director, and coaches. Depending on the seriousness of the student's misconduct, he/she may be placed on probation, suspended for two weeks, or removed from the activity for the remainder of that activity's season.

### **Item 5:**

Students are expected to attend all of their classes on the day of an activity. If, for any reason, a student is unable to attend all of their classes the day of their activity, prior arrangements must be made with the principal or athletic director. The principal or athletic director will then issue the student clearance to be eligible to participate. It is important for students to make arrangements prior to their absence.

### **Item 6:**

Students must be passing all classes in which they are enrolled in order to participate in extracurricular activities. Grades will be monitored every three weeks. At grade check time, any student receiving a failing grade will not be allowed to practice or participate until he/she has their failing grade removed.

## **NO PASS / NO PLAY POLICIES & PROCEDURES**

Student activities are considered an important part of the educational program in the Heber-Overgaard School District. Extracurricular activities can play a vital role in the lives of many students. We encourage as many students as possible to take part and become active in these programs.

The Heber-Overgaard School District has adopted the following policies and procedures:

- No Pass, No Play
  - Grade will be monitored every two weeks on Mondays; Friday Re-teach/Tutoring will take place the Friday prior to each grade check (barring extenuating circumstances).
  - Students are required to maintain a "C" or better ( $\geq 70\%$ ) in all classes in order to participate in extra-curricular practices and sports. However, In order to assist students who drop below the 70% threshold, the following accommodations will be made:
    - If a student has a "D" (60%-69%) on a bi-weekly grade check, they will be placed on a two-week probation. Said students will be able to continue practicing and competing during those two weeks. However, they will be required to attend lunch tutorings as well as the next scheduled Friday re-teach. Once the grade is brought up, the student will be removed from his/her "probation" status. Students with an "F" will be ineligible to practice or compete until the grade is raised to at least a "D," at which point they will be on the same probationary status as a student with a "D."
    - If a student has a "D" or "F" in the same class on two consecutive grade checks, the student will be ineligible to practice or participate until the grade is brought back up to at least a "C."

Each coach/sponsor responsible for an extracurricular activity may have rules in addition to the aforementioned academic requirements. Students are responsible to abide by such rules or lose their eligibility as determined by school administration.

## **GENERAL POLICIES**

### **ACTIVITY BUS**

An activity bus is provided for students who stay after school to participate in school sponsored activities.

### **ALCOHOL, TOBACCO, & DRUGS**

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Also, law enforcement officials may be contacted upon initial investigation and verification of the violation

### **BICYCLES**

A bike rack is provided for students to park their bikes. It is recommended that students bring a lock and secure their bike to the rack. Bikes are not to be ridden during school hours, at lunch time, and at recess. If a student has an expensive bike we encourage them to keep it at home and not bring it to school.

### **BOOKS**

Students are given high quality textbooks and library books to utilize during the course of each school year. The care and return of these books is the responsibility of each student. If a textbook or library book becomes lost, damaged, or excessively worn the student to whom they were given is responsible to pay for each book. A lost textbook or library book must be paid for before another is issued.

### **CAFETERIA**

Please observe the following rules:

1. Always walk to and from the cafeteria.
2. Food and drinks must stay inside the cafeteria.
3. Reasonable quietness should prevail while eating in the cafeteria.
4. Make sure your area is clean before emptying your tray.
5. No throwing of food or other objects is allowed in the cafeteria.
6. Please take what you are willing to eat and eat what you take.

To purchase a school breakfast or lunch, students may bring a check or cash to the Food Service Director and their account will be credited. Meals may be purchased for the following amounts:

- Breakfast** - \$2.00
- Lunch** - \$3.00

### **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office secretary be notified of any change of address, home/office or cell number, and emergency contact information during the academic school year.

## **CHEATING**

For the 1<sup>st</sup> offense the student will receive an "F" for the assignment, the principal will be notified, and the student will face the outlined consequences for the infraction. For the 2<sup>nd</sup> offense, the student will receive an "F" for the assignment, and a conference will be held with the principal, parents, teacher, and student. Students will also face consequences outlined in the discipline policy. For the 3<sup>rd</sup> offense, the student will receive an "F" for the term. The principal and parents will be notified and student will face additional consequences stated in the discipline policy.

## **CLOSING OF SCHOOL / SNOW DAYS**

When severe weather creates hazardous conditions, the normal school schedule may be delayed 2 hours or school may be suspended to ensure students' safety. Students and parents should monitor news reports via local radio stations between 6:30 and 7:00 AM. If it ever becomes necessary to dismiss school during normal school hours, attempts will be made to notify all parents. Our AlertNow phone system will call your phones.

## **CORPORAL PUNISHMENT**

The Heber Overgaard USD #6 allows the use of corporal punishment. Parent permission must be given and the criteria outlined in the policy will be followed if it is determined that this is the best course of action.

## **COMPUTERS / INTERNET**

Due to the rapid expansion of technology, computers are accessible to students on a daily basis. Students are not to change the settings on any of the computers. If a student needs to store data on a disk, they must purchase a disk from a teacher, and leave the disk on file with the teacher. Disks from home are not allowed due to the risk of transmitting viruses. Students are not allowed to load games or other programs onto school computers.

**Gum, candy, food, and drinks are prohibited in computer areas.**

Capps & MMP have access to the World Wide Web. For students to access these services, they must have a signed parental agreement on file in the office. The Heber Overgaard USD #6 has provided internet access for teachers and students to use as a valuable resource. Students are not to access the internet for the following reasons:

1. Accessing pornographic or indecent sites.
2. Visiting chat rooms.
3. Setting up or visiting personal email accounts.
4. Purchasing any item using the school's internet.
5. Down-loading inappropriate items (music, games, etc.)
6. Any use that is not directly related to an educational resource or assignment.

The internet has been set up to provide teachers & students with a wealth of educational resources. The abuse of these privileges will result in forfeiting one's rights to have access to the internet, and will be dealt with according to the discipline policy. Students who lose internet privileges also forfeit all computer use privileges.



## **COURTESY**

A person of character is courteous, kind, and considerate. An understanding of courtesy is an important step toward a happy life. Courtesy here, as everywhere, is based on kindness and consideration toward others. A student can easily acquire the habit of proper school conduct by knowing what constitutes acceptable behavior and then practicing this behavior in their daily contact with classmates, teachers, and other school personnel.

A student's character is revealed by his/her daily interactions with teachers and other students. Students should ask themselves the following questions:

1. Do I show proper respect towards my teachers?
2. Is my behavior correct when among other students?
3. Do I show proper respect for school property?

Students should carefully consider the following modes of behavior:

- Show respect for teachers by being on time, sitting quietly, & listening.
- Avoid showing off & drawing undue attention to themselves.
- Being respectful of other students' comments or questions.
- Be grateful & express thanks for what people do for you.
- Forgive others their shortcomings.
- Give time, support, & comfort just for the sake of making someone else's life better, not for praise or gratitude.

## **DETENTION**

A student may be assigned detention for the violation of certain school rules (see discipline policy). Detention is held Monday through Thursday during lunch. If a student in detention misbehaves, is insubordinate, or is disruptive in any way, their parents may be called & they will be reassigned to detention on another day. That student will then be in violation of offense category II B, failure to complete infraction consequences. When a student reports to detention, he/she must come prepared to complete a behavior modification assignment and other schoolwork as assigned by school personnel.

## **DISCIPLINE**

Each student at Capps & MMP School accepts responsibility for the maintenance of discipline and for the promotion of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the teachers, principal, and the governing board. A student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

## **EXPULSION**

Expulsion is the permanent withdrawal of the privilege of attending school until the governing board reinstates that privilege.

## **FIELD TRIPS**

Students may have the opportunity to go on several field trips during the school year. These trips can expose students to educational concepts that enhance classroom instruction. Some field trips may be used as a reward system for students with perfect attendance or good behavior. Any student who has accumulated **50 or more** discipline points will **not** be allowed to participate in the end of the year field trip. Students with below average grades (D or F) will **not** be allowed to participate. Also lunch charges, library books and instrument rental fees need to be up to date.

## **FIRE DRILLS / BUS EVACUATIONS / BOMB THREATS**

Every precaution is taken to ensure the safety of all students during the school day. Students will be involved in periodic drills to help them learn proper safety procedures and to teach them our safety guidelines. In all drills, students are expected to participate in an orderly manner. Students are to gather in designated areas and wait for their supervising teacher to take roll and document that all students can be accounted for before leaving.

## **GRADES**

There are two grading systems at Capps Middle School. Some subjects may be graded on **performance** and others may be graded on **effort**.

### PERFORMANCE SCALE

A = 90 - 100 %  
B = 80 - 89 %  
C = 70 - 79 %  
D = 60 - 69 %  
F = 59 % or below

### EFFORT SCALE

E = Excellent  
S = Satisfactory  
I = Improving  
N = Needs Improvement  
U = Unsatisfactory

## **GUM - SUN FLOWER SEEDS**

Gum chewing is not allowed. Sun-flower seeds are not allowed.

## **HALL PASS**

Students on campus that need to leave the classroom must have a hall pass from his/her teacher. A student should possess a hall pass for each of the following items:

1. Library
2. Restroom
3. Nurse
4. Office

## **HARASSMENT / HAZING / BULLYING**

Any verbal, non-verbal, physical, sexual, or any other possible method which demeans another person is considered harassment or hazing. No student has the right to negatively impact the education of another student. Harassment or perceived harassment should be reported to a teacher or administrator as soon as possible.

The administration will investigate the reported allegation and take appropriate steps to prevent further occurrence. Administrative action may vary depending upon circumstance, severity, or previous incidents.

## **HEALTH & HYGIENE**

The school nurse is available to provide health education and emergency care for all students. Students needing occasional medications, such as penicillin, etc. for colds, earaches, and sore throats, are to take these medications at home if possible. However, if medication **MUST** be given at school, the following conditions must be met:

- Prescription and over-the-counter medication must come to school in its original container. The pharmaceutical label must be on the container of prescription drugs.
- The parent must provide written and signed directions for the medication to be administered. (time & dosage)
- Student medication must be kept in the nurse's office. Provisions may be made for students to carry asthma inhalers.

**IMMUNIZATIONS:** "No Shots, No School." All students must have proof of all current immunizations before they can register for school.

**HYGIENE:** Students should practice good habits of hygiene, especially in their middle school and junior high years. The school administration and teachers consistently encourage students to dress in a fashion that reflects good taste and to be well groomed. Proper hygiene includes the following:

- Showering or bathing regularly.
- Wearing clean clothes.
- Hair is neatly groomed and looks presentable.
- Daily use of deodorant.
- Daily brushing of teeth and use of dental floss

## **HONORS**

Students achieving a high level of academic performance will be recognized with the following distinction:

- Honor Roll:** For students who earn a 3.0-3.4 GPA. (All B's or better)
- Principal's List:** For students who earn a 3.5-3.9 GPA (All B+'s or better)
- Superintendent's List:** For students who earn a 4.0 GPA (All A's)

## **HOMEWORK**

Homework assignments help students practice what they have learned, help the teacher find out what needs to be taught again, helps students remember information, and can be a big part of a students' grade. Some students think there is no homework unless the teacher actually says the word 'homework.'" Your teacher may also use the following words:

- BRING** - (your book, assignment, materials, etc)
- REVIEW** - (study for a test or quiz)
- FINISH** - (get it done and turn it in tomorrow)
- DUE** - (work must be done by a specific date)

In class, be sure to **LISTEN** for assignments and/or homework given by your teachers. Use your student planner to **RECORD** the information for later reference. Be sure to complete and turn in all homework assignments on time. Don't put things off until the last minute. If you don't understand or have a problem with an assignment then re-read the directions, call a friend or study-buddy, or try to be creative. The following ideas are to help students organize their study time at home.

- Schedule a consistent daily time for homework. Try to finish before 8:30 PM.
- Work in a well lighted and quiet room.
- Expect to spend close to 60 minutes each night doing homework, studying, or reading.
- Do your own work and work neatly. Make sure your papers have the proper headings.
- If you have multiple assignments, tackle the toughest assignment first.
- When an assignment is completed have your parents sign your planner.
- Always place your school materials (homework, books, backpacks, etc.) in the same spot every night. Fewer items will be forgotten when you leave for school the next morning.

## **LOCKS AND LOCKERS**

Athletic locks and lockers are also issued to students participating in sports. Locks should be kept on and be kept locked at all times.

## **LOITERING**

Students who are currently suspended/expelled are not allowed on any campus. Students are not to visit other campuses during school hours. Also, students on campus for more than a reasonable length of time, either before or after their assigned classes and other scheduled school activities are considered loitering.

## **LOST & FOUND / STOLEN ITEMS**

Items which are found should be taken to the office. If you have lost an item, check with office personnel to see if it has been turned in. Capps Middle School is not responsible for any personal item(s) lost or stolen which has been brought to school. Students should avoid at all costs bringing valuable items to school.

## **MAKE-UP WORK**

Students will be allowed the same number of days that they were absent to make up any missed assignments. For example, if a student was absent for two consecutive days, that student will then have two days upon returning to school to turn in any assignments. When a student is absent from school, it is their responsibility to get their assignments from his/her teacher(s). Here are a few suggestions to help students.

- On your first day back to school, go to class early and ask the teacher for the assignment(s).
- If you can not make it early to class, check with the teacher after class, after school, or during class when it is convenient for the teacher.
- If you know you are going to be absent, ask for your assignments ahead of time.
- Call a study-buddy for the assignments and an explanation. Have a friend bring your assignments home for you.
- If you will be absent more than 3 days**, have your parents notify the school to request make up work. They may pick up the work after 2:00 PM.

## **MEDIA CENTER / LIBRARY**

The Media Center is available for research, reading, studying, and quiet tutoring. Talking or other noise should be kept to a minimum so that library users may concentrate. Books and other resources are chosen on the basis of what is being taught in school as well as for recreational reading. If there are titles or authors which you would like to read, please contact the librarian and make a recommendation. The following guidelines have been adopted for library use:

- Each student is assigned a code for checking out books and other materials.
- Students may check out 2 books/items for one week.
- To check out AR books, each student must bring their AR folder with their ZPD score.
- Return all books and materials by the due date.
- Students will be charged for lost or damaged books and materials.
- Pay all charges promptly. Students are not charged for overdue books/materials.
- A student's library privileges will be suspended until all books/materials are paid for.
- Periodicals may not be checked out but may be used in the library.

**Knowledge is power - use it wisely! Become a friend of the Library.**

## **MOVIES**

Movies or videos should be focused on enhancing classroom instruction. All movies shown in a classroom that are not produced by educational institutions must have prior approval from the principal.

## **PHONE CALLS**

School phones are used to conduct school business and are not intended for student use. Students are **not permitted** to use school phones except in cases of emergency. Each emergency will receive individual consideration. Making personal arrangements, forgetting homework, lunch money, musical instrument, etc. are not usually considered emergencies.

## **PROHIBITED ITEMS**

I pods, gameboys, and portable DVD players, and any electronic devices are not permitted at school or on the buses. Teachers/coaches may make allowances on trips. Laser pointers, lighters, chains, weapons (including pocketknives of any size), skateboards, and rollerblades are not allowed on campus. Cell phones are **not** allowed to be used during school hours and must be turned off during normal operating hours of school. School hours begin/end when a student arrives on campus or if riding a bus upon boarding a bus from designated bus stop.

## **READING / ACCELERATED READER**

The Heber Overgaard USD #6 has adopted the Accelerated Reader (AR) program to enhance reading throughout all grade levels. AR consists of reading designated books and then taking a test on the book to accumulate points. Each student has a point goal based on their personal reading level. The student's point goal is determined by the Goal-Setting Chart produced by Accelerated Reader based on 20 minutes of reading per day. Students will be given AR time during school hours and are also expected to read at home for at least 20 minutes each night.

## **REPORT CARDS**

Report cards will be issued at the end of each of the four 9-week grading periods. The information contained on the report card includes letter grades reflecting student achievement in all subjects as well as an evaluation of the student's behavior. For students in jeopardy of failing, progress reports are sent home every three weeks. Parent-Teacher conferences are held twice a year - one in October and one in March.

## **SCHOOL PICTURES**

Students will have the opportunity in the fall and again in the spring to take school pictures. Students are not allowed to wear hats or any other inappropriate personal clothing in any picture that the school will use for the yearbook or class picture. Students and their parents are responsible to see that all pictures are paid for. Fall pictures are pre-paid on picture day; spring pictures are paid for after preview.

## **SOLICITATION / SELLING ON SCHOOL GROUNDS**

It is the policy of Capps Middle School that students are strictly prohibited from selling anything on school grounds during school hours for personal gain.

## **STUDENT COUNCIL**

The Capps Middle School student council has been designed to facilitate communication between the students, teachers, administrators, and the governing board. Through representatives from each class, students will have a voice in decisions concerning school activities, student conduct, social events and many other factors of school life. Student council will also sponsor assemblies to promote education and school spirit. Any student wishing to run for student council must have at least a 3.0 GPA, good conduct, and recommendation from their teacher and peers.

## **SUBSTITUTE TEACHERS**

Many times substitute teachers are asked to cover a class with very little notice or preparation. We ask that students give them the same respect as the regular classroom teacher. Students should exercise patience and courtesy with each substitute. Cooperation with substitute teachers is very important to the success of our school. Positive or negative impressions of our school are often based on the observation of student behavior.

## **SUPPORT SERVICES POLICY**

All students shall have the opportunity to receive assistance in overcoming class deficiencies which may result in the student's failure. This assistance includes:

- Assistance by the teacher - either during, before or after school.
- A tutoring program designed to reinforce classroom instruction and allow students to make up missed, incomplete, or unsatisfactory assignments as prescribed by their teacher(s).

## **SUSPENSION**

Suspension is the temporary withdrawal of the privilege of attending school. Short-term suspension is for a period of up to 10 school days. Long-term suspension is for a period of eleven or more school days. In School Suspension (ISS) is the placing of a student in a confined area outside the normal classroom. Students assigned ISS are allowed to complete work assigned by their teacher(s). Days spent in ISS are counted toward perfect attendance and taking finals.

## **TARDY POLICY**

A student not in class when the tardy bell begins to ring is considered tardy. Tardiness is disruptive to the learning process and it has a negative impact on the whole class not just the tardy student. School starts at 8:00 AM - students should be in their seats and ready to work by that time. If students come to school after that time, they must first report to the office to have their name removed from the absence list.

## **TRAVEL POLICY**

Students participating in school sponsored activities (athletic teams, music, clubs, & classes) which take place away from school, must travel to and from the activity in transportation which is both provided and supervised by school personnel. During such trips, students must act in accordance with all school and transportation policies. A parent may contact the principal, teacher or coach by phone or in person in advance of an activity to request permission for their child to travel home by private vehicle. **Notes are not acceptable.** If permission has not been given prior to an activity, the parent may speak directly to the principal, teacher or coach in order to receive such permission.

## **VANDALISM**

Students are expected to treat the school building, equipment, classrooms, restrooms, playground, and books with the utmost respect and care. Under state law, your parents can be held liable for any damages you cause to school property and will be charged for the cost to repair or replace such damages. You may also face suspension or expulsion from school.

## **VISITORS**

All visitors must check in at the office. Parents of students are always welcome to visit our campus and classrooms. Bringing friends or relatives to visit at school is not allowed.

## **VOCATIONAL EDUCATION**

Capps Middle School assures equal access to vocational education to special populations and complies with all requirements regarding equal access in Section 504 of the Rehabilitation Act.

## **WEAPONS**

According to the discipline code, possession of a weapon is a category nine offense. All weapons, including knives, guns, clubs, chains, etc. are prohibited.