

I HAVE READ AND UNDERSTAND THE 2023-24 SCHOOL RULES AND DISCIPLINE PROCEDURES.

PRINTED STUDENT NAME

FIRST PERIOD TEACHER NAME

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

**THIS PAGE IS TO BE SIGNED BY THE STUDENT AND THEIR PARENT/GUARDIAN AND TURNED
IN TO THEIR FIRST PERIOD TEACHER. THANK YOU.**

COWBOY CREED

Work Hard

Have Integrity

Show Respect

COWBOY FIGHT SONG

Onward Cowboys - Onward Cowboys

Fight right through that line

Carry the ball clear round the end zone

Touchdown sure this time

Hey, Hey, Hey

Onward Cowboys - Onward Cowboys

Fight on for your fame

Fight Cowboys – Fight, Fight, Fight

And win this game!

WILLCOX UNIFIED SCHOOL DISTRICT GOVERNING BOARD 2023-2024

Mr. Mark Hopkins

Mr. Bill Ryan

Mrs. Cindy Chaffey

Mrs. Rachel Garza

ADMINISTRATION

Kevin Davis - Superintendent

(384-8600)

Mr. Tammy Hall - Principal

(384-8601)

Mr. Rommel Garcia – Assistant Principal/Athletic Director

(384-8601)

Mr. Brian Murray - Transportation

(384-8854)

**Willcox High School
240 N. Bisbee
Willcox, AZ 85643
(520-384-8601)**

WUSD MISSION STATEMENT

It is the mission of Willcox Unified School District to continuously expand opportunities for all students.

We believe that there are no limits as to how students can learn and that learning will take place in a nurturing, safe environment that recognizes the diversity of individuals while assuring equity. We also believe that education is a shared responsibility of students, parents and schools.

WHS MISSION STATEMENT

Educate and prepare ALL students for a successful future.

WHS VISION STATEMENT

Work Hard, Have Integrity, and Show Respect

**WILLCOX HIGH SCHOOL
STUDENT POLICIES AND PROCEDURES HANDBOOK**

This handbook includes highlights from our district, state, and national policies. A complete version of district policies may be accessed through our school or district office, and these policies may be revised at any time.

Willcox High School is a comprehensive high school which offers a full four-year curriculum designed to prepare the student for entering into a college or university, for continued vocational education, and/or productive citizenship. Students may also receive technical training for entry-level jobs in business, industry, and agriculture.

The school has organized its programs of study with the students of all levels taken into consideration:

It is the policy of the Willcox Unified School District Governing Board that "no person connected with the Willcox Schools in a student, employment, or voluntary capacity shall, on the basis of sex, creed, or color, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity."

The Superintendent is currently the Title IX Officer of the District. Changes may occur via district policy change.

1. Special Education

Students placed in special education programs have access to all of the courses offered in the regular education curriculum. Special education courses have been developed and are provided for those students with unique needs. Admission into Special Education is prescribed by federal and state laws, as well as local guidelines. Students placed in Special Education will complete a course of study that meets competency requirements as prescribed in their Individual Education Plans. Each plan will be evaluated and reviewed yearly by an appropriate multidisciplinary team. Course work will be presented at a level commensurate with the student's ability. All aspects of the program of studies and the goal setting process are subject to conditions and the needs of the special education student.

2. Gifted Education

Students are identified as gifted according to state and local guidelines. The Gifted Education Program at Willcox High School will be called the "Gifted and Talented Program." The initial screening device will be the state mandated Cognitive Abilities Test (COGAT).

Students in the Performing and Industrial Arts can qualify with 1) teacher recommendation, 2) documentation of high standard of performance, and 3) approval of the Gifted Education Committee.

The students who have been identified as "Gifted and Talented Students" may choose from among but not be limited to the following program components:

- 1) Individual Education Plan (IEP): A contract worked out with an individual student and an individual teacher or teachers.
- 2) Independent Study: For the purpose of research work in a particular field, work on a science fair project, in-depth study in a particular enriched field, etc.
- 3) Dual credit courses as approved between Cochise College and Willcox High School.
- 4) Honors Courses as developed by individual departments.
- 5) Academic Team: Regional academic competition

3. High School Weighted Grades

A four-year weighted grading system on certain college preparatory classes began at Willcox High School in the 1990-91 school year.

Weighted grades will encourage students to stay with the more difficult academic classes without the fear of lowering their G.P.A.

The specific courses which will be weighted at Willcox High School are as follows:

Honors English
English 101/102
Pre-Calculus
Calculus
Advanced Chemistry

Criteria for admission to weighted classes:

Students must meet all the following conditions in order to be admitted to the weighted classes:

An earned grade of A or B on prerequisite coursework
A passing score on the state standardized test
Recommendation of the instructor

Incoming Freshmen may have to pass an assessment in order to be placed if a class is available

Each weighted class will be worth .05 points per semester, which will be added to the student's grade point average. Students will earn the weighted grade only if they earn a grade of B or higher in the class.

Criteria to receive college credit in dual credit courses:

Students must meet the Accuplacer requirements as set by Cochise College. Accuplacer must be completed prior to the first day of high school.

4. SEI (Sheltered English Immersion)

SEI is a program for those students with a deficiency in the English language. The goal of the program is to bring the student up to a level of proficiency in order to succeed in all regular classes.

GRADUATION REQUIREMENTS

The Governing Board of the Willcox Unified School District has determined that every student shall be required to earn 24 credits for graduation from Willcox High School. All students are required to successfully complete the following:

		College Bound Students
English	4 credits	4 credits
Mathematics	4 credits	4 credits
Science	3 credits	4 credits
Physical Education/Health	1 credit	1 credit
U.S/AZ History	1 credit	1 credit
US/AZ Govt	.5 credit	.5 credit
Economics	.5 credit	.5 credit
World History & Geography	1 credit	1 credit
Electives	9 credits	8 credits
Total Credits	24	24

It is the student's responsibility to be aware of the number of credits earned and needed in order to graduate.

CTE (Career & Technical Education)

CTE is a valuable component of a high school education. All Freshmen, Sophomores, Juniors, and Seniors are required to take one or more CTE classes and are required to complete a CTE program to meet our graduation requirement. Three groups of students that would require consideration regarding a CTE requirement exception would be students transferring in (especially late in their high school career), students behind in credit and are credit recovery oriented and students enrolled in Special Services programs. Programs offered are listed below as well as the number of credits needed for completion:

Agriculture – 3 years
Automotive Technologies – 3 years
Carpentry – 2 years
Coding – 2 years
Film & TV – 3 years
Welding – 3 years
Home Health Aide – 2 years (H.H.A. I – Juniors, H.H.A. II – Seniors)
Aviation – 2 years
Culinary – 2 years

Many skills can be learned in CTE classes and studies show that the majority of students who take CTE classes do better in school.

Community Service – all students are encouraged to complete a minimum of 5 hours of documented community service per year (a total of 20 hours by the end of the senior year).

Commencement Participation

A student may not participate in the commencement ceremony until it has been verified on the transcript that all graduation requirements have been met, and all debts to the school have been satisfied. Fees for charges which may be imposed upon students for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, textbooks, or electronic textbooks required to be furnished without charge, and for damage to school buildings, and may enforce the payment of such fees and charges by withholding the grades and credits of the students concerned. Extracurricular activities and traffic fines also apply to the fee's rules and regulations. Students may not be allowed to walk with the graduating class if fines and fees are unpaid. A student must participate in commencement practice, if they are to participate in the commencement ceremony.

Foreign Exchange Students

Foreign exchange students and/or their sponsors are responsible for providing a certified transcript in English. Foreign exchange students must meet all state and local requirements to graduate.

State Standardized Testing – the Arizona Department of Education will notify school districts what assessment(s) will be given annually.

GUIDANCE AND COUNSELING

Willcox High School provides a counseling program to help high school students handle situations that they see as a problem or that may be causing them trouble in the classroom. Counseling may occur in small group settings or one to one. A student may ask to see the counselor, or the student may be referred by the classroom teacher. Student confidentiality will be maintained unless student expresses a belief that leads a counselor to believe the student is placing themselves or another person in danger. **If you do not wish your student to be counseled in one-on-one or in group sessions, please fill out the appropriate form in the attendance office.**

A student's post-high school educational or vocational goals are considered in helping the student plan his/her four-year high school program. Typical services to be provided include:

1. Orientation for all incoming ninth grade students and parents, as well as all transfer students.
2. Annual individualized conferences, upon request, for each ninth grade student and his/her parents to develop an individual Graduation Plan.
3. College entrance and career information will be provided to all students beginning their freshman year.
4. Administration and interpretation of state mandated testing.
5. Communications to parents, academic progress reports, and phone contact.
6. Enrichment activities, conducted in the classroom, in concert with the teacher, include such topics as decision-making and problem solving to help students develop a positive self-image.
7. Individual counselor assistance to further interpret or clarify topics or services provided by the Guidance Program. Group or individual counseling may be provided at student, teacher, or parent request for academic, personal or social problems.

Your Guidance Counselor will assist you in making the very best possible choices for your future. Students are invited to visit their counselor when help is needed in meeting and solving school or personal problems.

Parent involvement is critical to the success of developing an ECAP (Educational Career Action Plan), and the process of course selection. Parents should be aware of the requirements and recommendations of the colleges, universities, and training programs being considered by the students. Finally, parents should support the student and school by providing a proper atmosphere at home and by maintaining good communications with school officials and teachers.

ADMISSION REQUIREMENTS FOR ARIZONA UNIVERSITIES

To complete an application for admission, each university may require applicants to take additional standardized tests for placement in basic proficiency courses. For more information regarding admission requirements, you are welcome to visit www.azregents.edu or the home page of the Arizona University of your Choice.

OPEN ENROLLMENT

All resident pupils, including those issued certificates of educational convenience and those required to be admitted by statute, shall be enrolled.

The Willcox Governing Board has set an enrollment capacity for the high school. This limit was set based upon the number and physical capacity of the classrooms, and the district's desired pupil/teacher ratio. Nonresident students must apply for admission annually and will be admitted only upon space availability and meeting admissions criteria. Pursuant to A.R.S. 15-816, the board also set admissions criteria.

Admission criteria consist of items such as homework, student conduct, attire and attendance as stated in the student handbook and district policies. Failure to honor all rules and regulations of the school shall be considered a basis for being administratively withdrawn from the school. Acceptance is on a year-by-year basis and subject to application and review each year.

Should the district discover that the non-resident pupil has been long-term suspended, expelled, or has a chronic/serious misconduct history, or is in violation of a condition of disciplinary action taken by another school or a condition imposed by a juvenile court, or if the school is informed that the pupil's admission would violate a desegregation order or agreement to which the school or the resident school is subject; the student's enrollment privileges may be revoked. Failure to accurately answer the questions, or misrepresentation in the application, may result in disqualification of the applicant and/or revocation of admission if admitted.

The school shall not admit a pupil who has been expelled or long-term suspended by any school district in this state during the period of expulsion or long-term suspension or otherwise has an unacceptable disciplinary history if he/she were currently enrolled in the district.

An acceptable disciplinary history shall mean a student currently enrolled in the district that has not displayed chronic misbehavior or been subject to several occasions of in-school suspensions, Friday school, alternative school, detentions, or one or more out-of-school suspensions.

A school shall not be required to admit a student who has an academic grade point average less than 2.0, or acceptable progress under an Individual Education Plan. (See School Board policy JFB.)

Resident Requirements for Graduation

A student receiving a diploma from Willcox High School must complete all State and District requirements, as well as be in attendance at least one (1) semester of the final year.

TRANSFERRING CREDIT

Evaluation of Transcripts

Transcripts of transferring students will be evaluated according to the Cognia standards and credits will be entered on the official transcript. Transfer students whose transcripts indicate courses which received less than one-half credit per semester may be awarded the extra credit if the sending school verifies that the courses meet Cognia standards for a Carnegie Unit. In such cases as it appears on the transcript, the credit will be entered on the transcript.

Credit for Courses Taken in Middle School

No credit on the high school transcript will be granted for any course taken in middle school.

Middle School Students in High School Classes

Credit will be granted on the student's high school transcript for high school courses taken at the high school campus, or an approved high school course, taught on a college campus while the student is still enrolled in middle school when:

- A. Such arrangement is part of a gifted individual graduation plan (IGP).
- B. The course is not available within the middle school program.
- C. Prescribed exams are required for entrance.
- D. It is approved by the respective principal.

High School Students in College Classes

Dual credit courses are offered to our students who meet the requirements in each of those courses.

CREDIT LIMITATIONS

Credit Minimums

All students are required to complete 24 credits for graduation.

Enrolling in School for "NO CREDIT" - Late Enrollment

No new student will be enrolled for credit after school has been in session for more than 10 school days unless the student is transferring enrollment from another school district. Should a non-transferring student request enrollment after the tenth day, NO credit will be granted for academic work completed during that semester.

Repeating Courses

The higher grade will replace the lower grade in computing the G.P.A. CREDIT WILL BE GRANTED ONLY ONCE.

Online Courses

Online classes are available for students who have lost credit/failed a class needed for graduation. For additional information, contact the counselor's office. Students may not be allowed to earn credits in subjects that are offered during the school day via direct instruction in the online format until they have attempted the credit in the classroom.

Student Aide Credit

A student aide assignment is available only to juniors and seniors. Freshmen and sophomores may not earn credit as an aide. The grade will be a Pass/Fail depending on the regular attendance and the student's fulfilling the requirements of the position. Students may earn only one-half credit per semester as a student aide. No more than one (1.0) unit being accepted toward graduation. Opportunities to be an aide are available in the following categories:

- Teacher Aides
- Attendance Aides
- Media Center Aides
- District Office Aides

Students must contact a supervising teacher or staff member to acquire knowledge of duties and receive approval for the position.

SCHEDULING PROCEDURES

Schedule Changes

1. All student-initiated schedule changes will be handled via the Counselor's office. No schedule change will occur without parent notification.
2. Valid reasons for schedule changes are as follows:
 - a. Conflicts appearing on computer schedules.
 - b. Graduation requirements need to be satisfied.
 - c. Failure of a prerequisite course.
 - d. Changes required for the health of a student. (Doctor's recommendation necessary.)
 - e. Successful completion of the course in summer school.
 - f. Inappropriate placement as determined by teacher/counselor consultation.
3. Parents may appeal a denial for schedule change to the Principal.
4. **After the normal change period (four school days), no student-initiated changes will be made.** Administrative changes to balance classes or correct student misplacement will be made as soon as possible.

5. **No student may begin a new course after the third week of a given semester without the permission of the building principal.**
6. No student may drop a class after 4 days of a given semester without receiving an "F" for the semester. A grade of "F" will be recorded on the student's record for that course. **Exception:** Students who are taking an advanced course (e.g. Advanced Chemistry, Pre-Cal) will be given an additional four days (8 days total) to decide whether to stay in the advanced class. A student wanting to switch out of an advanced class after the 8th day may do so without losing credit, but only if they move into a class in the same subject area (ex. Math to Math, Science to Science) or a class in a different subject area but at a similar level of difficulty (ex. Pre-Cal to Chemistry or Advanced Chemistry). If the student does not move into an alternative class as described here, the student may receive a grade of "F" for the semester.

Course Fees

Fees are assessed because of materials that are used in certain courses. Please consult the course descriptions for the particular fees levied.

Student Activity/Extra-Curricular/Cafeteria Fees

Every student will pay a Student Activity fee of \$40.00 per year. This will help offset funds needed for guest speakers, special programs, etc. Athletic/Extracurricular Activity fee is explained below. All cafeteria fees must be paid in full each semester (students can only charge up to \$20.00 on their account at any one time). Any outstanding balances must be paid immediately to the Cafeteria office.

WHS STUDENT FEE SCHEDULE 2023-24

- Student Activity Fee (All Students) - \$40.00/year
- Student Parking Permit - \$20.00 (\$10.00/semester)
- Lost Lock - \$8.00
- Ag Classes - \$10.00/semester
- Auto/Carpentry - \$20.00/semester
- Welding/Ag Mechanics - \$20.00/semester
- Media Classes - \$10.00/semester
- Books – Fee for lost books will be assessed at replacement cost. Fees for damaged books will be assessed up to the replacement cost of the book.
- Student Handbook replacement - \$5.00 (students receive their first handbook at the beginning of the school year)
- Technology – Fee for lost Chromebook - \$250.00, Fee for damaged Chromebook or lost charging cord is \$50.00.
Optional chromebook insurance - ?????
- Athletics/Extra-Curricular Activities - \$100.00 participation fee per sport/activity; \$250.00 maximum per student; \$500 maximum per family at the high school. All students are responsible for the cost of their physical exams, insurance, and personal equipment (i.e. shoes, socks, undergarments, etc.). Replacement cost will be charged for lost or damaged equipment. There is a maximum fee charge per family for athletics only. The total cost may not exceed \$800 for both middle and high school students in one family.
- *Activity Fee – Fee for Tax Credit sponsored activity will be charged \$1.00.
- JTED-Cochise College Dual/Reverse Credit Classes - \$20.00 per credit unit.
- Auto, Carpentry, Agriculture, Welding, Ag Mechanics, etc. – Students will be charged for materials or must provide their own materials for use in their personal projects. For example, auto students must provide oil and filters for changing oil in their own vehicles. Students in carpentry must purchase lumber used for projects.
- Yearbook – Students who wish to secure a yearbook must purchase one.
- Clubs – Students who wish to join clubs are responsible to pay their own dues and registration fees where applicable.

GRADE REPORTING

Deficiencies

Official progress reports are issued to parents of students whose academic and/or behavior progress is equal to a "D" or "F". Families should expect to receive deficiency reports, if warranted, at the end of the 4th, 9th, and 13th weeks of each semester.

Report Cards

Report cards are issued twice a year and those grades on the first and second semester report cards are recorded on the official transcript. Report cards are mailed to the families at the conclusion of each semester.

Incompletes

Grades of "Incomplete" automatically revert to an "F" two weeks after the end of each grading period if the grade is not cleared by the teacher. Illness may be considered only if it is requested through the Principal during the two weeks at the end of each grading period.

Parent/Teacher Conferences or Team Meetings

Conferences (classroom teacher scheduled) or Team Meetings (counseling office scheduled) will be held each semester in order to provide families with an opportunity to speak with teachers regarding their student's academic progress. If families wish to meet with teachers outside of the designated conference times, they are encouraged to call the school and make an appointment.

Grading Scale

92.5 – 100	A
89.5 – 92.4	A-
86.5 – 89.4	B+
82.5 – 86.4	B
79.5 – 82.4	B-
76.5 – 79.4	C+
72.5 – 76.4	C
69.5 – 72.4	C-
66.5 – 69.4	D+
62.5 – 66.4	D
59.5 – 62.4	D-
59.4 and below	F

WHS BELL SCHEDULES – 2023-2024

DAILY BELL SCHEDULE

Warning Bell	7:40
Tardy Bell	7:45
1 st period	7:45 - 8:45
2 nd period	8:50 - 9:45
3 rd period	9:50 - 10:45
4 th period	10:50 - 11:45
Lunch	11:45 - 12:25
5 th period	12:30 - 1:25
6 th period	1:30 - 2:25
7 th period	2:30 - 3:25
ZAP	3:30 - 3:55
(Zero's Aren't Permitted)	
BUS RIDERS DISMISSED AT 3:45	

TWO HOUR DELAY BELL SCHEDULE

Warning Bell	9:40
Tardy Bell	9:45
1 st period	9:45 - 10:25
2 nd period	10:30 - 11:10
3 rd period	11:15 - 11:55
Lunch	11:55 - 12:35
4 th period	12:40 - 1:20
5 th period	1:25 - 2:05
6 th period	2:10 - 2:50
7 th period	2:55 - 3:35
No ZAP	

A.M. EVENT/ACTIVITY BELL SCHEDULE

Warning Bell	7:40
Tardy Bell	7:45
1 st period	7:45 - 8:40
2 nd period	8:45 - 9:35
3 rd period	9:40 - 10:30
EVENT	10:30 - 11:10
4 th period	11:15 - 12:05
Lunch	12:05 - 12:45
5 th period	12:50 - 1:40
6 th period	1:45 - 2:35
7 th period	2:40 - 3:30
ZAP	3:35 - 3:55
(Zero's Aren't Permitted)	
BUS RIDERS DISMISSED AT 3:45	

P.M. EVENT/ACTIVITY BELL SCHEDULE

Warning Bell	7:40
Tardy Bell	7:45
1 st period	7:45 - 8:40
2 nd period	8:45 - 9:35
3 rd period	9:40 - 10:30
4 th period	10:35 - 11:25
Lunch	11:25 - 12:05
5 th period	12:10 - 1:00
6 th period	1:05 - 1:55
7 th period	2:00 - 2:50
EVENT	2:50 - 3:30
ZAP	3:35 - 3:55
(Zero's Aren't Permitted)	
BUS RIDERS DISMISSED AT 3:45	

WILLCOX HIGH SCHOOL HONOR ROLL

Students are eligible to be recognized each semester. To qualify, a student must be enrolled in core classes (or Learning Center core classes), receive a 3.0 Grade Point Average (or better), and receive no grade lower than a "C". Certificates may be awarded at the beginning of the subsequent semester.

VALEDICTORIAN/SALUTATORIAN HONORS

The Valedictorian/Salutatorian Honors will be awarded to students who have been in attendance at Willcox High School for a period of more than four semesters and have attended high school. Valedictorian and Salutatorian will be determined after the 9th week of second semester. Power School rankings are not weighted, and are not used as our ranking system for selecting Valedictorian/Salutatorian. Willcox High School Learning Center students are not eligible for these honors (including, but not limited to Honor Roll and National Honor Society).

FINAL EXAMINATIONS

One week at the end of each semester will be designated as Final Examination Week (see the calendar for the exact dates this year). PLEASE DO NOT PRESUME THAT FINAL EXAMINATIONS WILL BE PROVIDED FOR YOU IF YOU CHOOSE TO LEAVE SCHOOL BEFORE THE END OF THE SEMESTER. **Students missing finals will not be provided a**

make-up unless the absence has been approved by the principal as an emergency. The student could lose credit for the entire semester. Students may have final exam exemptions offered to them by the administration. These exemptions will be shared with all students at their class meetings with administration.

STUDENT INCENTIVE CONDUCT AND ATTENDANCE

Education requires students to exercise self-discipline in order to receive and benefit from educational opportunities offered. To enhance and promote the student's best interest in acquiring an education, Willcox High School is obligated to provide and ensure an environment free from behavioral problems. Willcox High School's disciplinary policy encourages and supports the students' acquisition of the best possible education. We also:

1. Give the student a just program that includes ample opportunities for modification of their behavior.
2. Provide students, parents, and school personnel, clearly stated, advance knowledge of the course of action to be followed in disciplinary matters.
3. Provide for a means of consistency in applying disciplinary actions.
4. Provide a program that is progressive (moderate to most severe action).

The guidelines are reasonable and fair and hopefully will help create a pleasant and safe environment for the students while they are at school.

Arizona law allows the school to hold students accountable for their behavior on the way to and from school, at lunch, and during any school-sponsored activity.

Your attitude is extremely important. Your choices can make your years at Willcox High School very memorable and something you will be able to look back upon with pride. It is the hope of the school officials that you take full advantage of the opportunities and activities offered during these years. The acceptance of your responsibilities as a student and the respect given your teachers and fellow students will help you gain the most from your high school experience. **You are responsible for your actions.** If your main reason for coming to school is to learn, then be active in school programs and make your high school a good place to be.

Closed Campus

Willcox High School is a closed campus. A closed campus is designed to aid in the safety and accountability of students. We will practice the following closed campus procedures:

1. All students will remain on campus during normal school hours.
2. Parents or legal guardians are the only people allowed to sign out their children (emergency contacts may be used when parents or legal guardians are unable to come to our office).
3. Parents must sign out their children through the attendance office in person.
4. A student who is 18 years of age or older who is living with their parent/guardian must still be signed out by their parent/guardian or emergency contact.

WHS Off Campus Lunch Permit Guidelines

The following guidelines have been established for Willcox High School. It is important that parents and students understand the expectations and rules governing off-campus lunch privileges. Your signatures on the Off Campus Lunch Permit form will indicate that you have reviewed and discussed these regulations and are fully aware of the liability associated with this privilege.

1. Parents and the student must sign the application.
2. Only students who have earned the required credits to be classified as sophomores, juniors or seniors for the 2023 – 2024 school year may apply.
3. Good grades must be maintained and on track to graduate: Senior = 2.5 cumulative GPA or better, Junior = 2.75 cumulative GPA or better, Sophomore = 3.0 cumulative GPA or better. The privilege will be reinstated once the appropriate cumulative GPA is attained.
4. Pass all state standardized tests (i.e. ACT, ACT Aspire) and/or benchmark exams in core classes.
5. All fines and fees must be cleared **before** applying for off-campus lunch privileges. Students with outstanding financial obligations may be denied.

6. Students with off-campus lunch privileges will **not** take students off campus who are not authorized to leave. This includes other freshmen, sophomores, juniors and seniors who have not been granted permission or who do not have a valid off-campus ID pass in hand.
7. Students with off-campus lunch privileges will return to school for the remainder of the school day. Note: If a student becomes ill while off campus, **the parent/guardian or other designated adult must come into the office to sign out their student who is checking out of school.** Failure to check out properly may be treated as ditching.
8. Students with off-campus lunch privileges will maintain an acceptable conduct record in accordance with the policies of the Willcox Board of Education and Willcox High School.
9. Students with off-campus lunch privileges will return to class on time. Excessive tardies (4-6 days, 1 month suspension, 7+ 1 quarter suspension) and absences (8+ days/class) per semester may result in a suspended lunch pass.
10. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
11. Students with off-campus lunch privileges may return to school and enjoy their food.
12. All food, beverages, or litter must be disposed of properly and not left in the parking lot or campus grounds.
13. Students exercising off-campus lunch privileges must have the lunch pass in their possession at all times. The pass must be presented each time the privilege is exercised.
14. Students exercising off-campus lunch privileges are not allowed to visit other school campuses while off campus during lunch.
15. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
16. Students exercising off-campus lunch privileges should exit and return through the front entrance of the school and must show their valid lunch pass.
17. Parent/Guardian may check their student out for lunch if the student doesn't qualify for the permit.

Students who get checked out for lunch through the front office, must check out through the office and sign-in at the front office when they return from lunch. If this procedure is not followed, the student may be assigned Lunch BIC.

ATTENDANCE POLICIES AND REGULATIONS

The right and privilege of attending public schools carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance. High school attendance is mandated by ARS 15-802, which states that every person who has custody of a child between the ages of 6 and 16 years shall send the child to a school full time. Students are required to attend 90% of the scheduled days in a semester. Compliance is ultimately the responsibility of the student and his/her parents (or guardians). Students, ideally, should remain in school. Only when absolutely necessary should they be absent, as much of the classroom activities cannot be duplicated or repeated. Regular attendance is the key to much of the success a student may gain from their high school program.

Absences (please call 384-8601 or 384-8857 for Spanish speaking individuals)

Classification and Definition:

A student is considered absent if they are not present in their assigned classroom during the time they are assigned. Any student who comes into class more than 20 minutes late without a note is considered absent. Parents/guardians are expected to notify the attendance office **(384-8601)** each day a student is or will be absent. You may call the WHS Attendance Office during non-business hours to report your student's absence, as well as during regular business hours.

Absences may be considered excused when they result from:

1. Personal illness, verified by a note signed by parent, guardian, or a telephone message from the parent or guardian.
2. Doctor or dental appointment verified with an appointment slip or note.
3. Serious family illness or bereavement verified by parental contact or note.

4. School-related activities.
5. Recognized religious holiday.
6. The student is absent due to a prearranged event whereby the parent(s)/guardian(s) notified the school office as to the date/time of the absence; however, these will count toward the seven absences per semester when credit may be denied.
7. It has been deemed prudent by the principal that the absence was in the best interest and served the general welfare of the student.

Pre-Arranged Absences

For school-related or community-related activities; i.e., FFA, 4-H, Gifted or Athletics, the student is required to attend school the day before, the day of, and the day after an event. Students who anticipate being absent for consecutive days for other excusable reasons must turn in a pre-arranged absence form signed by administration and every teacher prior to departure. Students who have excusable absences from school must check in with all of their teachers and access assignments via Google Classroom and may be required to attend Z.A.P., After School Tutoring, or Friday School for any make-up assignments, tests, or labs.

Truancy/Ditching

An unauthorized or unexcused absence from school is considered truancy and will be treated as such. Truancy is the failure of a student to attend class or a required school function without being excused. This includes absence from any class, study hall or activity during the school day for which the student is scheduled. It also includes any after school special help session or detention session that the student has been directed to attend.

By Arizona Revised Statutes, a student is considered habitually truant if they are absent more than five days in a school year (unexcused) and the parents or guardians may be cited into court should this occur. The parents or guardians of habitually truant students will be referred to the proper legal authorities for failure to ensure the student's attendance in school.

Chronic Health Conditions

The District will provide appropriate educational opportunities for any student identified by a licensed physician as having a chronic health condition that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

LOSS OF CREDIT

Any student who is absent (excused or unexcused) more than seven (7) times in any class during a semester may lose credit for said class, unless administrative documentation is provided. (i.e. doctor/dental notes, court documentation, etc.)

Make-Up Work from Absences

1. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make up work assigned during the absence.
2. Homework requests for absent students will be coordinated by the attendance secretary to be picked up at the end of the following school day or assigned via Google Classroom. This service is available to parents/students for absences of three (3) or more days. Teachers are required to submit homework assignments to the attendance department upon request by the end of the day or by the end of the teacher's next prep period.

3. Work missed because of a pre-arranged absence which occurs at the end of a semester must be submitted before the absence. No make-up days beyond the close of the semester will be granted for pre-arranged absences. Incompletes will be not issued. **Students will not be permitted a pre-arranged absence during the final examination period at the end of each semester.**
4. It will be the student's responsibility to contact their teachers to make arrangements for missing assignments. Most assignments will be available in Google Classroom.
5. Students who are assigned off-campus suspension are required to contact their teacher via email or phone call regarding their make-up work. Make-up work must be turned in to the teacher in a timely manner (suspended 3 days, turned in within 3 days of return to school – unless otherwise noted by the teacher and administration).
6. **Students may not be allowed to make up work if their absence(s) are unexcused.**

TARDY POLICY

Tardies are viewed as a disruption to the classroom environment. Arriving late not only deprives the tardy student of full-time learning but also disrupts the education of others. If a student is to learn, they must be in their classroom when the tardy bell sounds. The school reserves the right to make the determination whether or not a student is tardy.

TARDIES

Definition: When the bell signals the end of a class period, students will have five (5) minutes to pass between classes. **Each student must be in their assigned room when the bell rings to begin the next period.** Students who are not in their assigned class when the bell rings will be counted as tardy. If a student has a pass from a school official, they will **NOT** be considered tardy. Notes for excused tardies may be issued for:

1. Doctor's appointment verified by note or phone call.
2. Nurse's pass with date and time specified.
3. Teacher's or counselor's note with date and time specified.
4. Verification of extenuating circumstances must be by note or phone message from the parent/guardian.
5. Exceptions will be considered on an individual basis.

General Procedure

Students who are tardy shall be considered to be in violation of school procedures and as such, disruptive of the educational process of the school; therefore, the following procedure will be followed:

1. A student who enters their 1st period class after the tardy bell must give their teacher an admit slip and sign in when they enter the classroom. Admit slips may be obtained from the front office. Students who are tardy to 1st period will not be allowed in the classroom without the admit slip.
2. For 2nd through 7th periods, a student who enters the assigned classroom after the bell must sign in when they enter the classroom (this will provide documentation for the teacher to change the recorded absence to a tardy). **Please note: if the tardy student fails to sign in, then the recorded unexcused absence will not be changed to a tardy.**
3. If a student accrues three tardies in the same class, the teacher will complete the tardy referral and the student will be assigned one day of Lunch Behavioral Intervention Center (BIC).
4. Every third tardy after the third will result in After School Detention and will increase with each referral (6th tardy – 1-day ASD, 9th tardy – 2 days ASD, 12th tardy – 3 days ASD, etc.).
5. 1st and 5th (after lunch) period tardy consequences may be doubled.

HALL PASSES

Other than regular passing time, lunch period, and before and after school, students should be in their regularly assigned classes. If a student needs to be out of class for any reason, they must have a valid hall pass. Their own student handbook signed by the teacher is their valid pass. Electronic devices must stay on the teacher's desk while the student is out of the class.

LEAVING CAMPUS DURING SCHOOL HOURS

Leaving campus without permission is considered ditching and is thus prohibited. **The parent/guardian or emergency contact must come into the office to sign out their student who is checking out of school due to an illness, Dr.'s appointment, family emergency, etc.**

DISCIPLINARY POLICY

Students at Willcox High School have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment relatively free from behavioral problems.

The total school community (families, students, school personnel and community members) share in the responsibility for maintaining a positive campus climate. The administration, teaching staff and other school personnel have the responsibility to determine when a student's behavior is inappropriate and disruptive or in violation of school rules/regulations.

STUDENT DEMONSTRATIONS AND STRIKES

Student demonstrations which do not disrupt the schools or interfere with their normal operation may occur on school premises. Such demonstrations will be confined to a location identified by the principal. Students who are demonstrating must not interfere with the orderly flow of pedestrian or vehicular traffic or prevent other students from attending classes or other school functions.

Students who are truant from class and/or employees who are absent without leave to participate in a demonstration will be subject to disciplinary action.

DISCIPLINARY ACTION-SUSPENSION AND EXPULSION

SUSPENSION

The policy of Willcox High School, which relates to student suspension, is in accordance with Arizona Revised Statute 15-843, which reads in part "...the authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the Governing Board of the school district. In all cases of suspension, it shall be for good cause and shall be reported within five days to the Governing Board, by the person imposing it."

EXPULSION

Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of ARS 15-341, 25-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools.

POSSIBLE DISCIPLINARY/CORRECTIVE ACTIONS

1. Teacher/Student Conference

For appropriate violations, the teacher may talk to the student to try and reach an agreement on how a student should behave. This conference is to be recorded in the event that there is further disruption or problems created by the student.

2. Teacher/Parent Conference

When the Teacher/Student Conference proves to be ineffective, the teacher may choose to notify the parent.

3. Administrative Referral Conference

When a student is referred to the administration for disciplinary action, an administration referral conference will be held. This conference occurs when the student's conduct interferes with the educational process, and threatens the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of any consequence. The student will be given the opportunity to tell their side of the incident prior to assignment of discipline.

4. Suspension from Extracurricular Activities

A student's privilege to participate in or attend any extracurricular activities and school-sponsored events may be suspended for a specified time. This will apply to both on-campus and off-campus suspension.

5. On-Campus Suspension (Behavioral Intervention Center)

Students are assigned to BIC for a part of a day or a number of school days for specific infractions. It is provided to take the place of an off-campus suspension and give the student the opportunity to remain under the supervision of the school and in the school setting. Students assigned to BIC are required to eat together as a group in the classroom. They may bring their lunch or purchase lunch at school. Under normal circumstances, students assigned to BIC may not be permitted to leave campus after school has started. A student assigned to BIC is to get their homework from their teacher so that they will be productively busy during the term of the assignment in BIC. Please note: students who become disruptive during BIC assignment may be suspended out of school immediately.

6. Youth Court

Youth Court is a process whereby Willcox High School can refer students for disciplinary purposes. Youth Court is authorized to hear cases and pronounce sentences for cases sent to them by Willcox Unified Schools and Justice of the Peace Court #4. Youth Court operates on the principle of peer review and all cases are decided by participants of the youth court. Sentencing options of youth court can include fines, research papers, community service, counseling, etc.

7. Short-Term Suspension

Following an administrative conference, a student may be suspended up to nine (9) days depending upon the infraction.

8. Long-Term Suspension

Suspension exceeding ten (10) days may be imposed by the Superintendent or the Governing Board.

9. Emergency Suspension

An emergency suspension occurs when a student is removed from school without prior use of due-process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person(s) or property or an ongoing threat of disruption to the academic process.

10. Expulsion

Conduct by the student which requires a formal hearing. The student will be allowed all rights as in a formal hearing. Only the Governing Board has the right to expel and will determine whether or not such punishment is applicable after the formal hearing.

11. Police Notification

Police will be notified for specific infractions that may be in violation of the criminal code. In the event a student has been suspended, either on-campus or off-campus, a school official will attempt to notify parents. In addition, if a student is suspended off-campus, parents will also be notified by the mailed referral which details the reason for the suspension. Students who are suspended off-campus may have their parents return for a conference or set up a telephone conference with the administration before they will be readmitted to campus.

Due Process

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident a written report/referral, specifying the violation must be prepared by the person initiating the referral. The student will be informed of the infraction against them. They will then have the opportunity to respond verbally or in writing. The administration will then waive or assign the appropriate consequence as established by the discipline policy.

PROGRESSIVE DISCIPLINE

Families and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our school, on our buses, etc. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

Willcox High School will implement a point system as a part of the discipline process. All points will be assessed by the building administrator or designee, as the result of a behavior referral. Teachers will try to resolve problems prior to referring a student to the office. This procedure will apply to the entire academic year to all academic levels and is the behavior expectation for our students at school and at all school sponsored events.

Any points assessed during the last twelve (12) days of school may be held over to the following year on the individual's point record.

1. One (1) point = warning (administrative conference) to detention (Lunch BIC or After School Detention (ASD)).
2. Two (2) points = detention (Lunch BIC/ASD) to one day BIC.
3. Three (3) – Five (5) points= one to three days BIC or Suspension.
4. Six (6) - eight (8) points = one to three days of either BIC or Suspension.
5. Nine (9) points = mandatory parent/guardian conference with administration (and possibly teachers) may be required for the student to return to school.
6. Ten (10) - Twelve (12) points = one to five days of Suspension.
7. Thirteen (13) - fourteen (14) points = one to nine days of Suspension.
8. Fifteen (15) points = immediate suspension from school and recommendation for Long Term Suspension/Expulsion from school.

Point Roll Backs

1. If a student accumulates zero (0) points for twelve (12) school days, their individual point total will be reduced by one (1) point by action of the building administrator or designee, and every twelve (12) school days thereafter.
2. Students may also participate in school community service activities to reduce their point total. One hour of school community service equals one point deducted from the accumulated points (a maximum of 15 school community hours (points) may be utilized during a single school year for the purpose of minimizing disciplinary consequences).
3. When a student ends the current school year, all points will be rolled back to zero (0) for the next school year; however, any student who is given points during the last twelve (12) days of school may be carried over to the next school year.

STUDENT DISCIPLINE

Disciplinary actions may be taken with respect to problem areas. In each instance several actions are possible. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials certainly would want to consider the record of that student's good behavior before any action is taken. If a student continually has been involved in problem areas, prior acts of misconduct or violations of district policy, these acts may be considered in determining an appropriate sanction. Such factors as the length of time since the student's last problem, their attitude, etc., may be considered before any action is taken. Disciplinary action will be at the discretion of the principal or designee.

All problem areas which are violations of federal, state or local laws, including but not limited to: possession, sale or use of drugs; possession, sale or use of weapons; threats, assaults and fighting; activating emergency alarms and fire control devices, and theft, carry penalties which may include long-term suspension and expulsion.

If in the commission of an offense other rules are violated, those infractions may be included in any penalty assessment. The maximum response to any problem area after multiple violations can also result in long-term suspension or expulsion. The timeline for any actions from administration may be completed within a semester's time (if an infraction occurs at the end of the semester, consequences will be assigned at the beginning of the next semester).

Those students, who, in the opinion of the school administrator, exhibit chronic misbehavior problems, shall be subject to short-term or long-term suspension or expulsion. This policy is intended to regulate conduct of a student when the student is:

1. On school grounds or at a school sponsored event.
2. Traveling to or from school or a school-sponsored event.
3. Engaged in conduct, which occurs off campus and away from school-sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district.
4. **The maximum response to any problem area after multiple violations of any rule is expulsion from school. A single incident of great magnitude and/or of multiple violations may also result in expulsion.**

WILLCOX HIGH SCHOOL DISCIPLINE FLOWCHART

(Note: This matrix is intended to be a discipline guideline only)

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
ARSON/BOMB THREAT/DRUG SALES 1-5 points	LONG TERM SUSPENSION/ EXPULSION. POLICE NOTIFIED	EXPULSION. POLICE NOTIFIED		
CELL PHONES/ELECTRONIC DEVICES 1-5 points	CONFISCATED PARENT PICK UP	CONFISCATED, FAMILY PICK UP, LUNCH BIC & TURN IN TO OFFICE FOR 4 SCHOOL DAYS	CONFISCATED, FAMILY PICK UP, ASD & TURN IN TO OFFICE FOR 8 SCHOOL DAYS	CONFISCATED, FAMILY PICK UP, BIC AND TURN IN TO OFFICE FOR 12 SCHOOL DAYS
INAPPROPRIATE USE OF CELL PHONE/ELECTRONIC DEVICE 5-10 points	ADMINISTRATIVE CONFERENCE/BIC/ POLICE NOTIFIED	BIC/SUSPENSION/ POLICE NOTIFIED	SUSPENSION/ POLICE NOTIFIED	SUSPENSION/ EXPULSION/ POLICE NOTIFIED
CHEATING/PLAGIARISM 1-5 points	"D" FOR ASSIGNMENT AND FAMILY NOTIFIED BY TEACHER	"F" FOR THE SEMESTER AND FAMILY/TEACHER CONFERENCE BIC	SUSPENSION	
DAMAGE/MISUSE OF SCHOOL ELECTRONIC DEVICE 5-10 points	SUSPENSION OF PRIVILEGES & FAMILY NOTIFIED AND RESTITUTION	SUSPENSION OF PRIVILEGES, BIC AND RESTITUTION	SUSPENSION OF PRIVILEGES, SUSPENSION AND RESTITUTION	
DESTRUCTION OF SCHOOL PROPERTY/VANDALISM 5-10 points	ADMINISTRATIVE CONFERENCE AND RESTITUTION/ SAP REFERRAL	BIC AND RESTITUTION/ SAP REFERRAL	SHORT TERM/LONG TERM SUSPENSION AND RESTITUTION	
DEFIANCE OF AUTHORITY/ INSUBORDINATION 1-5 points	LUNCH BIC/BIC/ZAP	BIC & FAMILY NOTIFIED	BIC/SUSPENSION	SUSPENSION/ EXPULSION
DISRESPECTING TEACHER AUTHORITY 1-5 points	ADMINISTRATIVE CONFERENCE / BIC/ZAP	BIC & FAMILY NOTIFIED	BIC / SUSPENSION	SUSPENSION / EXPULSION
DISRUPTING CLASS 1-5 points	ADMINISTRATIVE CONFERENCE/ BIC/ZAP	BIC & FAMILY NOTIFIED	SUSPENSION	SUSPENSION/ EXPULSION
DITCHING/TRUANCY 1-5 points	1 DAY BIC / LUNCH BIC / YOUTH COURT REFERRAL, CONFERENCE W/ FAMILY	2 DAYS BIC/ YOUTH COURT REFERRAL	SUSPENSION/YOUTH COURT REFERRAL	SUSPENSION/YOUTH COURT REFERRAL
DRUGS/ALCOHOL USE/ POSSESSION/ DISTRIBUTION 10-15 points	FAMILY & POLICE NOTIFIED, SUSPENSION/ EXPULSION/SAP REFERRAL	SUSPENSION/ EXPULSION & POLICE NOTIFIED	LONG TERM SUSPENSION/ EXPULSION & POLICE NOTIFIED	
ENDANGERING THE HEALTH AND SAFETY OF OTHERS 1-5 points	ADMINISTRATIVE CONFERENCE / BIC/SUSPENSION	BIC/ SUSPENSION	4 DAYS BIC/ SUSPENSION	LONG TERM SUSPENSION/ EXPULSION
FAILURE TO PUT FORTH ACADEMIC EFFORT / REFUSAL TO WORK 1-5 points	REFERRED TO COUNSELOR /LUNCH BIC/ZAP	ADMINISTRATIVE/ FAMILY/TEACHER CONFERENCE PLUS 3 DAYS LUNCH BIC/ZAP	4 DAYS BIC DURING THAT PERIOD/ZAP	BIC THAT PERIOD REMAINDER OF SEMESTER – GRADE OF "F"
FAILURE TO ATTEND LUNCH BIC/ASD/BEHAVIORAL ZAP	1 DAY BIC	2 DAYS BIC	3 DAYS BIC	1-3 DAYS SUSPENSION

1-5 points				
FIGHTING/ASSAULTS 5-10 points	BIC/SUSPENSION POLICE NOTIFIED/SAP REFERRAL	SUSPENSION AND POLICE NOTIFIED/SAP REFERRAL	SUSPENSION AND POLICE NOTIFIED/SAP REFERRAL	LONG-TERM SUSPENSION / EXPULSION
HARASSMENT(SEXUAL)/ HAZING/THREATENING OTHERS 1-5 points	ADMINISTRATIVE CONFERENCE/BIC/ SAP REFERRAL/ POLICE NOTIFIED (SEXUAL)	BIC/SHORT-TERM SUSPENSION/SAP REFERRAL/ POLICE NOTIFIED (SEXUAL)	SUSPENSION/ EXPULSION/SAP REFERRAL/ POLICE NOTIFIED	LONG-TERM SUSPENSION / EXPULSION/ POLICE NOTIFIED
INAPPROPRIATE BEHAVIOR/CLOTHING/ GESTURES 1-5 points	ADMINISTRATIVE CONFERENCE / CHANGE OF CLOTHING INTO CLOTHES PROVIDED BY SCHOOL/LUNCH BIC	FAMILY NOTIFIED & CHANGE OF CLOTHING/BIC	BIC	SUSPENSION
LYING 1-5 points	ADMINISTRATIVE CONFERENCE/SAP REFERRAL	ADMINISTRATIVE/PARENT CONFERENCE & LUNCH BIC/SAP REFERRAL	1 DAY BIC & FAMILY NOTIFIED/SAP REFERRAL	1 DAY BIC & 3 DAYS LUNCH BIC/FAMILY NOTIFIED
PARKING/DRIVING VIOLATIONS 1-5 points	ADMINISTRATIVE CONFERENCE	FAMILY NOTIFIED / LOSS OF PARKING PRIVILEGES \$5 FINE	LOSS OF PARKING PRIVILEGES & BIC \$10 FINE	LOSS OF PARKING PRIVILEGES & SUSPENSION \$15 FINE
PUBLIC DISPLAY OF AFFECTION (PDA) 1-5 points	ADMINISTRATIVE CONFERENCE	LUNCH BIC/ZAP	LUNCH BIC /BIC & FAMILY NOTIFICATION	
PROFANITY 1-5 points	ADMINISTRATIVE CONFERENCE	LUNCH BIC/ZAP	LUNCH BIC/BIC	BIC/SUSPENSION
POSSESSION OF WEAPONS/DANGEROUS ITEMS 10-15 points	SUSPENSION/ EXPULSION (BASED ON WEAPON TYPE)	SUSPENSION / EXPULSION	EXPULSION	
PULLING ALARMS/ TAMPERING W/DOOR BARRICADE 10-15 points	SUSPENSION	SUSPENSION	LONG TERM SUSPENSION / EXPULSION	
SCHOOL BUS VIOLATIONS 1-5 points	ADMINISTRATIVE CONFERENCE/ SUSPENSION OF BUS PRIVILEGES	FAMILY NOTIFIED/LOSS OF BUS PRIVILEGES	LOSS OF BUS PRIVILEGES/BIC	LOSS OF BUS PRIVILEGES/ SUSPENSION
TARDY 1-5 points	3 TARDIES – 1 DAY LUNCH BIC	6 TARDIES – 1 DAY AFTER SCHOOL DETENTION	9 TARDIES – 2 DAYS AFTER SCHOOL DETENTION	12 TARDIES – 3 DAYS AFTER SCHOOL DETENTION
THEFT FROM SCHOOL/STUDENTS 5-10 points	RESTITUTION & SUSPENSION/YOUTH COURT REFERRAL	RESTITUTION & SUSPENSION/YOUTH COURT REFERRAL	RESTITUTION & LONG- TERM SUSPENSION/ EXPULSION/YOUTH COURT REFERRAL	
THROWING OR SHOOTING OBJECTS 1-5 points	LUNCH BIC/BIC	BIC/SUSPENSION	SUSPENSION	SUSPENSION / EXPULSION
TRESPASSING 1-5 points	ADMINISTRATIVE CONFERENCE/ LUNCH BIC	LUNCH BIC/ZAP	LUNCH BIC/BIC	BIC/SUSPENSION
VAPING/TOBACCO PRODUCTS 5-10 points	FAMILY & POLICE NOTIFIED, SUSPENSION/ SAP REFERRAL	LONG TERM SUSPENSION/ EXPULSION & POLICE NOTIFIED/SAP REFERRAL	LONG TERM SUSPENSION/ EXPULSION & POLICE NOTIFIED/SAP REFERRAL	

This chart is used as a guideline only. Any offense may be referred to Youth Court at any time. If the misconduct is deemed more severe by the administration, steps can be skipped. Suspension may be short-term (1 to 9 days) or long-term (based on Board recommendation and decision).

The administration will evaluate each situation to ensure that the proper consequence is applied and that no student is disciplined more severely than is warranted. Any violation of school rules not covered in the flowchart will be up to the discretion of the assistant principal and/or principal.

BEHAVIORAL VIOLATIONS

CLASS I

1. **A Student Shall Not Violate Any Federal, State, or Local Law.**

Examples of prohibited behaviors include but are not limited to: physical assault, use of weapons, sale of alcohol or drugs, use of explosives, or disruption to the educational process etc.

2. **Defiance of Authority; Truthfulness; Disrespect to District Employees**

A student shall obey the **reasonable** orders of teachers, administrators, and other district employees and shall respond to requests for information from these persons in a truthful manner.

- Confronting with resistance,
- Challenging the authority of school officials,
- Defiance (verbal, symbolic or with physical assault),
- Failure to comply with a reasonable request by school officials,
- Insubordination or unwillingness to submit to the authority of school officials.

3. **Possession, Use or Being Under The Influence of Drugs or Alcohol or Drug Paraphernalia; Sale or Distribution of Drugs or Alcohol**

A student shall not possess, sell, offer to sell, use, or be under the influence of alcohol, drugs (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies) or drug paraphernalia as defined by A.R.S. 13-3451. For the purpose of this policy, drugs are defined as narcotic drugs, dangerous drugs, toxic substances, and marijuana as those terms are defined in A.R.S. 13-3401 and imitation controlled substances as defined by A.R.S. 13-3451.

The possession, use or being under the influence of illegal drugs, alcohol, or being in possession of paraphernalia associated with drug use on school property, or at school-sponsored events is prohibited. The sale or distributing of nicotine products, drugs, or alcohol or look-alike products is prohibited at school or any school activity.

4. **Bullying Prohibitions and Discipline**

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 bullying results 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.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information. Please refer to District policy JICK for further information.

5. **Assaults, and Fighting** - A student shall not physically abuse, assault, or engage in a fight with any student, school employee, or any other person. Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreement, and inducing fear by intimidation, either physically or verbally are considered to be violations. A violent physical or verbal attack so as to do or to threaten violence to another is considered an assault. **Students who choose to record an assault or fight, instead of getting help from an adult, they may be subjected to the same consequences as those involved in the incident.**

6. **Possession, Sale or Use of Weapons and Dangerous/Prohibited Items**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm. A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with district policies and state and federal special education laws.

For the purposes of this policy:

Weapon means any of the following – firearm, knife, destructive device, dangerous instrument

Simulated Weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- a. Any loaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- b. The frame or receiver of any such firearm.
- c. Any firearm muffler or silencer.
- d. Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four(4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device.
- e. Any combination of parts that could be readily assembled to form a firearm.

Destructive Device means – any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow, and any collection of parts that could be readily assembled to form a destructive device.

Dangerous Instrument/Prohibited Item means – Anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury (example – combustibles).

School Premises means – the school, school grounds, school busses, or any premises, grounds, or vehicles used for school purposes and includes premises where school sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly Weapon means any weapon designed for lethal use, including a firearm.

7. Emergency Alarms and Fire-Control Devices - A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying use of the device. A student shall not call 911, the emergency number, as a prank, on a telephone located on school property. Activating or using any fire alarm or emergency control device is prohibited.

8. Arson - A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved class activities such as an approved and supervised

experiment in a Chemistry class. Any attempt to start or promote the continuation of any fire or explosion is prohibited.

9. **Unauthorized Entry** - A student shall not gain, or attempt to gain forceful or unauthorized entry to, or occupation of, school buildings or grounds. Any attempt to or entry into any unauthorized fenced area, building or student locker is prohibited.

10. **Endangering the Health and Safety of Others** - A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

11. **Inciting to riot or making bomb threats** - Any student or group of students inciting a riot or making bomb threats will be dealt with severely.

12. **Cell Phone/Electronic Device Inappropriate Use** - According to ARS 13-2916, It is unlawful for a student, with intent to terrify, intimidate, threaten or harass a specific person or persons, to do any of the following:

- a. Direct any obscene, lewd or profane language or suggest any lewd or lascivious act to the person in an electronic communication.
- b. Threaten to inflict physical harm to any person or property in any electronic communication.
- c. Otherwise disturb by repeated anonymous, unwanted or unsolicited electronic communications at the place where the communications were received.

Class II

1.a **Violation of School Policies and Rules** - A student shall not violate any Governing Board policy, administrative regulation, or school rule. Items that are not allowed on campus or into the building:

- a. Water guns (of any type)
- b. Water balloons
- c. Any other item of a disruptive or destructive nature

1.b. Cell phones, and other personal electronic devices (including but not limited to headphones, earbuds, etc.) are not to be used in class for non-educational purposes and may be confiscated on sight (use of district wifi is prohibited on personal devices unless approved by administration). If they make noises during class time, then they must be surrendered on request by any high school staff member. Failure to surrender the device may lead to a written referral. Consequences for defiance will be added to the consequence for use of the cell phone or electronic device. Failure to surrender the device to school administration may result in an automatic **3 day out-of-school suspension**. Willcox High School is not responsible for personal electronic devices on campus.

1.c. Skateboards, Roller Blades, Roller Shoes, etc. are not allowed on campus at any time during the day or night. These items may be confiscated if not properly stored in the main office during school hours.

2. **Disruption to the Educational Process of the School**- A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, distract, or inhibit the instructional process and/or any normal functioning process, or activity of the school. This includes encouraging others to fight or engage in other misconduct. A student shall not engage, or attempt to engage in any conduct that is reasonably likely to disrupt or that does disrupt, distract or inhibit the instructional process and/or normal functioning process, or activity of the school. Offenses would include, but not limited to:

- a. Actions that cause cessation of instructional activities
- b. Mischievous behavior

3. **Chronic Misbehavior** - A student shall not repeatedly engage in any conduct that violates district or school rules. A student continuing to engage in any conduct that disrupts, distracts, or inhibits the instructional process and/or any normal functioning process, or activity of the school will be subject to severe disciplinary actions.

4. **Vandalism, Littering, and Destruction of Property** - A student shall not damage, destroy, or deface any school property or property belonging to any other person, and shall not litter on school property or at a school event. The willful destruction or defacing of any property, real or personal, on school premises is prohibited.

5. **Profanity, Obscenity and Defamation** - A student shall not use profane, obscene or defamatory words or phrases or distribute profane, obscene or defamatory materials.

- a. Profane words are those which debase, abuse, or treat with contempt that which individuals hold sacred.
- b. Obscene materials are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political, or scientific value. The standard to be used is that of the school community, in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population.
- c. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction or are false and have tendency to impugn a person's occupation, business, or office. The use of vulgar or profane language or acts, and the display or possession of obscene material or graphics are considered to be violations. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business, or office.

6. **Sexual Harassment** - A student shall not make statements of a sexual nature when the student knows or has reason to know that the statement is unwelcome and/or where it may reasonably be perceived to be insulting or demeaning to the recipient of the statement. A student shall not engage in conduct or threaten conduct of a sexual nature that is unwelcome, unappreciated, intimidating and/or threatening to the recipient of the conduct.

7. **Dress and Appearance** - A student's dress and grooming must be such that it adheres to generally accepted standards, should not be offensive or pose a threat to public or personal health or safety and doesn't disrupt or distract from the instructional procedure of the school nor tend to diminish the disciplinary control of the teacher. Please follow guidelines below.

All shirts, blouses and dresses refrain from showing undergarments and must fit under the arm. Proper clothing should not expose any part of the torso at any time. This includes the midriff and lower parts of the chest area. Cut-off sleeves must have a sewn hem.

Any garments such as shirts, tops, dresses, skirts, pants, overalls, shorts, etc. with buttons, zippers, snaps, etc. must be worn buttoned, zipped and/or snapped appropriately.

Undergarments may not be visibly exposed at any time. This includes but not limited to shirts, blouses and dresses/skirts as well as leggings, shorts, sweat pants or pants.

Pants, leggings, sweat pants, shorts, dresses or skirts must be worn appropriately and may not present a safety issue or distraction to self and/or others. They must adequately cover the body at all times. Shreds/holes in pants are allowed below fists (anything above fist must have clothing underneath besides undergarments). Pants or shorts must not be "sagging," or be too revealing. The acceptable length of dresses, skirts, and shorts of any kind must extend beyond closed fists at all times with arms at side and shoulders down. Shorts, skirts, and dresses cannot ride up while walking. Leggings, jeggings, and "yoga pants" are allowed, but sheer material must be below

the closed fist. The overriding determination to the appropriateness of shorts, skirts, and dresses will be that they need to be modest and that the students are to be appropriately covered.

Belts must be tucked into pant loops, not hanging, and should not be excessively long.

Footwear must be appropriate and worn at all times. Students may be restricted from activities for which their footwear is unsafe or inappropriate. Slippers are not permitted (unless approved by administration for spirit days).

Head coverings (including hoodies, stocking caps) must be removed when entering the auditorium or gym (during activities or assemblies during the school day).

Any article of clothing which refers to alcohol, drugs, or contains inappropriate content is restricted. Slogans or wording which may be suggestive or construed to have a “double meaning” (one of which meaning is inappropriate) may not be worn. Anything worn portraying offensive, suggestive, derogatory, violent, sexual, cult writing or pictures is prohibited.

The type of dress, make-up, accessories, hairstyles or grooming displayed by the student should not disrupt the classroom or campus environment nor threaten the safety, health or comfort of the student, fellow students or any staff member.

Administration reserves the right to interpret and enforce these guidelines in the school setting.

8. Plagiarism, Cheating and Forgery – Definition: use of unauthorized material, information or documents; theft of information; falsely making, altering, or signing documents or notes pertinent to school without authorization. A student shall not use, or attempt to use, the identity, signature, academic work, or research of another person and represent that it is their own. A student shall not share their knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher. **The use of phones and other prohibited electronic devices, including Bluetooth devices are prohibited (including smartwatches or handheld computers such as tablets) during and after the test time unless approved by the teacher.**

9. Falsification and Lying - A student shall not intentionally mislead, make false statements (written or oral), or attempt to conceal information from school of officials or deliberately distort facts.

10. Gambling - Playing games for money or property, or betting on uncertain outcomes is prohibited. A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity. Playing games for money or property, or betting on uncertain outcomes is prohibited.

11. Initiation and Hazing - A student shall not participate or engage in initiations or hazing that involve actual or threatened verbal, physical, or sexual abuse. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. It is not a defense to a violation of the hazing prevention policy if the hazing victim consented to or acquiesced in the hazing activity. Such activities are absolutely prohibited. Initiations related to any school club, athletic team, or other groups are subject to the above prohibitions, whether or not the conduct occurs on school grounds. Harassment of a fellow student or person by verbal abuse, banter, ridicule, or criticism is prohibited.

12. Tobacco Products – A student is not permitted to possess or use any form of tobacco products which includes nicotine vaping products, other chemical inhalation devices (including water vapor).

13. **Intimidation, Threats and Harassment** – A student shall not intimidate, threaten physical harm, or repeatedly do the same to the point of harassing another person. This also includes racial epithets and harassment.

14. **Traffic Rules** – A student, when riding a bicycle or when operating a motor vehicle on campus or at a school event, shall follow all school and other traffic rules and shall operate the vehicle in a safe and prudent manner. A student must register their vehicle and follow the student automobile use policy if they intend to drive to school.

15. **School Bus Rules** – A student shall abide by all school rules regulating the student's conduct while in a school bus or other school vehicle and shall obey the directives of school bus drivers or any other school personnel.

16. **Public Display of Affection** – A high school student shall not engage in public display of affection other than hand holding and arms around the waist or shoulders while standing side by side.

17. **Immunization Requirements** – A student must meet the requirements of the immunization law and regulations. **Suspension from school may occur until the student is in compliance.**

18. **Misrepresentation, Extortion and Theft** – A student shall not take, use or borrow any property by misrepresentation or deception or by express or implied threat. A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.

RANDOM DRUG TESTING

Students are subject to being randomly selected by the computer for random drug testing. All students meeting the criteria must sign a permission slip that is kept on file at the attendance office. Students who choose not to sign the permission form will be removed from any classes in which equipment is used, will be deemed ineligible for participation in extra-curricular or co-curricular activities, will forfeit driving privileges on campus, and will not be allowed to use school transportation. The number of tests dates each month, the number of students being tested and the students to be tested are selected randomly by the computer.

The testing program is intended to enhance the safety of all students on campus. If a student is selected and fails the test, they will be referred to counseling by the testing administrators, not the school district. Students will not be punished by the district for a failed test. The district is taking strict measures to ensure the privacy of all students tested and to maintain the privacy of any student who fails a given test.

INTERROGATIONS AND SEARCHES

Interrogations

The District has legal custody of students during the school day and during approved curricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may or a school administrator will be present during these interrogations, except when interviews are conducted by a Child Protective Services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2).

When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's family. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure the family have been notified that a child has been taken into custody. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

Searches

The administration may approve the search and seizure of property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, or welfare of the student(s) exists. Random searches of locker/backpacks/purses/vehicles may include the assistance of dogs trained to detect the presence of drugs.

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

CARE OF SCHOOL EQUIPMENT AND FACILITIES

You are all citizens of Willcox High School and as such are entitled not only to the privileges of attending this institution, but are also obligated to certain responsibilities that are attendant upon an enjoyment of the privilege. Particularly important is the actual physical care of the grounds and buildings. As a citizen, you are obligated to take good care of the buildings and grounds by disposing of litter and trash properly and by not marking or defacing any part of the buildings, as well as by discouraging others from doing so.

Willful damage or destruction to school property is classified as vandalism, and in accordance with Board policy, may be reason for expulsion. Students caught vandalizing the school may be suspended and the recommendation made that the student be expelled. Cash reimbursement or other equitable compensation through a work program by the student may be an additional penalty for acts of vandalism or criminal damage to district property.

Theft of school property is grounds for immediate suspension and a recommendation for expulsion may be made to the Governing Board. Criminal charges may also be brought through the local police.

TEXTBOOKS/CHROMEBOOKS AND CHARGERS

Students are responsible for their books, Chromebooks and chargers. Individual teachers will issue textbooks. Books, Chromebooks and chargers must be returned in like condition, allowing for normal wear and tear. It will be the student's responsibility to clearly examine the issued books, Chromebooks and chargers. Damage to any book, Chromebook and charger, not previously noted, must be reported immediately upon receiving the item, or damage charges will be assessed to the holder upon the return of the item.

Students may be charged the full price of the item regardless of the age, if any damage appears to be intentional, flagrant, or if any vulgar writing or pictures appear. Any lesser damage will be assessed according to the severity. This includes the student handbooks.

ATHLETIC LOCKERS

Athletic lockers are assigned to students who are enrolled in physical education, strength training classes or extracurricular sports. **There is no reason for lockers to be shared, as each student will have their own.** In the best interest of security, students are cautioned not to tell anyone else the combination of their locker. As soon as one other person besides you knows your combination, your locker is no longer secure.

The security of each student's property is their responsibility. **YOU ARE CAUTIONED NOT TO STORE VALUABLE ITEMS OR LARGE SUMS OF MONEY IN YOUR LOCKER!** Students who store items of value in their lockers do so at their own risk. Students who fail to comply with proper security measures should not expect administrative assistance in locating lost items or future assistance in resolving the problem.

Students are also responsible for the care and cleanliness of their lockers. Repair or damage done to your locker and the cost of cleaning an inordinately dirty locker must be paid by you before you check out of school.

Lockers are the property of the school district, and the school reserves the right to inspect student lockers at any time.

FIRE DRILLS/LOCKDOWN PROCEDURES

The school system is required to conduct fire drills and lockdown drills by the state. The number is determined by the state. During drills, the students are not allowed to leave campus via being checked out by parents. If there is a real emergency, the district has a plan in place to ensure that parents are notified of the events occurring on campus. Please do not come on campus during either the drills or an actual emergency.

HEALTH AND SAFETY

Health Screens

Vision and hearing screens are performed annually on certain grades, students new to the district and all special education students (9 A.A.C. 13, Article 1 Hearing Screening). Parents or guardians must inform the school in writing if they do not wish their student to participate.

Immunizations

Every student must have an up-to-date immunization history on file. Proof of immunization must be provided from a documented source. State regulations allow for exemption of the basis of medical or personal belief. (Arizona Revised Statutes §15-871- 874; and Arizona Administrative Code, R9-6-701–708). The appropriate immunization must be obtained by the specified date or the student will be excluded from school until proof of the immunization or exemption is provided.

Communicable diseases

For the protection of the other students and employees, if any of these symptoms, conditions or illnesses are found or suspected during the school day your child will be sent home. Pink eye, uncontrolled cough, diarrhea, head lice, impetigo, chicken pox, staph/MRSA infections, strep throat and vomiting. For a fever of 100.4 or greater, students will be sent home and should remain home until fever-free for 24 hours without the use of fever-reducing medicine. Most students can safely return to school after being treated with antibiotics for 24-48 hours.

Medication at School

Prescription Medication Guidelines: All medication for students must be brought to the school by a Parent or Legal Guardian. All Medications will be kept in the school office in a locked cabinet. Medication will not be accepted in baggies. A completed Parents' Consent for Giving Medication at School form must be completed before medication will be administered. Prescription medication must be prescribed by a physician. The medication must be in its original prescription container with the dispensing pharmacy's label, student's name, name of medication, authorizing doctor's name, instructions for use including time of day medicine is to be dispensed. Medication must have a current date and not be expired. All controlled medication will need to be signed in and signed out by parent or guardian and will not be sent home with the student.

Epi Pens will require an Allergy Action Plan Form with parent/guardian and physician signature. Inhalers will require an Asthma Action Plan Form with parent/guardian and physician signature. Insulin/glucometers will require a Diabetic Action Plan Form with parent/guardian and physician signature.

Over the Counter Medications

We stock a small supply of over the counter medications in the school health office. The medication dose will be according to the manufacturer's recommendations for age and weight. Over the counter medications can only be given with a parent/guardian's written consent completed on the Medication Permission Card.

Epi Pens

Arizona Schools stock epinephrine pens for rapid response against life threatening allergy attacks. There are epinephrine pens located at each of the school offices.

The Law (SB 1421) A.R.S. 15-157 Arizona Administrative Code R7-2-809

Mandatory Child Abuse Reporting

School personnel are required by State law to report suspected or known cases of child abuse or neglect to the police or Child Protective Services.

ACCIDENT INSURANCE

The school no longer provides accident insurance for students. You may purchase a low cost plan. An application may be picked up during registration or from the office at any time.

To participate in school activities, you must either show proof of insurance or your parents must sign a notarized waiver to accept the responsibility in case of an accident or injury.

ORGANIZATIONS-CLUBS-CLASSES ACTIVITIES

Extracurricular activities are available for students to explore a variety of areas and to learn about themselves and others. These activities will provide many fond memories of the high school year. Clubs, classes, and athletics are the heart of the activity program at Willcox High School.

The success or failure of an organization is dependent on the degree of involvement of its members. To a large extent the success of Willcox High School depends upon the success of many of these organizations.

Get involved! If you know of an organization that would be a positive contributor to school pride and spirit, organize it!

All new organizations are required to:

1. Petition the Student Council for approval of the organization.
2. Submit a copy of the constitution of the proposed organization to the Student Council for approval.
3. Be approved by the high school administration.

SCHOOL EVENTS: PREPARATION AND CLEAN-UP

With the problem of preparation and clean-up in mind, the following regulations applies to dances, proms, and other activities which require more than an hour to prepare and clean up:

1. Preparation is on the student's time, not class time. Students will not be dismissed from classes to decorate or clean up.
2. The cost of preparation and clean-up is to be taken care of by the sponsoring group.

DANCES – EXPECTATIONS, DRESS AND APPEARANCE

Willcox High School can provide safe, fun social events only with the cooperation of all students and their parents. WHS wants the student body to have fun, memorable, and meaningful experiences during high school functions, events and dances. We believe the following guidelines will ensure safe experiences for all. These attire requirements are intended for the duration of the event and/or for the entire evening and will be strictly enforced at all Willcox High School dances and events (including, but not exclusive of, homecoming, winter formal, prom, and fundraising dances):

- At prom, students are to wear a suit, a collared shirt and tie, or a tuxedo (dinner jacket ensemble) or formal dress (length or slits must be lower than closed fists and does not ride up to expose any undergarments) or formal pant suit ensembles. Nice jeans are allowed to be worn as well.
- At fundraising dances, students are encouraged to wear nice shirts with hems without tears or holes and which must remain on the person, and dress pants, slacks, or nice jeans (any shreds above the fists must have clothing – other than undergarments – covering the skin).
- Undergarments, whether on males or females, must not be visible.
- Appropriate dress code expectations will be required for all students, at all times, for all dances. If rules and expectations are not followed, the offending student may not be allowed to enter the dance. (Rules for dances may vary according to the theme of the dance).
- Students are advised to use good judgment when purchasing attire. They must remember that they are attending a school function where dress code expectations are both appropriate and required, and must present as responsible young adults.
- Willcox High School's expectation is for students (and guests) to attend dances drug, tobacco (nicotine), and alcohol-free and to remain as such. When there is reasonable suspicion alcohol consumption, attendees may be required to submit to an on-site breathalyzer test.

- Dances are for Willcox High School students. Friends or guests from other schools are not permitted, with the exception of those who submit an approved guest form prior to the function.
- No student who is out of high school will be admitted to Willcox High School dances or functions, with the exception of **Prom** as listed below.

Middle school students are never permitted to attend Willcox High School dances.

- College-age students, 20 years of age or younger, may be permitted at Willcox High School's **Prom ONLY**, but must present an ID or birth certificate to the principal or the assistant principal prior to the dance. All guests are required to present photo ID, confirming date of birth, before they will be admitted to the Prom.
- All Willcox High School rules and Board of Education policies will be enforced at all dances and school functions. These rules include appropriate dress code (inappropriate dress code includes, but is not limited to very revealing clothing, clothing with inappropriate slogans, pictures, words, etc.)
- Expectations also include appropriate dancing (inappropriate dancing includes, but is not limited to, "moshing," "body –surfing," "slam-dancing," and any style of dancing that suggests sexual innuendo, including, but not exclusive of, crotch-to-crotch, butt-to-crotch, and "freak" dancing). Sexually suggestive dancing may result in the student's removal from the event, and may hinder or prevent their participation in future school dances and events.
- **Students who leave a dance may not return.** All items needed by the student during the dance must be in the student's possession upon arrival; there is no return to cars for cameras, purses, or other items of any kind.
- Dances will be held only when there are an appropriate number of chaperones available. If the appropriate number required adult chaperones is not met, the dance may be cancelled.
- Any disruption of a school dance, such as fighting, chanting of profanity, breaking of school rules, willful disobedience of adult chaperone, or behavior or implied behavior which can be construed as unruly, will be handled on an individual basis. Such behavior may result in, but is not limited to, removal from the dance, discipline from the school, or in extraordinarily rare and extreme instances, intervention by law enforcement and arrest.
- Students and their guests are expected to behave in a courteous and polite manner at all times. Administration and school leaders will challenge and aid in correcting student and guest misbehavior and conduct.
- Dances are privileges, not entitlements. The privilege of having school dances requires the student body to assume responsibility for self-monitoring of their behavior.

PURCHASES BY A SCHOOL ORGANIZATION

- STEP 1 Organization must vote to make withdrawal from the activity fund account.
- STEP 2 Fill out Activity Purchase Order Request which tells what is being purchased, from whom, the amount of each item and the total cost.
- BE SURE YOU HAVE OBTAINED THE FOLLOWING:
1. Signature of Student Officer
 2. Signature of Sponsor
 3. Minutes of the meeting authorizing the purchase must accompany the request. No purchase of any kind may ever be made without the express written approval of the Principal.
- STEP 3 After signatures are on the request, take the request form to the office. **IMPORTANT - If a check is to be issued for a particular reason, a request must be turned into the office at least three days before the check is needed.**

STUDENT ORGANIZATION BALANCES

Students may check their account balance at the office when they feel it is appropriate to do so.

DEPOSIT OF STUDENT ACTIVITY MONIES

Deposit of student activities monies are made to the Athletic Secretary who will at that time issue a receipt which should be given to the treasurer of the club, organization or class.

CHANGE BOXES

If your sponsored event will require the use of change, you must submit a request for check, and the office will obtain the proper change you need. Please let the office know that you will need a cash box at least **two days** prior to the event.

CLASS OR CLUB ACTIVITIES

Follow up with the idea of an activity by checking with the office calendar, figure out a good date, time and place and arrange for some sponsors. Hold a meeting of the organization and vote on the particulars: When, where, who is in charge, how much, who sets up, who cleans up, what are the costs, etc. If money is needed, the group must vote to spend the money from its activity fund account. Fill out an activity request form which is available in the High School office. On the form list the date, time, place, nature of the activity, and the signature of at least one sponsor. The administration may assign other sponsors who will chaperone the event. A student representative of the organization should then present the request at the next Student Council meeting. The Student Council votes to accept/approve or to deny the request. If it is passed, and the request is signed by the Student Council president and sponsor, it will then be forwarded to the Principal for approval.

STUDENT TRAVEL

All students who travel as representatives of Willcox High School are governed by a single set of general rules:

1. Students are expected to act at all times in a way that will bring credit upon the group.
2. The school dress code applies on trips when outside the bus.
3. Students are to be in their assigned rooms at 10:00 p.m. unless travel times or finish times dictate late arrival. Students are to remain in their assigned rooms after 10:00 p.m., unless they are accompanied by their sponsor.
4. Boys and girls will not occupy the same bedrooms at any time, unless sponsors are present.
5. Sponsors may ask for keys for each room at 10:00 p.m. Sponsors will have the right to check rooms as they see the need.
6. Students must submit all completed appropriate parent release and parent permission forms.
7. Students may be released from the sponsor's supervision to return with their parents from an activity; however, releasing students to someone other than a parent or guardian will be reviewed on an individual basis after a previous written request has been received by either the athletic director or principal. If this permission has been granted by the school personnel, the parent or guardian must sign a waiver of liability on behalf of the school. These requests should be minimal as the camaraderie, teaching, learning and team atmosphere should continue well after a game or activity has been won or lost.
8. Groups traveling or performing are to be guided by the same rules and regulations as are athletes.

PUPIL PARTICIPATION IN EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

All interscholastic activities in grades 9-12 that are: 1) of a competitive nature and involve more than one school where a championship, winner, or rating is determined, and 2) endeavors of an ongoing nature for which no credit is earned shall be conducted in accordance to the auspices of the Willcox High School, grades 9-12, and shall be supervised by the certificated individual responsible for the activity. It shall be noted that no class in physical education requires participation in athletics as part of a grade.

Extra-curricular activities shall function within a realistic framework of control, in order that over-enthusiastic students, coaches and/or parents do not place a social or athletic function on a higher plane than the academic program, the following guidelines will be adhered to:

1. The eligibility criterion for extracurricular/cocurricular participation shall be a passing grade in all classes in which the student is enrolled, and maintain satisfactory progress toward graduation.
2. The responsibility for enforcement of the above rule rests with the Superintendent or designee.

3. A check on all grades shall be made each week. For the first week a student's grade falls below passing for a subject, they will be placed on Probationary Status for one week. If they are still not passing that same subject area the following week, they will be declared academically ineligible. For those students on the Probationary/Ineligible list in one or more subjects, the student and the parents or guardian shall be notified in a manner wherein confidentiality is maintained, that the student is determined to be ineligible for the next one week period (Monday through Sunday). To become eligible, they must be passing all classes at the next weekly grade check. Ineligible students cannot regain eligibility, except for teacher error, until the next eligibility list is released.
4. Any student failing a class at the end of a semester shall be ineligible to participate until the first day of the new semester. The first grade check will be made at the beginning of the third week of each semester.
5. Any student whose behavior presents a problem or jeopardizes school discipline will be ineligible for participation in extracurricular/cocurricular activities until such time as their behavior warrants reinstatement.
6. The same general standards shall apply for students with an IEP except that such eligibility shall be determined on case-by-case basis in relationship to the respective student's Individual Education Plan.
7. The Superintendent shall establish regulations to ensure that 1) necessary documents in support of this policy are provided to the Arizona Department of Education, 2) necessary data related to ineligible students are collected and reported as required by law, 3) the cultural traditions of students are considered when establishing or enforcing rules related to participation in extra-curricular activities, and 4) the requirements of this policy are met.

LEG. REF: ARS15-347, ARS25-705, AAC Rule 7-2-808

In addition to the above, the student must be in attendance on the day before, the day of, and the school day after the activity in order to participate. All coaches expect their student competitors to maintain passing grades and good citizenship standing in the school and community. Individual coaches or programs may impose additional standards and expectations (See Athletic Handbook).

Student-Athletes are students first and athletes second. It is the duty of the student-athlete to ensure that all work missed because of missing class for a competition is taken care of before leaving, if possible. Any work missed must be made up within same number of school days of the competition or the teacher may give those assignments a "0". Student-Athletes put in many hours outside the school day. It is the responsibility of the athlete, the teacher, and the coach to ensure that the necessary work is being done and turned in on time. Cooperation is the key. Hold Student-Athletes to the same standards as anyone else in your class. Student-Athletes must maintain constant contact with their teachers through the use of school email and/or Google Classroom.

Co-Curricular

Eligibility requirements are to be enforced with co-curricular activities also. This means that anyone failing one or more classes may not be allowed to participate in field trips, competitions, etc. unless it is part of the class grade.

STUDENT AUTOMOBILE USE

Registration

Students will be required to register their vehicles if they intend to drive to school. Registration stickers/tags will be affixed to the vehicles in a manner specified by the school administration. Students who fail to register their vehicles or who fail to follow school policy and procedures related to use of vehicles may have their vehicles towed away. Any expense related to such towing will be the responsibility of the student.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Permitted Driving Times

Students may drive their vehicles to and from campus at the beginning and end of the school day. They are also permitted to drive their vehicles during the lunch period if they have off-campus lunch privileges or are signed out for lunch. Students are not permitted to drive their vehicles at any other time. Students are not permitted to return to their vehicles at any other time without permission from the front office. Students may park in the designated student parking lots. Parking at the agricultural education building is allowed with prior administrative approval. **Loitering in the parking lot is prohibited.**

BUS TRANSPORTATION

Arizona Education Code (15-342) gives the local school district the discretionary powers to provide transportation if it is deemed to be in the best interest of the district. Bus transportation, therefore, is a privilege not a right. All students will be eligible to be transported as long as they follow the following bus rules:

1. Follow the bus driver's directions.
2. Stay in assigned seat and face forward.
3. Keep hands, feet and objects to self and inside the bus.
4. Do not eat or drink, except as pre-arranged.*
5. Do not possess or use illegal substances or objects.
6. Do not be rude to others.

* Eating/drinking may be allowed if prearranged with the transportation supervisor.

The bus drivers will have the responsibility of providing all students a safe trip to and from school and activities.

An assertive discipline plan for students who do not follow school rules will be followed. This plan will include:

1. Verbal Warning
2. Meeting with principal, driver and student.
3. Meeting with principal, driver, student and transportation supervisor; parent notification and one week of school attendance without bus service.
4. Meeting with principal, driver, student, parent(s) and transportation supervisor. Thirty (30) days of school attendance without bus service.

Bus service is provided before and after school. Also, the district will provide an activity bus after practice. The activity bus will run each day of organized practice (Monday through Thursday) at 5:45 from the middle school and 6:00 from the high school. After school tutoring transportation may be scheduled (Monday – Thursday) and will leave for both middle school and high school students from the middle school teacher parking lot on Bisbee Ave. at 5:15. Bus evacuation drills will occur each semester per state and school policy.

SCHOOL BUS SAFETY PROGRAM

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at Pickup Point

1. Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
2. If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
3. Walk on the shoulder of the road where possible, and not on the traveled portion.
4. If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Boarding the Bus

1. Line up in single file, with younger children in front, so they can board first.
2. Wait until the bus comes to a complete stop before attempting to get on board.
3. Board the bus quickly but without crowding or pushing.
4. Never run on the bus, as the steps or floor may be slippery, especially in winter time. Place your foot squarely on the step, not on the edge, and use the handrail.
5. Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.

6. Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the Bus

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
4. Keep the aisle clear.
5. Do not talk to the driver except in case of emergency.
6. Avoid doing anything that might disturb the driver or interfere with their work. Refrain from loud or boisterous talking or yelling.
7. Never stick hands, arms, head or feet out of the windows of the bus.
8. Do not open windows without the driver's permission.
9. Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
10. Do not touch the emergency door or exit controls or any of the bus safety equipment.
11. Do not discard refuse in the bus. Eat at home or school, but not on the bus.
12. Obey promptly the directions and instructions of the school bus driver.

Prohibited Items

1. Tobacco (nicotine/vaping products) are not allowed in a school bus.
2. Alcoholic beverages shall not be carried in a school bus.
3. Insects, reptiles, or other animals shall not be transported in a school bus (AACR17-4-507(G) (7)).
4. No weapon, explosive device, harmful drug or chemical shall be transported in a school bus.

Exit from the Bus

1. Remain seated until the bus has reached its destination and comes to a complete stop.
2. Do not push or crowd on the bus.

VISITORS TO THE SCHOOLS

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has no prior approval by the principal.

PUBLIC COMPLAINTS

The administration will make every effort to deal with complaints courteously, and it will take steps to make proper replies to complainants. Complaints or concerns should be handled at the lowest level. If a family concern is with a teacher or coach, administration will ensure that a meeting has occurred with the parties involved before addressing the concern at the administrative level. If resolution of the problem seems unlikely at the building level, either party is encouraged to refer the matter to the Superintendent for review.

The Board will consider hearing citizen complaints when they have not been resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the solution desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

STUDENT GRIEVANCE PROCEDURE

If a parent or student has a complaint or problem, the following steps in addressing any grievance will be followed:

1. Student to teacher
2. Parent to teacher
3. Parent to principal
4. Parent to superintendent
5. Parent to governing board

PARENTAL INVOLVEMENT

Parents' Access to Courses of Study and Learning Materials

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of Board Policy IG and supporting regulations.

Parental Objections to Learning Activities or Materials

Parents who wish to object to any learning activities or learning materials may do so under provisions of Board Policy IG and supporting regulations.

Parents are allowed to opt out of any federal, state, or school district student survey. Written notification must be on file with the Willcox High School office.

STUDENT RECORDS

Note to parents of students from Bonita and Cochise Districts: Because Bonita and Cochise are feeder districts to Willcox Schools, the high school will release educational records pertinent to former Bonita and Cochise students to the Bonita and Cochise district offices as requested approximately four times per year.

Confidentiality

The right to inspect and review educational records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code 1232G and 1232H, and with federal regulations issued pursuant to such act.

Willcox High School**Positive Behavior Intervention and Support (PBIS)****PBIS - The Willcox Way**

There are three programs that are currently being used in order to promote an orderly and caring school culture.

1. Cowboy Coupons
2. Cowboy Creed Red Card
3. Good News Cards

Cowboy Coupons are distributed by staff and students daily to individuals who model the Cowboy Creed. Rewards include gift cards, school spirit items, Cowboy Creed attire, etc.

Cowboy Creed Red Card is given to students who reach and maintain high academic and behavioral standards. The Red Card has an activity fee or parking discounts, free admission to athletic events, discounted formal dance admission, and local restaurant discounts.

Good News Cards are postcards sent home by teachers notifying families of successes of the student in their classroom

Other Safe and Supportive Schools (S3) Programs**Student Assistance Program (Awareness Groups)**

This program is designed as a comprehensive primary prevention and early intervention program for students. It is based on a systemic effort to educate, identify, assess, refer and support students who are experiencing risk factors in their lives or are exhibiting high risk behaviors which are interfering with their education and life development. Staff members are trained to serve as facilitators for students support groups. Facilitators are NOT counselors nor should support groups be considered therapy; the primary goal of school support groups is to provide a trusting and safe environment that will allow young people to identify self-defeating behaviors and learn how to care for self and others.

ALLIES Program

The ALLIES student leadership group is comprised of youth that represent the various demographics of our campus. They work side by side with staff members to create a safe and supportive environment at Willcox High School. The ALLIES have also initiated programs that include elementary and middle school students such as Willcox ALLIES Against Marijuana and Alcohol Abuse (WAAMA) initiative and have assisted with the district guidance counselor regarding bullying prevention.

ATHLETIC/ACTIVITY HANDBOOK

Parent-Athlete Orientation

At the beginning of each sport season (Fall-Winter-Spring), the athletic director will meet with parents/guardians and athletes to review the athletic handbook. **Attendance is mandatory by the parent/guardian and athlete.** An athlete will not be allowed to practice until this requirement is met. The parent/guardian and athlete need only to attend one of these meetings during the athlete's playing career. Changes made in the handbook will be communicated to the families via the athletic director. If major changes occur within this document, it may be necessary for athletes and their parent/guardian to attend another meeting to cover new material. Meetings may be held on three (3) separate occasions before each season. The meetings will be in the evenings during the week.

Statement of Commitment

The athletic director and coaches are committed to providing a positive experience for the student-athlete. They will strive to ensure that opportunities are available for the student-athlete to become successful in school, athletics, and to become a productive member of our community. When our kids fail to make good decisions, we will be proactive by providing the athlete and their parents/guardians the resources to assist in changing their behavior and using the basic principles of discipline with dignity which teaches responsible thinking, cooperation, mutual respect, and shared decision-making.

It is further deemed important that participants, before starting in the program, should be clearly aware of the policies and procedures under which they will be participating. We will support the Cowboy Creed "WHS" (Work Hard, Have Integrity, Show Respect). In view of the above statements, Willcox Unified School District empowers and expects all head coaches to enforce the following policies and procedures relative to personal behavior.

Participation

For the purposes of this document, an athlete shall be defined as a student who is actively participating in an AIA sanctioned activity from the first day of official practice until the last day of competitions – including state play-offs for that sport (per AIA requirements) twenty-four hours a day, seven days a week. Students who are currently enrolled in Willcox High School (face to face learners or on campus Learning Center students) may be allowed to tryout for a team no later than two weeks after the official practice begins **IF** the program expectations allow it. Athletics is a privilege, not a right. A coach will not be forced to cut players, but if a coach decides to cut, it will be based on the following: skill level, safety, attitude of the athlete, equipment, and player/coach ratio. Participation from one year to the next at the same level is not guaranteed. Athletes are expected to attend all practices and **competitions** during the season.

Playing time may be determined by the following:

- Coach's observations during practice and at school
- Attitude of the athlete
- Work ethic
- Athletic code of conduct
- The coach's evaluation of the athlete's mastery of skills required to participate in that particular sport

All High School athletic teams are divided into Varsity and Junior Varsity teams. Where warranted, Freshman teams will be formed.

- Only Freshmen are allowed to play on Freshman teams unless other schools agree to allow Sophomores onto that team.

- JV level teams are there to promote next year's Varsity players. Junior Varsity is used to develop the skills necessary to compete at the Varsity level in the future.
- Seniors **are not allowed** to participate at the junior varsity level under any circumstances. JVB level teams may be used in specific occasions (only 9th and 10th graders are allowed to participate in JVB competitions).

A student who is a member of a school team shall not practice or compete with any other group, club, or organization in that sport during the interscholastic season of competition. This rule applies to team sports only, which are football, baseball, basketball, volleyball, soccer, softball, track relay and swimming relay teams. The interscholastic season of competition, for this rule only, shall begin with the first regularly scheduled game and conclude with that particular team's final game. Any student violating the rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

Physical Examination

The Arizona Interscholastic Association requires physical examinations each year for all athletes before they can practice or play in an A.I.A. sanctioned activity. Physicals must be given by an M.D. or D.O. Only those physicals given after March 31st of a given year will be recognized.

Brainbook Concussion/Opioid Education

It is an AIA requirement for all athletes to complete the Brainbook Concussion and Opioid Education course offered online at www.aiaonline.org. Completion of the courses must be done by the first official practice of the season the athlete wishes to participate in. Certification is good for the high school career of the athlete.

Insurance

All athletes are required to have some type of Health/Accident insurance. Willcox Schools do not offer insurance but works with an insurance company that can provide what is needed. The insurance packet is available upon request. In the absence of family insurance, all high school football players must purchase special football insurance, available through this insurance company.

Athletic Fees

High School – Athletes will be required to pay an athletic fee of \$100.00 per sport (if an athlete participates in three sports in one academic year, the maximum they pay is \$250.00; a family maximum contribution for one academic year is \$500.00 for WHS). The fee must be paid in full by the first scheduled competition (special arrangements may be made with the athletic director for payment plans based on financial hardship). Payment plans must be followed weekly (payment at the beginning of each week) in order for the athlete to participate in competitions for that week (every two-week payment may be made, but must be cleared through the athletic director). An athlete may not be able to move from one sport to the next without their fees being up to date (example: a football player cannot participate in wrestling until the \$100.00 for football is paid in full).

Injury Reports

If a player is injured during an activity, it must be reported to the coach or supervisor immediately. Each coach must be certain every injury requiring medical attention is documented (forms are available in the office). The athletic director must be informed of the injury AND given a copy of the injury report. Any athlete that is seen and treated by a doctor must have a release from that doctor before resuming play. All documents must be on file in the office before practicing or playing in a game.

Athletic Equipment

1. Athletes are responsible for the care and maintenance of all equipment. Any damage to or loss of any school equipment will be paid for by the athlete.
2. Use of school equipment for All-Star contests will require approval from the head coach and/or athletic director.

3. Athletes cannot start another sport or change sports until all equipment is turned in to the coach for the previous sport and all fees are paid in full.
4. School owned equipment is to be worn **ONLY** at scheduled practice or games/meets, or with the coach's permission.

Athletic Facilities

1. At no time is it permissible for individuals or groups to work out in the gymnasium without district authorized supervision (weekends and summer months included).
2. At no time will individuals or groups be working out, jogging, or just "messaging around" while teams or squads are having an official practice session.
3. Athletes in the gymnasium for one sport practice will not use equipment not specifically for their sport.
4. Improper conduct while using athletic facilities will be dealt with by the coach in charge.
5. Destruction of school property will be dealt with by supervisors and the administration.
6. Improper use of school facilities or lack of supervision will result in the loss of user privileges.

Weight Room

Athletes are not allowed in the weight room without supervision by a coach or other authorized adult.

Changing Sports

Athletes may be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the athletic director. An athlete is not allowed to switch multiple times.

Attendance in School

Attendance in school is mandatory by all enrolled student-athletes. Athletes will be allowed to participate in practices or contests only if they are in school on that day. Individual exceptions may be approved by the athletic director or administration (example: Dr.'s appointment, family emergency). Parents/guardians must contact the school if their student-athlete will miss any part of the school day. Athletes are expected to be in school the day before a competition, the day of a competition and the following weekday after a competition. Athletes assigned to BIC may be allowed to participate in a contest scheduled for that day.

Procedure for Dropping from a squad

1. When quitting a sport, athletes will:
 - a. Notify the coach immediately
 - b. Turn in all school issued equipment
2. Failure to turn in issued equipment will result in such action as is necessary to recover school property.
Any student who quits a sport after the 1st game will forfeit the \$100.00 athletic fee for playing that sport.

Dual Participation

Participation in more than one sport during a season will be allowed with permission from all coaches involved and the Athletic Director. The athlete must choose which sport is their first choice to participate in to avoid confusion between the two programs.

Lettering Policy

Lettering procedures and requirements are up to the respective head coach; however, this policy must be submitted to and approved by the athletic director prior to each sport season. It should also be included by the coach as part of their rules packet.

Eligibility

Eligibility is governed by A.I.A. Rules. To be eligible to participate in A.I.A. regulated activities, a student shall:

1. Be enrolled in Willcox Public Schools or is a homeschooled student (within the attendance area and is registered with Cochise County and receives direct instruction for state approved curriculum – online schools are not considered homeschools) who follows the guidelines of ARS 15-802.01 (A) which partially states that the individual providing the primary instruction of the child who is homeschooled will submit written verification that provides:
 - a. Whether the student is receiving a passing grade in each course or subject being taught.
 - b. Whether the student is maintaining satisfactory progress towards advancement or promotion.
2. Be required to earn a passing grade, as determined by weekly grading intervals, in each course in which the student is enrolled. The student must be enrolled in a minimum of six (6) courses the first six (6) semesters of high school and a minimum as determined by the district during the seventh and eighth semesters.

Ineligibility Period

For the first week a student's grade falls below passing for a class, they will be placed on Probationary Status for one week. If they are still not passing that class, they will be declared to be academically ineligible. The period of ineligibility shall be one week (Monday through Sunday). Local school rules may be more restrictive than those of the A.I.A.

Initiation and Hazing

An athlete shall not participate or engage in initiations or hazing that involve actual or threatened verbal, physical, or sexual abuse. Such activities are absolutely prohibited. Initiations related to any athletic team or any other group are subject to disciplinary actions, whether or not the conduct occurs on school grounds.

Alcohol/Drugs/Tobacco/Destruction of School Property/Theft/Other Destructive Decisions – High School

Any athlete that is involved in any violation of the WHS Student Handbook during school hours, a school sponsored trip, or during school transportation will face the consequences that are stated in the student handbook.

Any infractions occurring during a competitive season (off campus) will be reviewed by the Athletic Board of Discipline (ABD). When an infraction has occurred, the in-season coach, student-athlete, and their parents/guardians will face the ABD. During a session the following may occur:

1. The coach of season will present their recommendation of discipline to the ABD which will include their plan of action for the student-athlete.
2. The ABD may request the student-athlete complete an interview with a professional about their behavior (example: SEABS screening) at the cost of the parent/guardian.
3. The ABD may request a satisfactory result from a drug/alcohol test administered to the student-athlete at the cost of the parent/guardian.
4. The ABD may request the student/athlete to complete community service from an approved organization, such as the school, church, or community organization.
5. The ABD may request the student-athlete attend and complete a Student Assistance Program offered by Willcox High School.

Failure of the parent/guardian or student-athlete to fulfill the board's recommendations may result in dismissal of the team. Continuous infractions may result in non-participation in athletics.

Student Travel

All students who travel as representatives of Willcox Schools are governed by a single set of general rules, which are:

1. The school dress code applies on trips when outside the bus.
2. Boys and girls will not occupy the same bedrooms at any time, unless a coach or sponsor is present.
3. Coaches or sponsors may ask for keys for each room at 10:00 p.m. and will have the right to check rooms as they see the need to.
4. Students may be released from the sponsor's supervision to return with their parents from an activity by filling out and signing a district approved waiver of liability form. Releasing students to someone other

than a parent or guardian will be reviewed on an individual basis after a previous written request has been received by either the athletic director or principal. If this permission has been granted by the school personnel, a waiver of liability form has to be filled out and signed by administration, parents and the athlete. Forms are provided in the office.

Grievance Procedure

If a parent or athlete has a complaint or problem concerning athletics, the following steps in addressing any grievance will be followed:

Student goes to: 1. Coach

Parent goes to: 1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Governing Board

At no time should a parent confront a coach, athletic director, or administrator during or immediately after a game or practice. After verifying that their son/daughter has met with the coach, the parent should set up a time to meet with the coach, athletic director or administrator by calling the school and setting up an appointment.

Coaches will make every effort to meet and discuss concerns with players and parents in a professional manner.

Practices/Games

The policy of Willcox Unified School District will be that practices are open to parents/legal guardians provided they remain in the stands or on the sidelines. At no time is a parent allowed on the field or court during a game or while practice is in session.

Contact numbers:

W.H.S. Attendance Office – 520-384-8601

W.H.S. Athletic Director – 520-384-8601

W.M.S. Office – 520-384-8602

Helpful Links:

www.wusd13.org

www.aiaonline.org

www.wxcowboys.com