

# FLOWING WELLS JUNIOR HIGH SCHOOL

## Mustangs

This booklet is designed to provide information to Flowing Wells Junior High students and parents. Rights and Responsibilities as defined by the Flowing Wells School Board policy, as well as specific programs and procedures are outlined.

### 2018-2019 SCHEDULE

#### REGULAR SCHEDULE

To Class	8:10 – 8:15	
Period 1	8:15 – 9:31	
Period 2	9:36 – 10:47	
Period 3	10:47 – 11:17 11:22 – 12:33	1 <sup>st</sup> Lunch Class
Period 3	10:52 – 12:03 12:03 – 12:33	Class 2 <sup>nd</sup> Lunch
Period 4	12:38 – 1:49	
Period 5	1:54-3:05	

#### \*\*HALF-DAY SCHEDULE\*\*

To Class	8:10 – 8:15	
Period 1	8:15 – 9:00	
Period 2	9:05 – 9:45	
Period 4	9:50 – 10:30	
Period 3	10:30 – 11:00 11:05 – 11:45	1 <sup>st</sup> Lunch Class
Period 3	10:35 – 11:15 11:15 – 11:45	Class 2 <sup>nd</sup> Lunch
Period 5	11:50 – 12:30	

#### PEP ASSEMBLY SCHEDULE

To Class	8:10	First Bell
Period 1	8:15 – 8:50	Announcements during this period (35 min)
Period 2	8:55 – 9:20	Class (25 min)
Period 4	9:25 – 9:50	Class (25 min)
Period 3	9:55	Students drop off materials in classroom and walk to assembly with 3 <sup>rd</sup> period teacher
	10:00 – 11:00	Pep Assembly in Gym
Period 3	7 <sup>th</sup> grade lunch 11:00-11:30	Class 11:35 - 12:00 (25 min)
	8 <sup>th</sup> grade class 11:05-11:30	Lunch 11:30 – 12:00
Period 5	12:05 – 12:30	Class (25 min)

**NOTE: All students must leave the campus by 3:15 p.m. unless they are participating in an activity sponsored or approved by the school (12:40 p.m. on early release days).**

#### ATTENDANCE

##### **Attendance Criteria:**

Flowing Wells firmly believes that attendance in school is important for the education of the child. An absence at Flowing Wells Junior High school is defined as a student not attending one period within the school day, having four tardies to the same class period, or leaving school early four times. When absences exceed 12 per class, per semester, these absences must be verified by a certified health professional, or under special circumstances, may be authorized by the school principal.

Absences shall not be counted against a student for the purpose of this 12-day policy that result from:

- The student's participation in a school-related activity.
- The student's excused absences for a religious purpose.
- The student being absent for misconduct.
- Absences being due solely to illness, accident, or disease, when a student's absence is certified by a health professional.
- Students that are absent for one day due to an outbreak of head lice.
- Students attending a funeral.
- Student absence due to special circumstances—pre-arrangement through the attendance office and principal permission required. Forms can be picked up in the attendance office.

**Attendance Policies:**

When a student is absent, a parent or guardian must notify the school attendance office within three days after the absence. The parent or guardian may also call in prior to the absence. If the parent or guardian does not contact the attendance office within three days, the absence will be deemed unexcused. The total number of excused, unexcused, and pre-arranged absences shall be limited to 12 per class. Upon the 13<sup>th</sup> absence, the child's attendance will be forwarded to the truancy officer. Also, a report will be filed with the Pima County Attorney's Truancy Enforcement Program.

**Students that are not in attendance for ½ of a day cannot attend after school and extracurricular activities.**

**Unexcused Absences/Truancy:**

A student is considered to have an unexcused absence if any of the following occur:

- An absence without parental or guardian permission.
- The student is on or near campus and is not in his/her assigned classroom without legitimate permission.
- The student leaves campus or class without the appropriate permission.

**Tardies:**

Students late to school must bring a note from the parent/guardian, have an approved adult sign them in, or have the parent/guardian call in prior to arrival at school; failure to do so will result in an unexcused tardy. Three unexcused tardies will result in an administrative referral and after-school detention.

**Absentee Consequences:**

- Upon the fourth unexcused absence, the attendance clerk will forward the student's name to the principal and school resource officer, who will file a report for a criminal investigation and possible prosecution.
- All unexcused absences, which are the result of the student's decision not to attend school, (truancy), will result in the child being assigned after school detention.
- Three unexcused tardies will result in one day of after school detention.
- All school-related work missed due to an unexcused absence may not be available for make-up.

**Make-Up Work:**

After any **excused** absence or absence due to a school related event, a student shall be required to initiate contact with school instructors to obtain appropriate make-up work. The student may have as many days to make-up the work missed as the number of days he or she was absent plus one.

**BUS PROCEDURES**

Bus transportation for students is a privilege. Students who do not obey directions of the driver or do not obey regulations shall forfeit their riding privilege.

Permission to ride a bus other than the student's assigned bus will be granted only in emergency situations and must be arranged through the office. The student must bring a note from the parent or legal guardian. Permission will be issued after a confirmation call is made to the parent or guardian.

Students being transported are under the authority of the group sponsor or the bus driver and shall:

- Show their bus pass (I.D. card) to the driver for permission to board and ride the bus.
- Immediately sit down after boarding.
- Remain seated during transit.
- Keep animals or unsafe items off the bus.
- Be quiet and conduct themselves appropriately.
- Obtain driver's permission to open doors or windows.
- Respect the rights and property of others and understand that the school is not responsible for personal belongings.
- Obey the bus driver.
- Wait for the bus in an orderly manner.

**Violation of the bus rules may result in:**

- A verbal and/or written warning.
- A short-term bus suspension.
- A long-term bus suspension, which can include a year-long suspension.

**CLOSED CAMPUS**

**STUDENTS MAY NOT** leave school early without written parental permission which must be given to the school.

## **FOOD SERVICE – SOUTHWEST FOODSERVICE EXCELLENCE**

Breakfast is served in the cafeteria daily before school from 7:30 a.m. to 8:10 a.m. A nice variety of hot and cold breakfast items are served each weekday.

- **Reduced Priced Breakfast \$.30**
- **Regular Priced Breakfast \$1.10**

The lunch program provides a “food court” concept: Traditional, Delicatessen, Luigi’s, Adobe Grill and Ball Park.

- **Reduced Priced Lunch \$.40**
- **Regular Priced Lunch \$2.60**

A computerized meal card system is in place that utilizes a bar code printed on the student’s ID card. This operates like a bank ATM card. Students can set up an account at the beginning of the year and activate it by depositing any amount of money in their account. Students who qualify for free and reduced-priced meals have accounts automatically activated. Students enter their four-digit code at the cash register as they select breakfast or lunch.

To prepay for meals, make checks payable to **Flowing Wells Junior High**. Checks must be made out for the exact amount to be deposited in the account. Change will not be given and students may not cash checks. You can also now prepay online at the District website under Food Service. You will need your student’s ID number to join. Students are discouraged from charging meals and may do so only in emergency situations. Charges are limited to only **three times** in a school year and must be repaid immediately.

**You may save up to \$600.00 for each child if you qualify for FREE or REDUCED PRICED breakfasts and lunches. Please fill out an application (1 per family) to see if you qualify. The applications are available in any school office.**

Questions, comments, or suggestions may be directed to: **Carl Thompson, Director of Food and Nutrition Services, 696-8623.**

## **INSURANCE**

Applications for school insurance will be available during registration and in the front office throughout the school year.

## **LOST BOOKS, SCHOOL EQUIPMENT, ETC.**

Students are responsible for any school property issued to them. Lost items will have to be paid for by the student to whom those items were issued. Book bags and other possessions should not be left unattended on campus. Once again, lost, stolen, or damaged items are the student’s responsibility.

## **PARENT CONFERENCES**

School-wide parent conferences will be held at the conclusion of the first and third quarters. Because of the importance of communication between the school and home, it is strongly recommended that parents attend these conferences. Parents may request an individual conference at any time during the school year by calling the counseling office at 696-8560.

## **REGISTRATION**

- All continuing students will receive a registration packet, which will need to be returned by August before a student will be allowed to attend classes.
- I.D. pictures will be taken for all students. Students are required to carry I.D. cards when on campus, for meals in the cafeteria, library use and on buses. No fee will be charged for the first I.D. If the I.D. is lost, damaged, defaced, or stolen, it will be the student’s responsibility to replace at his/her expense.

## **VISITORS**

Students **may not** have visitors at school. Parents **must** sign in at the office.

# **ACADEMICS**

## **GRADES**

The following grading scale will be used district-wide in all academic areas:

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80- 89</b>
<b>C</b>	<b>70- 79</b>
<b>D</b>	<b>60- 69</b>
<b>F</b>	<b>59- 0</b>

Grades for the **semester** will be determined by the following:

- 1<sup>st</sup> 9-weeks grade = 2/5 (40%) of semester grade
- 2<sup>nd</sup> 9-weeks grade = 2/5 (40%) of semester grade
- Final Exam = 1/5 (20%) of final grade

Semester **Incompletes** will not be given. Students who miss coursework or final exams with excused absences will be evaluated based on completed work, receiving no credit for missing assignments. However, the student will have the option to improve his/her grade by organizing their own arrangement to make-up deficiencies.

### HONOR ROLL

Special recognition is given to students who distinguish themselves academically by placing them on one of the three honor rolls:

- **Platinum Honor Roll = all A's and exceptional attendance (two or fewer absences)**
- **Gold Honor Roll = All A's (4.0 grade point average)**
- **Blue Honor Roll = A's and B's**
- **Perfect Attendance = the junior high rewards perfect attendance as follows:**
  - **Zero absences and zero tardies for entire school year for 7<sup>th</sup> and 8<sup>th</sup> grade**
  - **Zero absences and less than 4 tardies for the entire school year for 7<sup>th</sup> and 8<sup>th</sup> grade**

### ACHIEVEMENT TESTING

- **DAP:** Flowing Wells Junior High school has developed an online benchmark assessment that will be administered three times during the year. This data will be used for placement and for measuring student achievement.

### HOMEWORK

Homework for students at Flowing Wells Junior High is designed to reinforce the importance of school work, improve study skills, and supplement regular class work. Our expectation is that students will turn in quality homework **on time** to help broaden the scope of student knowledge.

### GENDER

All students are encouraged to enter non-traditional programs or courses. Enrollment is open to all students.

### REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued at the end of each non-week period. All report cards and progress reports will be mailed home.

### SPECIAL EDUCATION

The Junior High school offers a full slate of programs for students with handicapping conditions. Programs available include specific learning disabilities, emotionally handicapped, and educable mentally handicapped. Other services available include audio-logical services, speech services, and language development.

## **SUPPORT PROGRAMS**

### COUNSELOR

A counselor is available to provide assistance to students with academic, career and personal concerns. Students may see the counselor by signing up in the guidance office. Guidance telephone: 696-8560.

### HEALTH SERVICES

- **Immunizations:** All students beginning or returning to Flowing Wells School District must have current immunization record on file in the health office from their health care provider. Students without proper documentation will not be allowed to enroll, according to Arizona Revised Statutes 15-871-8744 and the Arizona Administrative Codes R9-6-701-708. Any parent or guardian requesting a medical exemption for any vaccinations must have a signed physician's statement on file. Parents requesting a personal exemption must have a signed exemption risk/benefit statement on file.
- **Student Illness:** If a student becomes ill during school hours they must report to the Health Office. Students are not allowed to call or text their parents from their cell phones if they need to go home sick. They must check in with and call from the Health Office. Students reporting to the health office must sign in upon entering and sign out upon leaving.
- **Medication Policy**

If your child needs to take medication during school hours, the Health Assistant or other administrative designee will administer the medication to your child only when the following criteria are met:  
These criteria apply to all medications, prescription as well as non-prescription:

  - 1) ORIGINAL LABELED CONTAINER All medication must be brought to the health office in its original labeled, sealed (unopened) container. No pills in baggies. Do not mix pills in containers. The medication in the container must match what's printed on the label.
  - 2) WRITTEN DOCTOR'S ORDERS must accompany ALL medications, OTC and Prescription. Prescription medications: The original prescription label on the container constitutes written doctor's orders. Non-prescription medications: A separate written order signed by the doctor is required. The order must match the medication that you bring to school. *This applies to ALL "over the counter medications" such as, but not limited to: Tylenol, Advil, cough drops, cough syrup, cold medicine, Midol, allergy medicine, throat sprays, eye drops etc. You may have your doctor FAX a written order for these medications to the school.*
  - 3) WRITTEN PARENT PERMISSION must accompany all medications. The appropriate Parent Permission forms are available in the office. Special forms are available for students who need to carry and self-administer emergency medications such as asthma inhalers and epi-pens.

**Plan ahead** for children who frequently need medication for asthma, allergies, cramps, headaches, braces and the like. Please do not send medication to school with your child without the required documentation. Without the required documentation the medicine will not be given and you may be required to come to school to administer it or to pick up your child.

If you have questions regarding medication at school please contact the Health Office.

- **Vision and Hearing Screening**

Student Vision and Hearing screenings will be conducted at school throughout the school year.

If you do NOT want your child screened, please notify the Principal or Health Assistant in writing.

### **LIBRARY**

The library will be open from 7:30 a.m. until 4:00 p.m. A student I.D. is required to check out library materials. Each student is responsible for materials checked out. Library materials should not be loaned out or left unattended.

## **STUDENT ACTIVITIES**

### **AFTER SCHOOL ACTIVITIES**

In addition to the Northwest League Sports Program, a variety of other activities are offered to students after school. These activities are sponsored and supervised by FW staff members. FWJH also offers study hall in English, Math, Science and Social Studies Monday through Thursday. Students are encouraged to attend study hall from 3:10 p.m. to 4:10 p.m with transportation provided. There are a variety of other academic, hobby and special interest activities offered on campus each day. Students will be advised as to the specific information regarding these extracurricular activities. Information is shared through announcements and the school website. A snack is provided and your child(ren) may participate in any or all of the programs. Please contact the front office for more information.

### **NORTHWEST LEAGUE SPORTS**

**Season 1—1<sup>st</sup> Quarter:**

**Boys**

Football

Tennis

Cross Country

Volleyball

**Girls**

Football (Co-Ed)

Tennis

Cross Country

Softball

**Season 2—2<sup>nd</sup> Quarter:**

**Boys**

Basketball

**Girls**

Soccer

**Season 3—3<sup>rd</sup> Quarter:**

**Boys**

Soccer

Wrestling

**Girls**

Basketball

Wrestling (Co-Ed)

**Season 4—4<sup>th</sup> Quarter:**

**Boys**

Baseball

Track

**Girls**

Track

Volleyball

**\*\*\*PLEASE NOTE\*\*\***

Unless medical problems develop, only one physical examination is required during the time a student is enrolled at FWJHS.

To be eligible to participate in Northwest League Athletics, a student must have:

- Written parent permission
- Proof of health or accident insurance
- A birth certificate
- A physical examination
- Passing grades in all classes

### **NON-DISCRIMINATION NOTICE**

FWSD is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

The Section 504 and Title IX compliance officer is:

Dr. Kimberley Parkinson, Assistant Superintendent, Flowing Wells School District

1556 W. Prince Road

Tucson, AZ 85705

520-696-8822

[kimberley.parkinson@fwusd.org](mailto:kimberley.parkinson@fwusd.org)

# STUDENT DISCIPLINE

## CAMPUS BEHAVIOR

### Students will:

- Possess an ID card at all times
- Be in class on time
- Have a pass to get out of class
- Obey all school rules

### Students will not:

- Start, attempt to start, or promote the continuation of any fire.
- Ride bicycles or skateboards or climb on buildings.
- Participate in any physical contact games, which might endanger the health and safety of other students or themselves.
- Bring objects to school, which could disrupt the normal process of schooling. Objects that are prohibited include, but are not limited to: water pistols, balloons, wallet chains, radios, cameras (unless approved by Administration), laser pointers, and video games. Please note that cell phones, cameras, and all other electronic devices must be turned off and not used after coming onto campus each morning. Devices may be used when the final bell rings or when permission is given by a teacher.

**The school will not be responsible for lost, stolen, or damaged electronic devices.** Students who violate this policy may have the item confiscated and returned at the discretion of the Administration.

- Bring guns, knives, weapons or any other object, which is designed to or might cause physical harm to others.
- Deface school property or the property of others. This includes no carrying of permanent markers unless approved for class project.
- Use profanity or possess obscene or vulgar materials.
- Engage in any behavior, which may be representative of a gang related activity or may be viewed as promoting disruptive school behavior. This includes but is not limited to: writing in an ornate or block style, showing hand signs, posturing, and wearing apparel insignias, and/or symbols which may be representative of a gang or gang related activity. Gang related personalization is not permitted on hats, clothing, or one's person. This includes any item carried on campus.
- Use or possess tobacco, alcohol or drugs.
- Engage in physical/verbal assaults against other students or staff.
- Engage in any other activity, which would interfere with the rights of students to engage in the educational process.
- Wear jewelry that presents a safety hazard to self and/or others.
- Carry or display bandannas and/or headscarves of any color, size or shape on campus or at any school activity. Students shall not possess any type of gang writing or writing considered to be used by gangs. This includes simulations of anything representing colors.
- Display amorous demonstrations of affection for boyfriends/girlfriends on school property.
- Engage in any verbal or physical behavior that is offensive to another individual.
- Steal school property or the property of others.

## CLASSROOM BEHAVIOR

All teachers will have a classroom discipline plan. This plan will include rules, discipline consequences and positive rewards. Students will receive a copy of these plans during the first week of school and a copy will be on file in the office.

## CAFETERIA BEHAVIOR

### Mustangs:

- Are courteous and respect others;
- Sit in seats, not on tables;
- Clean up after themselves;
- Put all trash in the appropriate containers.

## STUDENT DRESS CODE

Appropriate dress and personal appearance, at school and school-related activities shall not include any clothing, attire, or accessory that by its manner of appearance, arrangement, trademark, fit or any other attribute, is unsafe; disruptive; unhealthful; obscene; profane; ethnically, racially, or sexually degrading; libelous or slanderous; exposing undergarments; provocative or revealing; advocating unlawful behavior or illegal substances; or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.

These are a few current examples of inappropriate dress:

- No shoes
- Sagging pants or pants that are skinny jeans and don't come up to the waist
- Pants that drag on the ground and/or do not fit in the waist
- Spiked jewelry
- Clothing that displays or makes references to illegal or controlled substances (including tobacco, alcoholic beverages, marijuana, etc)

- Any combination of clothing which, upon guidance from law enforcement agencies is considered gang-related (these may change); i.e., bandannas, hair nets, metal belt buckles with gang-style monograms, dangling belt, chain accessories, slippers
- Sexually suggestive, profane or provocative wording or images
- Shoulder straps less than 1" wide
- Swimwear or clothing considered undergarments; (i.e., slippers, pajamas and nightwear)
- Clothing exposing midriff, upper torso, etc.
- Halter tops (exposing back or front)
- Make-up at K-6; excessive make-up at 7-12
- Skirts must be no shorter than mid-thigh
- Shorts must be an appropriate length (specifically, at least a 5" inseam)
- Hats may not be worn (by either staff members or male or female students) in a class except for properly approved occupational safety headgear required for special classes
- Hooded sweatshirts may only be worn outside during cold weather

### **PHYSICAL EDUCATION**

Students are required to wear school-approved physical education attire.

### **COMPUTERS**

All students and staff will sign and abide by the Acceptable Use Agreement developed by the school district. Failure to agree to this policy will forfeit the use of school computers.

### **DISCIPLINARY PRACTICES**

**Office Referral:** A student may be sent to the office by teachers or any staff personnel. Appropriate action will be taken.

**Detention:** Students may be assigned to a detention either at lunch or after school.

**Recourse:** Recourse is an in-school suspension program or may be used as a temporary time-out from regular classes. Student assignment to Recourse is made only by an administrator.

**Suspension:** Students may be suspended for serious violations of school rules. An administrator can suspend a student for up to nine (9) days. This is a short-term suspension. If it is a major violation, a hearing may be held and a student may be suspended for a period of time longer than nine (9) days. This is a long-term suspension.

**Expulsion:** This is the most severe of disciplinary actions. The Governing Board may take action to permanently remove a student from Flowing Wells Schools.

**Community Service:** This allows students to provide a service, which may improve the school or community as an alternate form of discipline.

**Discipline Contract:** The student, parents, and teachers meet to develop a contract, which outlines what needs to be done to help the student be successful.

**Note:** This is an abbreviation of Board Policy JK regulating student discipline rules and due process. For a complete listing of these policies, please consult the Policies and Procedures book, which is available at the school.