
DESERT FOOTHILLS

Welcome/Principal's Message

Welcome to Desert Foothills Junior High School. This section of the Student Handbook reflects the specific programs and expectations of Desert Foothills. Please read through these four pages carefully with your child so you will be aware of our expectations. We look forward to a great year at DF!

School/Parent Resources

Office602-896-5500
Attendance602-896-5521
Nurse.....602-896-5510
District Office602-347-2600

School Address:

3333 W. Banff Lane, Phoenix, AZ 85052

School Web Site:

desertfoothills.wedschools.org

School and Office Hours

School Hours: 9:00 a.m. – 4:00 p.m.
Office Hours: 8:15 a.m. – 4:45 p.m.

Safety

Health Office

It is imperative that parents update all phone numbers (cell, home and work) throughout the year, in order for the health office to reach parents when there is an emergency. All prescription and over-the-counter medication must be administered through the health office. To do so, a request for giving medication form must be signed by a parent/guardian and the physician ordering the medication. Students who purposefully misuse or distribute medication to other students are subject to disciplinary action.

Bus Safety

Student safety on the way to and from school is of vital importance to all members of the Desert Foothills community. Riding the bus to school is a privilege, not a right. Bus referrals may result in suspension of bus privileges. **Students are only allowed to ride their assigned bus.**

PE Lockers

Locks are issued to all PE students. PE lockers are to be used for storing school materials and clothing only during PE. Only clothing used specifically for PE should be left in the lockers overnight. Money, watches, jewelry, etc. are not to be left in lockers. **The school is not responsible for items missing from lockers or the locker area. Students and their parents are advised to not bring valuables, technology or large sums of money to school.**

ATTENDANCE

Absences

It is the parent or guardian's responsibility to contact the school in the event his or her child will not be in attendance that day. **Failure to contact the attendance clerk within 48 hours will result in the absence being recorded permanently as unexcused.** Absences and tardies can be reported at **602-896-5521**. Please be advised that Arizona law states that no student can miss more than 10% of the school year (18 days). Students who miss more than 18 days, regardless of the reason for absences, will be referred to the WESD Truancy Prevention Unit.

Tardies

Students who report to school late must sign in through the front office. Students who are late to school are considered tardy. A tardy is considered excused only if the student is accompanied by a parent/guardian, the student provides a note from the parent/guardian or the parent/guardian verbally notifies the attendance clerk. Upon a student's tenth **unexcused** tardy, the school will submit a truancy referral notice to the **WESD Truancy Prevention Unit.**

UNEXCUSED/UNVERIFIED HOME ROOM TARDIES

The 2nd Tardy = Warning

The 3rd and 4th Tardy = Lunch Detention

Tardies 5-7 = After-school Detention and Call to Parents

Tardies 8-9 = One Day In-school Suspension

10 Tardies = One Day Out-of-school Suspension and Conference with Parents

Truancy

By state law, truancy is defined as an unexcused absence of a class period or longer. **Students who have accumulated more than five unexcused/unverified absences will be referred to the WESD Truancy Prevention Unit.**

Leaving Campus

No student may leave campus without being properly signed out through the office. A student leaving campus without being properly signed out will be considered truant, his or her parent notified and will be subject to consequences through the Student Center. Once on campus, students are not allowed to leave.

STUDENT CENTER

It is normal for students to have social, emotional and educational issues as they navigate the middle school experience. The role of the Student Center is to assist students with the problems and issues they face. Both students and parents should feel free to contact the Student Center if they need help or assistance.

Social Worker/Counseling Office

Desert Foothills offers services to students who are in crisis or who have personal, sensitive or private issues that they wish to discuss. These services are limited and are usually on a first-come, first-served basis.

Bullying Prevention Program

During the 2013-2014 school year, Desert Foothills will promote practicing behaviors aligned with the Bullying Prevention Program. Teachers will use discussion groups, modeling and question/answer sessions to help support the anti-bullying model. All bullying issues should be reported to the Student Center.

ACADEMIC EXPECTATIONS

Promotion/Retention

Students in 7th and 8th grade may risk being promoted for failing to meet the minimum academic requirements. The minimum academic requirement in the five core classes is a “D” average. Summer school is mandatory for 7th grade students not achieving a “D” average in their core classes. Eighth grade students who do not meet the minimum academic requirements will not be allowed to participate in any end-of-the-year promotion activities including the promotion ceremony.

Academic Probation & No Pass/No Play

Any student who has received an “F” in any class or who has received a “U” in conduct on either their report card or their midterm report will be placed on academic probation. While on academic probation, no student is eligible to participate in any extracurricular activity (e.g., student government, athletics, spirit line, etc.). The student will remain on academic probation for a minimum of two weeks. After two weeks, the student can be reinstated by initiating contact with the principal and showing proof that he or she has satisfied any previous deficiencies.

STUDENT ACTIVITIES

Dances

Dances are held in the cafeteria from 4-6 p.m. Students who are suspended out of school or absent the day of the dance will not be allowed to attend. School dress code rules apply to all dances. Students must have a permission slip signed by the parent in order to enter the dance. Students may not leave the dance early unless their parents pick them up. Students may not bring guests.

Interscholastic Athletics

The Washington Elementary School District Sports Council arranges activities for Interscholastic Athletics. The council arranges for the officials, sets the standards and arranges the

schedule for athletic events. Interscholastic Athletics provided at Desert Foothills include: cross country for boys and girls, girls and boys volleyball, basketball for boys and girls, wrestling, girls softball, soccer for boys and girls and track and field for boys and girls. All team members pay a \$25.00 participation fee per sport.

DF Library Media Center Policies

Textbooks: Each student is given a math textbook and workbook at the beginning of the year to keep at home. The student is responsible for bringing the textbook back at the end of the year in the same condition as it was received with allowances for normal wear. Students may check out any other textbook throughout the year for two weeks as needed to complete homework assignments.

Library books: Students may check out up to three books for two weeks with their student ID card.

Overdue policy: Students with overdue books cannot continue to check out books nor participate in dances, non-academic field trips, team-related activities, or end-of-the-year celebration activities. Students can pay the amount owed by cash or check for the exact amount only, they can set up a weekly payment schedule until the fine is satisfied, or students can participate in a work program in the library to pay off their account.

HONORS/RECOGNITION

Honor Roll

Honor Roll includes students with a 3.0 to 3.49 average in all classes with no Ds, Fs or Incompletes.

Principal's List

Principal's List includes students with a 3.5 to 4.0 average in all classes with no Ds, Fs or Incompletes.

STUDENT DISCIPLINE*

Behavior Expectations

- No one has the right to interfere with the learning, well-being and/or safety of others.
- Students are expected to comply with all behavioral and academic guidelines.
- Students will be expected to observe the “Good Neighbor Policy” as they move through the community on their way to and from school.

*See Disciplinary Action Chart of the WESD section of handbook, for expanded list of infractions and consequences.

School-wide Classroom Discipline Plan:

1. Classroom consequences for inappropriate behavior will be as follows:
 - a. First offense: Warning
 - b. Second offense: Isolation in the classroom.

- c. Third offense: Short term isolation in buddy room and after-school detention.

Inappropriate behaviors include: disrupting class, talking out, not following teacher directions, out-of-seat without permission, off-task behavior.

Any further misbehavior after isolation and/or misbehavior in buddy room: Office referral

2. After the third time a student is assigned after school detention in a nine-week quarter, he or she will receive an office referral instead of after-school detention for classroom misbehavior.
3. Students referred to the office after the third after-school detention will be subject to progressive discipline suspension from In-school Suspension to Out-of-school Suspension with a recommendation for long-term suspension
4. Students who have three or fewer after-school detentions will start over each quarter.

The Following Are Examples of Student Behaviors That Will Result in An Office Referral:

1. **Disrespect** – Any act of argumentativeness, rudeness or lack of respect shown toward staff, in either written, verbal or gestural nature.
2. **Defiance** – Failure to comply with a reasonable request made by a staff member.
3. **Profanity** – The use of offensive or vulgar language.
4. **Profanity toward staff** – use of profanities/vulgarity in response to directives or corrective feedback by school staff.
5. **Sexual Harassment/Sexual Offenses** – See WESD Discipline Policy for definition of offenses and disciplinary action.
6. **Instigating/Provoking:** Any attempt by students to initiate, encourage or escalate conflict between other students. Any attempt by one student to directly or indirectly initiate, provoke or pick a fight with another student. All students present in an incident of instigation or provocation will receive consequences.
7. **Bullying** – See the WESD Policy.
8. **Dangerous/Disruptive Items** – Items that have the potential to cause damage/harm to property/persons, combustibles (lighters, matches, etc.), fireworks, caps of any sort, projectiles, shooters, rubber bands, etc.). Items that if used could disrupt the educational environment (laser pointers, stink bombs, smoke bombs, etc.).
9. **Drugs/Alcohol/Tobacco/Illegal Substances** – Any use, possession, purchase/sale, distribution of these items or substances represented as these items will result in OSS. See WESD Policy as well as WESD Disciplinary Action Chart.
10. **Graffiti/Tagging/Marking:** Writing on or marking on any school or District property.
11. **Verbal/Physical Confrontations:** Any public confrontation between two or more students that has the potential to escalate either verbally or physically, but stops short of a fight.

12. Physical Aggression: If a student is physically aggressive, a three day out-of-school suspension will be issued for the first offense. Any further incidents of physical aggression will result in progressive discipline: 5 days OSS, 7 days OSS and 9 days OSS with a possible recommendation for long-term suspension. This category also includes endangerment and any reckless or careless act, either intentional or unintentional, that has the potential to hurt, harm, injure or endanger another student.

13. Assault: Physical aggression directed toward another individual that does not result in mutual combat and/or the other individual does not retaliate physically.

14. Disruption of the Educational Process: Any behaviors or acts, whether intentional or unintentional, that impede, interfere with, or disrupt the normal functioning of the learning process and/or school environment.

15. Displays of Affection Between Students: Displays of affection between students are limited to “hugs of greeting” only and must be brief in duration. Other forms of physical contact between students (e.g., touching, kissing, etc.) are not considered appropriate for the middle school environment. After proper warning, repeated failure to adhere to this standard will result in disciplinary action.

Behavior Consequences

Lunch Detention

Students may be assigned lunch detention in the time out/in-school suspension room for one or more days for various disciplinary issues. A student who is removed from the time out/in-school suspension room for inappropriate behavior will be subject to further disciplinary action that may include out-of-school suspension. Students who fail to report for detention as assigned will be subject to additional consequences.

Time-out/In-school Suspension (ISS)

Students may be placed in the time-out/in-school suspension room, located in the Student Center. This room keeps the student in supervised isolation on the school campus. Students removed from the time-out/in-school suspension room for inappropriate behavior will be issued out-of-school suspension. Students serving an in-school suspension will not be allowed to participate in any school-sponsored activities, that day.

Out-of-school Suspension (OSS)

Students who have been suspended from school may not be on campus or at any school sponsored activity or event for the duration of their suspension. Academic work that the student missed while serving OSS will be available for parent pickup. All work must be completed before student returns to class. Students will be assigned ISS until work is completed. A parent conference may be required by the administration before a suspended student will be readmitted to school.

Dress Code

- See WESD Dress Code for prohibited items (pages 10-11.).

- Students are expected to be in possession of their student IDs at all times. Replacement IDs must be purchased from the office for \$3.

Consequences for Apparel Infractions

- First Offense: Warning and parent notified.
- Second Offense: Parent must bring a change of clothes. Lunch detention will be assigned.
- Third Offense: A third offense will be considered defiance. Parents will be notified and one day of ISS will be issued.
- Fourth Offense: Three days out-of-school suspension.

Prohibited Items and Activities

- Radios, headsets, MP3 players, video games, electronic devices, iPods, cameras, etc. are not allowed.
- Cell phones may not be used inside the gates of school. Cell phones should be turned off and out of sight at all times. If cell phones are seen or heard during the school day, they will be confiscated. The use of cell phones during the school day will result in consequences and progressive discipline.
- Large amounts of cash are not permitted.
- Backpacks, mini-backpacks, sports bags and book bags are not allowed. Purses must be smaller than a textbook. Students and athletes must bring PE clothes, uniforms, shoes, etc. to school in a designated team bag or a clear plastic grocery bag. Bike riders may wear backpacks but must leave them padlocked to the bike during the school day.
- Gum, food, candy and drinks, other than water in a clear water bottle, are not permitted.
- Skateboards and scooters must be left in the bike rack.
- Balloons and bouquets are not allowed.
- Sharpies and permanent markers are not allowed. Students may not write on themselves or other students.
- Items that are considered gang related are not allowed. These include but are not limited to: tagging or claiming to be a tagging crew, street names (orally or written), belt buckles with Old English initials, open initials, gang-related emblems, depictions of weapons, self-proclaimed (north side, south side, etc.) clothing (colors, rags, bandanas, red/blue shoe laces, swastikas, German helmets, iron cross, cross bones, skin industries, etc.). Nicknames related to gangs or tagging crews, Phoenix 602, the Phoenix Bird insignia, and clothing or accessories with emblems of jokers are not allowed.
- Students who are in violation of the above will complete a Gang Affiliation Items checklist. This checklist will be sent home for a parent signature. In the event of future violations, the student will be subject to **an out-of-school suspension for up to nine days**. The school probation officer will be notified, and a parent will be required to attend a mandatory meeting with an administrator.

Consequences for having prohibited items at school

- First Offense: Item confiscated. Parent must come to school to pick up confiscated item.

- Second Offense: Item confiscated. Parent must come to school to pick up confiscated item. Lunch detention will be assigned.
- Third offense: Item confiscated. Parent must meet with administrator or advisor, and one day of ISS will be assigned.
- Fourth offense: Item confiscated. Parent must come to school to pick up confiscated item. Three days out-of-school suspension.

Any prohibited item confiscated by school personnel must be claimed by a parent/guardian or adult family member. Any confiscated item not claimed within nine weeks will be disposed of appropriately.

The school will not assist parents and/or students, in any way, in the event that a prohibited item, or an item of value, is lost or stolen at school.

NUTRITION SERVICES

Funds may be put into your child's account through www.mylunchmoney.com. Account balances may also be checked there. On occasion, the District provides a meal to a student whose account has insufficient funds. Parents are responsible for reimbursing the school for any unpaid amounts.

	Lunch	Breakfast
Full-paid Student	1.60	Free
Adult	3.00	a la carte

Breakfast

Breakfast is offered free of charge to all students. Breakfast is served in Homeroom each day from 9:00 a.m. to 9:14 a.m.

PARENT INVOLVEMENT

BEST/PTO

The Desert Foothills BEST (Boosters of Education Students and Teachers)/PTO organization functions as our primary parent group. This group will provide many essential activities and events for Desert Foothills this year. If you are interested in working with BEST, please contact the school office or e-mail them at dfbest@gmail.com.