

Billy Lane Lauffer Middle School
5385 E. Littleton Road Tucson, AZ 85756
(520) 545-4900



STUDENT HANDBOOK 2023- 2024

Mr. Matthew Craft - Principal (520) 545-4900
Mrs. Tiffany Mendibles-Munoz - Assistant Principal (520) 545-4900

Mission

The Lauffer Community promotes an engaging, creative, and resilient learning environment where students are encouraged to BE THE THREE; Respectful, Responsible, and Reliable. Students will work collaboratively and positively participate in rigorous curriculum and strive for excellence and success.

Vision

Every Child... College, Career And Community Ready

Mascot: Rattlers

School Colors: Baby Blue and Navy Blue

A message from Administration:

Dear Billy Lane Lauffer Middle School Students,

Welcome to Billy Lane Lauffer, home of the Rattlers! School year 2022-2023 is the beginning of a new era for all of us. Lauffer is working hard to set ourselves apart as a premiere STEM school. We are an National AVID Demonstration School, and Honors Courses, Sports, Fine Arts, and STEM courses have now become a regular part of our instructional program. You will all have an exciting and engaging middle school experience as we tailor our instruction to explore your future college and career goals. Lauffer is a 21st Century School committed to serving our community by creating productive learning opportunities that develop student agency and learner identity. We invite you to take advantage of all of the opportunities here by getting involved in athletics, performing arts, and other extracurricular activities; most importantly, to take charge of your academics and make informed decisions about your future.

Thank you for choosing Billy Lane Lauffer and for your active participation. We are committed to providing the best learning environment for all students here at Lauffer Middle School. Through your engagement, support, and input we will all work together to BE THE THREE: RESPECTFUL, RESPONSIBLE & RELIABLE.

Welcome to Lauffer. We wish you ALL a great and successful school year!

EXPECTATION OF EXCELLENCE

The Rattler Code of Excellence reflects high academic and moral standards. In those few instances when we must provide behavioral or academic interventions, we will always attempt to treat student concerns swiftly and fairly. Our purpose is to help all Rattlers become better students and individuals. Thus, the Rattler Code of Excellence clearly defines student responsibilities, defines unacceptable behavior, and takes the steps necessary to provide a learning environment that is safe and secure.

We trust that parents and students will review the Rattler Code together, because achieving excellence at Lauffer Middle School is the responsibility of all Lauffer students, parents, faculty, staff, and administrators.

In our continuous reflective processes around school safety and student connectedness, in accordance with District support, we want all students to take action around our “See something? Say something,” culture. Students are encouraged to report any and all concerns on campus to teachers or administration. If a student would like to anonymously report a concern on campus please follow this link: [See something? Say something! Confidential Reporting Form.](#)

Billy Lane Lauffer is a BE KIND school.



Lauffer staff and students practice intentional kindness everyday to make our school safe and welcoming for everyone on campus. All Rattlers are encouraged to seek new ways to encourage and support one another.

B.L. Lauffer Middle School is a National AVID Demonstration School. AVID stands for Advancement Via Individual Determination, and we provide the academic, social, and emotional support to help students succeed scholastically.

Billy Lane Lauffer Middle School's AVID Goals

- Teach skills and behaviors for academic success
- Provide intensive support with tutorials and strong student/teacher relationships
- Create a positive peer group for students
- Develop a sense of hope for personal achievement gained through hard work and determination

BE THE THREE!

PBIS Expectations

Each student will be “Be the THREE!” - Respectful, Responsible, and Reliable

RESPECTFUL

Being **respectful** means students will:

- follow teacher directions within 1-2 prompts
- use kind words
- honor personal space and property
- interact with peers and adults positively
- provide constructive comments & feedback

RESPONSIBLE

Being **responsible** means students will:

- follow instructions
- wear the school uniform daily
- charge their laptop at home so it's ready to use at school
- make sure binders are neat and organized
- be in class ready to work when the bell rings
- get any work missed due to absences
- talk to parents about progress in the classroom
- seek help from teachers and staff when it is needed

RELIABLE

Being **reliable** means students will:

- turn in assignments
 - on time
 - completed to the best of their ability
- accept shared responsibility for learning
- attend class regularly
- arrive every day ready to learn
- demonstrate academic integrity
- follow through on commitments
 - practice for athletic programs
 - meetings for clubs
 - performances and other extracurricular activities

PBIS Rewards

Students will be rewarded for positive behaviors in a variety of ways. Recognition can be for academic and/or behavioral accomplishments both in or out of the classroom.

- Students may be recognized by a teacher or staff member as a Student of the Month
- Praise from faculty/staff members
 - positive phone calls home
- Increased autonomy
- Opportunities to participate in extracurricular activities/field trips
- Earning Rattler Bucks that can be used to purchase items and privileges from Billy Lane Lauffer's Rattler Buck store
- Dress Down days

Expectations for ALL students

Students are expected to comply with all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities (JIC, J-2300).

- A. A. Not to interfere with the rights of others to study and learn.
- B. B. To attend school daily unless sick or legally excused.
- C. C. School begins at 8:30 AM and ends at 3:45 PM Monday, Tuesday, Thursday, Friday
- D. D. Wednesday is early release at 1:40 PM.
- E. To be on time for all classes.
- F. To comply with school rules.
- G. To complete all in-class and homework assignments and meet deadlines.
- H. To respect peers, teachers, and staff members at ALL times.
- I. To respect public property and carefully use and return all materials and equipment.
- J. To come to class prepared with necessary materials.
- K. To ensure that school correspondence to parents reaches home.

ELIGIBILITY FOR STUDENT ACTIVITIES

To be eligible to participate in extracurricular activities, a student shall be required to earn a passing grade in each academic course in which the student is enrolled while maintaining a 2.0 GPA. Students who receive a 4.5 week grade of "I", "F" and/or have a semester GPA lower than a 2.0 are ineligible. Student eligibility will be determined on a week to week basis if the 4.5 week grade makes the student athlete ineligible.

Under this new grading policy, a 1.5 or higher is considered credit attainment; however, students must still have a 2.0 average across all classes and no grade below a 1.5 to be considered eligible.

Students who are ineligible for competition remain eligible for practice at the discretion of the coach.

- Students may continue to practice as usual.
- Students may attend games, but will not be permitted to wear a uniform.
- Students **will not** be excused from academic time to travel with the team.

Grades checks will be pulled weekly by the site athletic office. Students who have passing grades in all of their academic classes and a 2.0 GPA will be eligible for the following 4.5 weeks. Students who receive a 4.5 week grade of "I", "F" and/or have a semester GPA lower than a 2.0, will be ineligible to compete for the following week. Grades will be pulled by the site athletic office weekly after each 4.5 week grading period to allow ineligible students an opportunity to reestablish eligibility.

A special staffing may be convened for a special education student who is declared ineligible. **NOTE: Please take the time to have a physical completed at the beginning of the school year if a student is planning on playing any sport. Physical and completed packet is due in the Athletic Office before the season starts.**

SUNNYSIDE UNIFIED SCHOOL DISTRICT MIDDLE SCHOOL ATTENDANCE POLICY

We believe at the secondary level that **school attendance is primarily the student's responsibility**, with parental cooperation in notifying the school daily by telephone when students are legitimately absent, and following up with a written excuse within forty-eight hours of a student's return to school.

The school is responsible for notifying parents of unexcused absences so parents can take corrective action. We believe that students should be absent only when necessary. Absences for the following reasons are legitimate according to state statutes:

- Illness - a doctor's or dentist's appointment that cannot be made after school hours, or personal illness verified by parent/guardian.
- Serious illness or death in the family.
- Religious holidays, upon written parent request.
- Parent notification, preferably in writing, with approval by the principal or designee.
- School related absences, with administrative approval
 - suspensions (OSS)
 - field trips
 - student government activity
 - activity of a school club or athletic teams

Parents and/or students will receive a copy of the Sunnyside District Board approved and established policies through:

- The information below will be distributed the first week of school during classes with updated board established policies regarding:
 - Attendance Policy
 - Tardy Policy
 - Dress Code Policy
 - any other changes to our school policies.
- Teacher coverage of policies – During the first day of school. Teachers will read and discuss policies with students.
- Student town halls– A student town hall will be held at the beginning of the school year to notify students of district and school policies. They will also be held at the beginning of every quarter to review district and school policies.
- Student Handbook – Student handbooks are issued at the beginning of the school year. Teachers will read and discuss district and school policies.
- The teacher will counsel the student as to the consequences of excessive absences. If there are any discrepancies in the total number of absences, the student needs to review those absences with the teacher of the class in question, and get them cleared within 48 hours.

UNEXCUSED ABSENCES

A student may be withdrawn from school due to unexcused absences. Parents **MUST** have a working phone number on file at all times. Please update phone numbers as soon as changes occur.

EXCESSIVE ABSENCES

A student who accumulates ten (10) absences during the semester is considered excessively absent. Parent contact will be attempted anytime a student is absent from class by the auto-dialer. Current and accurate phone numbers are required and **MUST** be updated by the parent/legal guardian. Parents will be notified automatically via Bright Arrow every time a student is marked absent. At the tenth consecutive day of unexcused absences in all periods, the student may be withdrawn.

RATTLER GUIDELINES

Dress Code

Lauffer Middle School encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of self and others.

Uniforms are required to be worn by all students daily. All uniforms are expected to be neat and clean.

- **Slacks, Shorts or Capri Pants:** Must be cotton or khaki material and appropriately sized to eliminate bagging or sagging. Must be worn at the natural waistline. Must be worn at the knee or longer. Solid colored slacks, short, or Capri Pants in: ***Khaki/Tan, Black or Navy Blue.***
- **Shirts:** Polo style knit with **collar** (long sleeved, or short sleeved). Shirts must be buttoned to the neck. Solid colors permitted in: ***Navy Blue, Sky Blue, Gray, Black, or White.***
- **Hats/caps or sunglasses & Hoods of any kind:** **Not** a part of the school uniform.

School Spirit Day (Friday): On most Fridays, students may wear non-dress code shirts – shirts with any University/college logo, Sunnyside or Desert View High School logo. On these days, uniform bottoms are still required.

Undershirts: Students will be allowed to wear a short sleeved undershirt underneath their uniform. Undershirts must remain tucked in the entire day. Undershirts are permitted in **White, gray or match the color of polo shirts.** For example Navy Polo with Navy undershirt. **(No long sleeve undershirts).**

Outer Garments: Sweaters, sweatshirts or jackets, appropriately sized, with appropriate logos or insignia, may be worn in the classroom. A uniform shirt must be worn with a sweater or sweatshirt.

Athletic Wear: Athletic clothes can be worn in PE classes and for after school sports only. Students may bring their PE clothes in a small plastic bag (grocery bag) to and from school at the beginning and end of each week. Athletes may bring a bag with their change of clothes and equipment but the bag must be left in their 1st period class or in their coach's room.

Out of Dress Code: If a student is out of dress code, he/she will be issued an appropriate uniform based on the current supply in the school office. The student will be required to turn in their personal clothing to the front office. This clothing will be returned to the student when the borrowed uniform is returned back to Lauffer Middle School. **Students may receive a consequence for being out of dress code.**

The following are NOT permitted:

- Shirts that are too long. Too long means a shirt that goes beyond the fingertips when hands are down at the side. Long shirts must be tucked in.
- **NO stretch or form fitting clothing (leggings, spandex).**
- **NO jeans, denim, corduroy, or ripped clothing of any kind.**
- **NO hoodies including jackets with hoods.**
- Hats/caps or sunglasses are **not** a part of the school uniform
- Tops must cover midriff, back and shoulders.
 - No sleeveless tops or crop tops.
 - Shirts may not be tied in the back or front.
- Ties or headbands may be worn without designs or embellishments.
- Ornamental belts or buckles, military style buckles and web belts ("Dickie" belts) **may not** be worn to school. All belts must be worn appropriately on a uniform bottom.
- Excessive amounts or extreme styles of jewelry (multi-fingered rings, multiple bracelets, large earrings, piercings or necklaces/chains) will be addressed on an individual basis.
- For safety reasons, piercings should be in ears only; spikes or gauges are not allowed.
 - Lauffer Middle School will not be held responsible for damaged, stolen, or misplaced jewelry or personal property.
- Unsafe footwear is not allowed
 - flip-flops
 - open-toe sandals
 - shower shoes
 - sandals without a back strap
 - high heels
 - slippers
 - shoes with cleats

Dress Down Days

On uniform-free days students are expected to continue to dress for success. The following types of dress are prohibited:

1. Unsafe attire that presents a physical safety hazard to self or others in the school.

Examples of unsafe attire include, but are not limited to:

- Wallet chains
- Hanging belts
- Jewelry, such as low-hanging earrings that may be caught up by another object or pulled by others.
- Accessories that may be used as weapons
- Spiked/studded collars or wrist band

2. Any attire that creates an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence. Examples of such attire include, but are not limited to:

- Bandanas, hair net, scarves as headgear (except when worn for religious purposes)
- Gang related personalization on items of clothing, belt buckles, or on one's self
- Profane, defamatory writing or depictions on clothing or jewelry
- Obscene language or pictures

3. Any attire that displays profanity or profane/obscene or promotes alcohol, drugs, or tobacco.

4. Clothing that materially interferes with the school environment, creates disorder, or disrupts the education program. Examples of inappropriate attire include but are not limited to:

- Any clothing which exposes a student's bare midriff, or cleavage.
- Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than 2 inches wide
- Mesh sports jerseys without undershirts.
- Exposed undergarments
- "In memory of" T-Shirts

5. Shorts and skirts that do not cover the buttocks and extend at least past fingertips when arms are fully extended.

6. Clothing that is excessively baggy, loose, and/or sagging

7. Hats are not a part of the school uniform. Hats may be confiscated and parent pick up will be required.

- On cold days knit caps & beanies may be worn outdoors (No emblems or writing)

8. Bandanas of any color, size, or shape cannot be carried, worn, or displayed in any classroom or at any school activity.

9. Bare feet are never acceptable. For safety reasons, shoes must be worn at all times.

CELL PHONES/ELECTRONICS

We at Lauffer Middle School understand that parents may provide their children with a cell phone for safety purposes. However, to maintain a orderly learning environment:

1. Students must keep cell phones turned off and in safe-keeping **in their backpacks** during the school day.
2. **The use of cell phones or other electronic devices (including but not limited to smart watches, video game devices, personal computers/tablets, etc.) is strictly prohibited during instructional time, including passing periods.** Cell phones or other electronics that are seen or heard in the classroom may be confiscated by teachers or administrative staff. Upon the first infraction, these items can be turned in to the office where they will be kept until the end of the school day. **Multiple infractions will result in mandatory parent pick up of the electronic device.**
3. Students are not allowed to wear earbuds, airpods, or other headphone devices during instructional time unless permitted for classroom instruction.
4. Families needing to send a message to a student may call the front office at (520) 545-4900.

**PLEASE LEAVE VALUABLES AT HOME!
LAUFFER MIDDLE SCHOOL IS NOT RESPONSIBLE FOR
LOST, STOLEN OR DAMAGED CELL PHONES OR OTHER
ELECTRONIC DEVICES!**

PROHIBITED BEHAVIORS

Defiance of Authority/General Misconduct - Pupils will comply with reasonable requests of all school employees.

Gambling - Students will not play games for wagers.

Disruptive Behavior/Profanity/Vulgarity - Every pupil shall conform to the regulations of the school:

- obey promptly all directions of teachers and others in authority
- remain kind and courteous to others
- refrain from the use of profane and vulgar language; incidentally or habitually
- refrain from committing acts of obscenity

No student has the right to interfere with the learning process of another student.

Inappropriate Display of Affection - No intimate displays of affection.

Drugs/Alcohol - No student will possess, use, or otherwise furnish or be under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.

Threats/Extortion/Intimidation - Students may not threaten bodily harm to one another. Threats and Intimidation including using social networks will not be tolerated and will be subject to disciplinary action.

Fighting/Assault - Students who participate in violent and/physical or verbal contact with another student may be arrested and suspended.

False ID – Students must identify themselves as requested. **Refusal to give or giving false identification** when requested to do so by a staff member is considered defiance of authority and discipline matrix will be applied. Students are not permitted to use another student's ID.

Forgery/Cheating - Falsifying signatures or data on official school records (grades, attendance, assignments or other documents) is prohibited and subject to disciplinary action

Gangs or Crews- Lauffer MS feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities.

- A “gang” or “crew” is defined as any group of two or more individuals whose purposes may include the commission of illegal acts.
- Youth gangs or crews are often loose knit groups of individuals who associate with each other on a continuous basis.
- Lauffer MS prohibits the existence of these groups and their activities

Tagging/Graffiti- Graffiti is used to identify or advertise involvement in a gang or tagging crew and includes any inscription, slogan, drawing or painting on any surface.

- **Students may not be in possession of any types of markers including but not limited to: sharpie/marketing ink pens of any size, and utensils that can be used for marking/edging.**

- If markers/color ink pens are needed for an art class the teacher will make them available during class time.
- Students in possession of said items may face disciplinary action.

Weapons - No student shall go onto school premises (including school grounds or vehicles used for official school purposes) with a weapon, including a firearm, explosive, knife, any dangerous or illegal instrument, or any instrument that could be reasonably construed as one of the above. Any student who violated this policy shall be excluded from the school by suspension or expulsion for a period not less than one year.

Hate Violence - A pupil may *not cause, attempt to cause, threaten to cause, or participate in* an act of hate violence.

Verbal Assault - Offensive, provoking or abusive language that is directed toward students or staff may result in disciplinary action

Assault on School Personnel - Students may not participate in violent and/or physical contact with school personnel.

Closed Campus - A student **may not leave the school premises at any time** before the regular hour for dismissal of school unless he/she has the approval of the Attendance Office and has been signed out by a parent/guardian.

Property Damage/Vandalism/Arson - A pupil may not deface, damage, or destroy any school property. One who does so is liable to suspension or expulsion according to the nature of the offense.

Technology Devices – Technology devices, including but not limited to: cell phones, personal music devices, 2-way pagers, cameras, recording devices or any devices that store, transmit or receives data ***may not be used, seen or heard*** during instructional time ***or in any location where instruction is occurring***— (i.e. classroom, library, computer lab, gymnasium, etc.).

- Technology devices may be confiscated if seen.
 - Devices will not be returned to students. **Parents must come collect items.**
- Lauffer Middle School is NOT responsible for lost or stolen devices.
 - When a device is reported lost or stolen, a Tucson Police Department online report will need to be made

BEHAVIORAL CONSEQUENCES

(as defined by District Board policy)

Policy JIC: Disruption of the Educational Process

Electronic devices - Lauffer Middle School encourages students not to bring any technology devices to school that are not an essential part of the learning process. Lauffer Middle School is not responsible for any lost, damaged or stolen technology devices.

Reckless Riding/Driving – Riding or driving on or about the school property in such a manner as to endanger persons or property in cars, on bicycles, skateboards, heelys and roller blades are prohibited.

Harassment, Threat, and Intimidation

Note: *If the violation is known to be **Bullying** or **Hazing**, it will be recorded as such. Otherwise, the violation should be recorded as **Harassment, Nonsexual**. If the harassment or intimidation is of a sexual nature, it will be recorded under **Sexual Offenses** as **Harassment, Sexual**.*

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EXHIBIT

STUDENT BULLYING / HARASSMENT / INTIMIDATION

(To be displayed in school buildings and in student handbooks)

The Governing Board of the Sunnyside Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

Bullying

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation 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, harassment, or intimidation which occurs outside of the school and the school day when such acts result 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.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

JICFA-EB ©

EXHIBIT

HAZING

(To be displayed in school buildings and in student handbooks)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedures Directions

It is no defense to a violation of this policy if the victim consented or agreed to hazing.

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accordance with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during

which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Sexual Harassment - Students/staff are prohibited from subjecting others to unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct or communications constituting sexual harassment and/or creating an hostile environment as defined and otherwise prohibited by state and federal statutes.

Theft - Students who deliberately take item(s) that do not belong to them will be disciplined and possibly arrested.

Tobacco - No school shall permit the smoking or use of tobacco, tobacco simulated products or any product containing tobacco or nicotine products, by pupils of the school while the pupils are on campus or while under the supervision and control of school district employees. Students in possession of Tobacco products or Tobacco paraphernalia are in violation of Arizona State Law.

Hall Passes - Students out of any class will be charged with the responsibility of having in their possession an official hall pass signed by a member of the faculty or staff. Time leaving class and destination will be noted on the pass. Students in the halls without a pass will be returned to their class and subject to disciplinary action. Students in possession of any passes stolen or unused passes will be disciplined. No passes will be issued during the 1st 10 minutes of class & the last 10 minutes of class, during lunches, and during final exams.

Harmful Chemicals - Students may not possess mace, pepper spray, smoke bombs, firecrackers, or other incendiary devices.

Unauthorized Advertising - No materials (flyers, advertisements) may be distributed on the school premises without prior school administration approval.

Violation of Suspension/Trespassing - Violation of suspension includes being physically present on school grounds, in the vicinity of the Sunnyside High School or at a school sponsored activity. NO suspended student may loiter at or near any school or

public place where students normally attend or congregate. All students must leave campus when they are dismissed.

False Alarms - For the sake of all, students may not set off campus alarms, or dial 911 prank calls. Students will be suspended and are subject to criminal prosecution.

Suspensions - Involvement in any illegal activities or violations of school board policy on campus or any school related functions may result in a long term suspension.

Examples may include but are not limited to:

- drugs/alcohol/tobacco
- weapons (including lasers)
- violence
- sexual misconduct
- threats, intimidations, fighting and bullying
- interrupting the educational process

Promoting or instigating illegal and/or inappropriate conduct may result in disciplinary action and possibly arrest. "Lauffer Middle School administration, in consultation with the school's discipline committee, holds the discretion to monitor and adjust policy for the safety and welfare of the students and staff at any time during the school year."

DUE PROCESS FOR CODES & VIOLATIONS

1. The violation(s) will be reviewed and the student informed of the reason for disciplinary action.
2. The student will be permitted to discuss the violation(s) and to present information on his/her own behalf.
3. In the event the infraction by the student results in suspension, expulsion, or involuntary transfer, the student/parent has a right to a conference/hearing within a specified time as prescribed by law.
4. Disciplinary actions that result in student suspensions of 9 days or less of Special Education students will follow District procedures, i.e., a school administrator authorized to suspend a Special Education Student from school shall inform the student of the alleged misconduct and describe to the student generally the evidence known at that time to support the allegations of misconduct. In case of disciplinary action, Special Education students may have additional rights as detailed in board Policy JGD/JGE/JFA.

SEARCH and SEIZURE

Where reasonable suspicion/belief exists, school administrator or administrator designee may search property for contraband in an effort to maintain a safe, civil and orderly school environment where an education may be accomplished in an orderly atmosphere. (Upheld by court decisions). Personal property brought onto campus is also subject to searches including vehicles, purses, and backpacks.

PROGRESSIVE INTERVENTIONS

Here at Lauffer Middle School we have interventions that have been built in to assist families with behavioral concerns:

ACADEMIC INTERVENTION - Students and families work with Academic Interventionists to address issues of attendance, participation, behavior, engagement, and/or social-emotional needs.

AFTER SCHOOL INTERVENTION- Students have opportunities for tutoring, enrichment, and reflection upon lost instructional time due to excessive absences, school uniform violations, repair damage done due to behavior, and learn some skills to become the three: Respectful, Responsible, and Reliable.

AWARE TEAM - Provides community mental health with on-going treatment based on student/family needs utilizing an evidence based approach that is person-centered.

COMMUNITY SERVICE - Students have opportunities to reflect on the impact of their choices and provide restitution through community service done around campus. Students are supervised as they help the cafeteria workers clean and sweep areas of need. Students will also assist our custodians pick up trash and keep our campus clean.

FAMILY RESOURCE AND WELLNESS CENTER - Increased parent support through partners in areas such as anger management, drugs and alcohol, adolescent development, food and clothing insecurity, and more.

PARENT/TEACHER CONFERENCES - Parents and Teachers work together as instructional partners to identify and resolve behaviors that are impacting academic success and achievement.

SCHOOL COUNSELORS - Provide all students with lessons and support systems that focus on academic, career, and social-emotional development. Emphasis placed on restorative practices, mediation, mindfulness, goal setting, and personal reflection.

SCHOOL PSYCHOLOGISTS - School psychologists are prepared to intervene at the individual and system levels, and develop, implement and evaluate programs to

promote positive learning environments for children and youth from diverse backgrounds.

STUDENT ASSISTANCE PROGRAM - Support groups which address anger management, motivation, substance abuse, grief and loss, sharing, and communication. These groups are offered to students who have been referred by parents, counselors, and/or administration as intervention for success.

SOCIAL WORKERS - School social workers are an integral link between school, home, and community in helping students achieve academic success. They work directly with school administrations as well as students and families, providing leadership in forming school discipline policies, mental health intervention, crisis management, and support services.

HOMEWORK/PRACTICE

Homework is defined as specific independent learning tasks assigned by teachers to be completed during non-school hours. Assigning homework recognizes parents as valuable instructional partners and provides opportunities for dialogue and interaction between teacher, parent and student.

Homework activities will be directly related to in-class learning, and may include preparation, reinforcement of skills, or an extension of instructional objectives aligned to curriculum, such as special projects, and/or research. These assignments should be monitored, and feedback from teachers will be given promptly.

Students need a designated space that is free from distractions to work on homework. Whether done at home, a library or in other educational settings, students are expected to complete homework assignments thoroughly and independently. There are spaces available here after school for students who need a quiet space to work and study.

VISITORS

Parents are always welcome on campus. **Please make an appointment to see a teacher or to visit classrooms at least 48 hours before.**

- The school policy is to accept only those visitors who have legitimate business at the middle school. All visitors must report to the guard shack first to receive a visitor's pass, then to the principal's office.
- Students are not to invite friends or relatives (of any age) to visit them on campus.
- **No visitor or parent may deliver students food from off campus.** If parents wish to eat lunch with their student, they must eat in the cafeteria with a visitor's pass.

- Visitors will not be issued a pass:
 - if they do not have legitimate business on the campus.
 - during assessments, final exams, or any other times during which an administrator deems it inappropriate to issue a pass.
 - **Administrators may refuse to issue a visitor's pass or revoke a pass that has been issued anytime he/she feels it is in the best interest of the school to do so.**
- Any person found on the school grounds without permission is trespassing and is subject to arrest.

PARENT TECHNOLOGY CONTRACT - All students having access to the Internet must have a SUSD Parent Technology Contract signed by their parents/guardian on file. The contract is available online and in the Front Office.

HEALTH OFFICE - The Lauffer Health Office is open daily during school hours to provide information and first aid to students. The Health Clerk should be consulted in case of injury or illness.

The law forbids the schools from administering ANY medicine unless prescribed by a United States' physician (including over-the-counter medication). Prescription drugs must be in the original container and must be kept in the Health office. Students with medical conditions requiring them to carry medication must have written authorization from the school nurse.

CLEAN CAMPUS - "Be the three" by helping to keep campus free of litter and trash. Trash-cans are located throughout the campus and should be used. Remember: **Don't be a litterbug!**

SCHOOL CAFETERIA AND SNACK BARS

The cafeteria serves breakfast and lunch daily. The snack bars are open during the lunch periods and close 5 mins. before the bell. Lunch program applications are available for qualifying students; see cafeteria staff. Students are expected to behave respectfully in line and spend only their own money; no bothering others for money.

LOST AND FOUND

Lost and found items are located in the Main Office. Laptops and other computer equipment that has been misplaced will be turned into the Library. Be safe ... don't leave your belongings unattended!

MANAGING YOUR TIME FOR SUCCESS

Organization is the key to success, not only in school but also at work and in your personal life. You can increase the time you want and need to do things by improving how you manage your time. By taking the time to organize your efforts, you can develop a plan to help you achieve your goals.

Use a planner to help you better organize and manage your schoolwork and your personal life.

Eight Helpful Hints for Managing Time:

1. USE GOOGLE CALENDAR on your laptop and cell phone.
2. Set attainable goals and write them out.
3. List how you plan to achieve the goals.
4. Set a time schedule to accomplish things: daily, weekly, monthly and yearly.
5. Identify time wasters and try to avoid them.
6. Use “to do lists” and prioritize on these lists.
7. Do one thing at a time. If the task is huge, break it down into smaller ones you can accomplish more easily.

Leave some time in your schedule for the unexpected. Plan time for rest and relaxation, which can be a part of your reward for accomplishing a goal.

We are so glad you have chosen Lauffer Middle School, and we cannot wait to watch you learn and grow with us. There are many resources available to help you be successful here, and a lot of ways for you to explore your interests and develop new talents. Take advantage of the many opportunities available through honors classes, clubs, fine arts, STEM electives, career exploration, sports, and more to learn more about who you are and what you want to be. We will be with you every step of the way.

Welcome to Lauffer. Let's get to work.

