

# Pronghorn Ridge Middle School

6411 N Robert Rd.  
Prescott Valley, Arizona 86314  
(928) 759-4600  
FAX (928) 759-4696

Office Hours- 7:00 am to 3:00 pm  
Breakfast served - 7:15 am to 7:30 am  
Students attend - 7:40 am to 2:25 pm

## **District Information**

Humboldt Unified School District  
6901 Panther Path  
Prescott Valley, AZ 86314  
(928) 759-4000

## **Transportation**

(928) 759-5190

## **Office Staff**

Principal - Jared Friedrich  
Assistant Principal - Misti Wilson  
Administrative Secretary - Julie Spencer, 928-759-4601  
Attendance Secretary - Teresa Bailey, 928-759-4600  
Discipline Secretary - Lexi Knight, 928-759-4603  
Attendance Line - 928-759-4621

## Mission Statement

Pronghorn Ridge Middle School is committed to providing a comprehensive, world-class education for all students in a focused, intentional, and collaborative learning environment that promotes personal and academic growth, harmony, maturity, and self-discipline.

Dear Pronghorn Ridge Middle School Students and Families,

Welcome to the 2024-2025 school year at Pronghorn Ridge Middle School! We are thrilled to embark on this journey together in our brand new campus. As we settle into our new surroundings, we are filled with excitement and anticipation for the adventures that lie ahead. The addition of 6th graders to our middle school level brings a renewed sense of energy and possibility, and we are eager to support and nurture each and every student as they navigate this pivotal stage of their academic journey.

At Pronghorn Ridge, we take great pride in our excellent staff who are dedicated to engaging students every day in meaningful learning experiences. Our educators are not only experts in their fields but also compassionate mentors who are committed to fostering both academic growth and personal development. As we strive to challenge and inspire our students, we also recognize the importance of guiding them in making good choices and understanding the consequences of their actions. Our goal is to instill in them the values of integrity, responsibility, and resilience, preparing them for success both inside and outside the classroom.

As we embark on this new school year, let us remember the words of wisdom that guide us: "Do things the Pronghorn way!" Let this mantra remind us to approach every challenge with determination, every opportunity with enthusiasm, and every interaction with kindness and respect. Together, let us embrace the spirit of community and collaboration that defines Pronghorn Ridge Middle School, as we work towards a future filled with endless possibilities.

Warm regards,

Jared Friedrich  
Principal  
Pronghorn Ridge Middle School

## **Closed Campus**

*Doors open at 7:15 am.*

Please do not drop students off early. No supervision is provided. The school is not liable for students that arrive on campus before 7:15 am.

Once you arrive at school in the morning you are expected to stay on campus for the entire day. You will only be permitted to leave when your parent or guardian comes to pick you up for special reasons. Parents are required to sign their child out in the office prior to leaving campus. Other arrangements must be cleared by the administration.

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## **Early Release**

Every Wednesday during the school year students will be released from school one hour early for teacher in-service. This one hour early release schedule will begin on August 7, 2024. Students will be released at 1:25 on those days.

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# **Student Progress**

## **Homework**

Homework must be completed promptly and carefully. When students have assigned homework parental assistance is needed to:

- Provide conditions conducive to study.
- Help the student work out a good study schedule.
- Monitor the amount and quality of work

Parents may find out more about homework expectations of their student's teachers by conferring with the teacher(s) early in the school year and making regular calls to the teacher(s) as well as checking the student's agenda daily.

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## **Make-Up Work/Procedures**

When a student is ill or misses class because of a school-sponsored activity, he/she is responsible for making arrangements to keep up with class assignments.

For each excused absence students are allowed one day plus the number of days absent to make up the work. It is the student's responsibility to make arrangements with his/her teachers for make-up tests and other missed assignments upon returning to class.

If the student is absent for two or more days, the school office may be called for assignments. A secretary will contact the teachers. Assignments may be picked up in the office. Homework requests require 24 hour notice. Late work may be turned in per teacher policy.

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## **Tardy Policy**

A top priority at our school is student achievement and maximizing instructional minutes. Tardies are a disruption to both the general learning environment, and individual student learning. A student is considered to be tardy to a class when the bell has rung and the student is not in the classroom. The sequential consequences for tardies are:

Per Quarter:

1st-5th tardy- warning via phone call/email

6th- 1 lunch detention

7th- 2 lunch detentions/ phone call home from discipline office

8th- After school detention

9th- 2 After school detentions

10th- 1 day ISS.

Every 6 thereafter will result in ISS.

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## **Bathroom Pass Policy**

In an effort to increase student learning, PRMS uses a pre-set amount of bathroom passes per quarter. We want to recognize the need for students to use the restroom, while at the same time trying to encourage them to choose appropriate times to go. Each student will have 24 passes per quarter, if they are not used they will not roll over to the next quarter. We encourage students to use the restroom before school, during lunch, and during passing periods. If bathroom passes are lost, the office will print a sheet for the student that pro-rates the remaining weeks.

## **Student Grades**

The teacher shall determine the grade earned by each pupil. In the absence of a clerical or mechanical mistake, fraud, bad faith or incompetence, the grade shall be final. Therefore, questions about grades should be directed to the teacher. Parents wishing to discuss grades with the teacher may call or email the school office and ask that a message be left for the teacher to return the call during conference time.

It is helpful for the parent of the student to request a conference involving the parent, team and student for the purpose of reviewing the student's work during the grading period and to express expectations regarding the next grading period. A counselor and/or administrator may be invited to participate in this conference.

Parents may find out more about grading policies by referring to specific team guidelines and grading procedures sent home for parental signature during the first week of school.

An "Incomplete Mark" (INC) may be used as a grade report for students who have been absent due to illness. All incomplete work must be made up within two weeks from the end of the grading period. Incomplete work will be replaced with a grade based upon the work completed after the two-week extension. If the work is not made up the INC grade will change to a failing grade.

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## **Report Cards/Project Reports**

Each student's educational progress is evaluated regularly and reported to parents/guardians through PARENT and Student VUE in our School Management System. Progress is able to be viewed at all times in this system.

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## **Parent/Teacher Conferences**

Parents are welcome to meet with their student's teacher or team for a conference at any time during the school year. Conferences may be arranged by calling the school office or emailing the child's teacher. Formal conferences between parents and teachers are held at the end of the first grading period of the school year.

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## **Honor Roll/Principal's List**

High academic achievement should be a goal for everyone, if accomplished this goal will be recognized. The student will be placed on the Honor Roll at the end of each grading period for a 3.5 or better grade average in all classes, providing there are no grades lower than a 2. The student will be placed on the Principal's List when he/she has achieved a 4.0 average in all classes

# Student Conduct

((\*HUSD Policy JIC) A.R.S. 13-105, 13-2911, 15-341, 15-507,15-521, 15-841, 15-842, 15-843)

Students shall not engage in improper behavior, including but not limited to the following:

1. Any conduct intended to obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the board.
2. Threatening an educational institution by interference with, or disruption of, the school per A.R.S. 12-2911 and 15-841.
3. Physical abuse of or a threat of harm to any persons on district owned or controlled property or at district sponsored or supervised functions.
4. Damage or threat of damage to property of the district, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on district controlled premises.
5. Forceful or unauthorized entry to, or occupation of, district facilities, including buildings and grounds.
6. Unlawful use, possession, distribution or sale of tobacco, alcohol or drugs or other illegal contraband on district property or at school sponsored functions.
7. Conduct or speech that violates commonly accepted standards of the district and that under the circumstances has no redeeming social value.
8. Failure to comply with the lawful directions of district officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully directed to do so.
9. Knowingly committing a violation of district rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof the violation was done knowingly.
10. Engaging in any conduct constituting a breach of any federal, state or city law, or duly adopted policy by the board.
11. Carrying or possessing a weapon on school grounds.

Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to discipline up to expulsion in addition to other civil and criminal prosecution.

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## Dress Code

(HUSD Policy JICA and JICA-R)

The responsibility of determining student appearance rightfully belongs with the parent or guardian. However, school authorities have an obligation to the patrons of the district to ensure that standards of decency, health, safety and a positive learning environment are maintained so as not to disrupt the educational process. Students will appear at school properly dressed. What students wear reflects upon themselves, their families and our school. Parents should support the concept that acceptable clothing for school may be different from clothing that may be worn in other environments.

School regulations prohibit student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materials that interfere with schoolwork, create disorder, or disrupt the educational process
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Clothing, jewelry or any personal items depicting or promoting drugs, alcohol, tobacco, gang affiliation, as well as hand signs or gestures proclaiming gang membership or that may be interpreted as such, or suggestive language will not be allowed. Garments that are dehumanizing and offensive to other students or staff may not be worn. Violations of these dress standards will result in:

- Students with dress code violations will be given an appropriate substitute unless students have an appropriate change of clothes on campus.
- If dress code violations persist, further disciplinary action will be taken as defined in the PRMS discipline matrix.

Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower on clothing than 4 inches in length on upper thighs.
- Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including bandanas, hoodies, and beanies are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Ball caps are permitted in common areas of the campus, however, caps inside of the classroom is up to the discretion of each individual teacher
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not display or imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Extra or Co-Curricular activities may enforce more stringent dress codes.

Students that violate the dress code will be provided a school outfit to wear for the day. Failure to comply could result in parents being called to pick the student up.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

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### **Drills**

Fire, emergency evacuation and lockdown drills are conducted periodically. Staff members will give directions for evacuation procedures according to the maps posted in each classroom. Students are to be silent and listen for instructions from their teachers. Talking or misbehaving during a drill is dangerous and will be considered a discipline issue. Attendance is taken during these drills, so students need to make sure they stay with their classes.

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### **Cafeteria Rules**

- All school rules apply.
- Students are to report to their designated area immediately upon dismissal for lunch.
- Students must be in an area that is monitored by staff at all times.
- When students are finished eating their lunches, they need to clean their areas and immediately report to their designated area.
- Students should use the restroom during lunch.

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### **Lunch/Free Time Rules**

The playing fields are for student use during lunch and physical education classes. The rules listed below are to ensure everyone's safety and well-being.

- Throwing objects such as rocks or cans is not permitted.
- Games involving tackling, tripping, pushing or shoving are not permitted.
- Be responsible for equipment and return it to the field supervisors when finished.
- Remain on the field. If a restroom is needed, speak with staff on duty to obtain permission.

All other areas except for the designated area(s) during lunch are off limits. Exceptions are during inclement weather when students will be informed of alternative arrangements.

# Student Activities

## Student Government

PRMS Student Council is one of the finest learning experiences for our students. With a faculty sponsor, the Student Council serves our school by promoting service, leadership and responsibility. They provide a direct link to the rest of the student body by leading many student projects and activities. Membership requirements and procedures for officers and representatives are described in the constitution. All fundraising activities must receive approval from the Student Council and the administration. All school rules, code of conduct and all academic eligibility rules apply.

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## National Junior Honor Society

National Junior Honor Society, or NJHS, is an organization developed to recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy. These ideals of scholarships, character, service, citizenship and leadership remain relevant today as they were in 1929 when NJHS was founded. NJHS students participate in school service as well as community service and volunteer numerous hours monthly to fulfill participation goals. School rules, code of conduct and academic eligibility apply.

Induction into NJHS is by invitation only. Students in 7<sup>th</sup> and 8<sup>th</sup> grade must maintain a grade of 3.0 or higher in all classes for both quarters of their first semester to receive their invitations to apply. The applications are then reviewed by a selection committee made up of PRMS teachers. If selected, the applicants are then inducted with a formal ceremony in the spring. Students must then maintain the same GPA while a member, which would end after their freshman year. While serving their school and community as a member, NJHS also prepared students for National Honor Society, or NHS, in which students perform service projects also. NHS is a great reference for students applying for college scholarships and awards and will help them in their future endeavors.

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## Athletics

(HUSD policy JJIB and JJJ)

PRMS provides an opportunity for students to participate in interscholastic competition at the seventh and eighth grade levels in cross country, volleyball, basketball, wrestling, soccer and track.

Our emphasis will be on student participation, learning the skills and rules of the game, sportsmanship, teamwork, and above all, having fun.

A packet which includes the following items must be on file in the nurse's office to participate in all sports:

1. Physical examination and/or health questionnaire.
2. Proof of personal health/accident insurance or purchase of Student Accident Insurance Plan.
3. Permission form signed by parent or guardian.
4. Extracurricular/co-curricular code of conduct must be signed and returned.
5. Pay to play fee paid for each sport. Scholarships are available for students on free and reduced lunch.

Attendance and additional information:

1. A student absent on the day of a game, meet or practice (all or half day) may not participate.
2. To participate in a Saturday event/activity/game, students must be present at school the previous scheduled school day.
3. A student on home suspension will not be permitted to participate in that day's activities. If this occurs on Friday, then any Saturday contest will apply.
4. Any student left on campus 1/2 hour past designated pick-up time for practice or game may receive consequences resulting in loss of play.

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### **Extracurricular and Co-curricular Eligibility**

Whenever a student violates the rules and regulations and/or discipline policy of HUSD or any rules outlined in this policy, the student may be declared ineligible by the principal or his/her designee.

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### **Academic Eligibility**

To participate in PRMS athletics, a student shall have a 2.0 or higher in all classes during the eligibility period. Student athletes should not have disciplinary issues that are a detriment to the learning at or reputation of PRMS. Excessive or major discipline issues may result in loss of playing time or dismissal from the team, at the discretion of the athletic director/administration.

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### **During Periods of Athletic Ineligibility**

Athletes will be allowed to practice, but will not participate or travel to away games, meets or contests. Athletes will sit on the bench during home games to support their team but will not be permitted to play.

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### **Non-Athletic Ineligibility**

Students involved in drama, music, student council, NJHS and clubs will not compete at festivals or contests; will not participate in field trips to perform; but will be required to perform in public events required as part of the curriculum. (Example: music concerts during the year.)

### **Academic Competitions**

PRMS offers a variety of opportunities for students to demonstrate their academic skills. Students can participate in the Geography Bee, Math Competition, Science Olympiad and the Spelling Bee.

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### **School Dances**

All dances are for Pronghorn Ridge Middle School students only. Dances are under the supervision of school staff. Parents are welcome to attend as chaperones, but must be cleared level 3 volunteers through HUSD.

Students must arrive on time to the dance and remain there for the entire evening. Dance hours will be announced. Parents must pick up students promptly when the dance ends. Students who are left on campus 15 minutes after the dance ends may not be permitted to attend the next dance. Expectations of conduct and dress will be the same as during regular school hours.

Students who have had any suspensions since the beginning of school or the last dance, whichever is more recent, will not be permitted to attend. Students who have any outstanding fees owed will not be allowed to attend.

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### **Activity Bus**

A shuttle bus **may** be available for most after school activities. The bus will have specific drop-off points throughout the district. No home or regular bus stops will be made. Please phone transportation at 759-5191 for availability and stop locations.

# General School Information

## Schedules and Changes

Please call PRMS for information on registration. Scheduling for all students will be completed during the summer break. No schedule changes will be made during the school year unless the change fits one or more of the following conditions:

- By doctor's request.
- An incomplete registration.
- Necessary to balance class sizes.
- Changes by mutual agreement of students, parents and teachers with administrative approval.
- Teacher recommendation based on student ability, and with administrative approval.
- Schedule change requests due to student conflict will be reviewed, however, cannot be guaranteed
- While we will make every effort to accommodate all elective requests, we cannot guarantee first choice

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## Textbooks, Computers, and Supplies

Students are given free use of textbooks in accordance with the State of Arizona and the State Board of Education. Computers, supplementary materials and supplies are furnished based upon the financial ability of the district, and student need. Students have the responsibility to maintain all books, computers, and materials and will be charged for lost or damaged computers, textbooks and/or loaned supplementary materials. Some textbooks are available online. Please ask your teacher.

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## School Telephones

Students are permitted to use school phones only in cases of emergency and in regard to school matters. A student phone is located in the office. School personnel will supervise this usage. During school hours students must have a signed pass from a teacher in order to use this phone. *All messages from home will be conveyed to the student through the office.* Because it is difficult to deliver messages to students during the school day, they will be delivered only in cases of emergency. To avoid distracting classes when delivering messages, please make arrangements with your child before they come to school. Transportation changes must be made prior to 2pm or delivery to students cannot be assured.

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## School Owned Musical Instruments

Students using school owned instruments, including woodwind, brass, string or percussion, will be required to pay a maintenance deposit. This refundable deposit is \$50 for the year and is payable before the instrument is issued to the student, and will be refunded when the instrument is returned in good condition.

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## Curriculum

(HUSD Policy 1B)

Students shall have the right to encounter diverse points of view. They shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by the school district.

If it is determined that a student and/or parent objects, as a matter of principle, to participation in an activity assigned by school personnel, an alternative activity will be assigned without penalty or embarrassment to the student. Parents are welcome to view all curriculum materials and classroom texts.

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## Personal Cell Phones

Students are permitted to have personal cell phones during school hours. Student cell phones **must be powered off and stored in the student's backpack between the first and last bell of the day**. Any student cell phones going off in class or seen outside of the student's backpack will be taken to the school office, by a school staff member. On offense 1 - 3 the student will be allowed to retrieve their cell phone from the office after school. Parents will be contacted on offenses 2 & 3. Every subsequent offense will require the student's parent to pick up the phone from the office during regular office hours. This policy resets each semester.

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## Library

Pronghorn Ridge Middle School is part of the Yavapai Library Network (YLN). It is a huge benefit for our students to be able to access the large volume of resources of this network. The use of the library is a privilege for everyone. It may be used for research, reading and study related purposes. Library hours are from 7:30 a.m. to 2:30 p.m. unless other arrangements are made. Students may check out all library books for two weeks. Overdue fines will be assessed when the book is returned two days or more after the due date. A fine of fifty (.50) cents per day will be assessed until the book is returned. Students with overdue materials or fines due may not check out additional materials until those items are returned and fines paid. Students will be billed for the replacement cost of the books if they are not returned. (Students with outstanding fines will also not be allowed to attend school dances or end of the year festivities.) YLN will email overdue notices (to students and/or parents) and assess fines for overdue materials. Fines will be paid to the PRMS librarian.

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## Student IDs

Students will be issued a student ID card during the first semester of school. Student ID cards will also be required to check out books and use library computers.

Students are expected to have their ID cards with them on campus, and to be able to easily present them to any staff member when asked. ID cards will be required to gain entrance to after school activities and dances.

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## Food Service

Humboldt Unified School District provides both a breakfast and lunch program. Students are invited to enjoy both. Breakfast is served before school starting at 7:15 am. Lunch is available either through the prepared lunch, an *a la carte* window, or students are welcome to bring their own. Ability to utilize the *a la carte* line is considered a privilege.

Students are able to buy lunch and breakfast either on a time by time basis, or money credited to their accounts. Any amount of money can be credited to the student's account at a time. Meal prices are as follows:

Breakfast.....	\$1.50	Breakfast (reduced).....	\$ .30	Adult Breakfast.....	\$2.75
Lunch.....	\$2.75	Lunch (reduced).....	\$.40	Adult Lunch.....	\$4.60
Milk or 4 oz. juice.....	\$.50	<i>Meal Prices subject to change without notice.</i>			

### Free and Reduced Meals

Families meeting criteria for assistance should obtain necessary forms in the office or online ([www.humboldtunified.com](http://www.humboldtunified.com)). Applicants must reapply each year. All forms will be processed as quickly as possible. Please contact HUSD's Food and Nutrition Department at 759-5014 with any further questions.

### Meal Charges

Students will be served milk and a sandwich if they do not have lunch money. The use of another person's account is strictly prohibited. Discipline will be administered if a student is caught using another student's lunch number.

- *A la Carte* is cash only.
- Students are allowed to withdraw money from their accounts for use in the *a la carte* line.
- Parents who want their child to eat in the regular lunch line should send checks only, and must notify the cafeteria.
- *My SchoolBucks* can be accessed online at our website to easily pay for your student's account.

Menus are published each month.

At Pronghorn Ridge Middle School the school improvement process is a collaborative effort among administration, faculty, parents, students and interested community members. Our Site Council meets throughout the school year to discuss, evaluate and set school improvement objectives that will inspire all PRMS students to reach their greatest potential. Please call the office for dates and times of scheduled meetings.

Parents are a vital part of the site council and are encouraged to attend and participate in all Site Council meetings. If you are interested in serving on the Site Council, please call 759-4600 and ask to speak to the principal.

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### **Parent/Teacher Organization**

PRMS has an active Parent/Teacher Organization that meets monthly and welcomes involvement from all parents. The purpose of PTO is:

- ❖ To encourage parental involvement in education.
- ❖ To provide programs toward this purpose.
- ❖ To foster communication between the home and school.

By joining the PRMS PTO parents, faculty and community show their support for PRMS and their children. Please come join us for meetings, call the office at 759-4600 for dates and times.

# **Pronghorn Ridge Middle School**

**HUMBOLDT UNIFIED SCHOOL DISTRICT**

## EXTRA-CURRICULAR, CO-CURRICULAR AND FIELD TRIP CODE OF CONDUCT

This code of conduct applies to all students participating in extra-curricular and co-curricular activities in grades 6<sup>th</sup>-8<sup>th</sup>. The Humboldt Unified School District believes that students who participate in extra-curricular, co-curricular and field trip activities do so as a privilege extended to them by the individual school. Therefore, students are expected to conduct themselves at all times as representatives of the school. Students are expected to demonstrate exemplary character and appropriate academic commitment. As recognized representatives of their school, students participating in extra-curricular, co-curricular and field trip activities are expected to model appropriate behavior during the seasons whether on campus or off campus.

1. The Humboldt Unified School District's primary goal is the academic education of all students. Therefore, each coach or sponsor has an obligation to encourage students to perform within reasonable academic expectations.
2. Student use of tobacco/nicotine products, alcoholic beverages, vapes or the possession or use of non-prescribed controlled substances (ie, cannabis) or paraphernalia will not be tolerated. Any infraction or violation of the above acts, in school or out of school, will result in the student being removed from the team, extra-curricular group, or club for the remainder of the season. Serious and repeated infractions of school rules may lead to a suspension from the team or removal from the team/extra-curricular group to be determined by the administration and coach/sponsor.
3. Rule enforcement will be consistent and immediate. When there is a violation of the Code of Conduct, the coach/sponsor and administration will take immediate action.
4. Each coach or sponsor may establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, trips, etc. Rules set by the individual coach or sponsor must be presented in writing and approved by the Director of Athletics for the sports teams and the Administration for extra-curricular groups. All rules must be given to students and families before the commencement of the sport or activity.
5. Students suspended from school are not permitted to participate in athletic or school sponsored activities while serving suspension. This includes attending any school sponsored athletic events or sponsored activities on or off campus. Students suspended on a Friday may not participate in any athletic or school sponsored activities on Saturday. Students suspended may not be on campus for any reason during the days of suspension.
6. The administration shall be notified of all violations of the Code of Conduct and the consequences of each infraction. Student violations of the Code of Conduct may be subject to appropriate HUSD Board of Education disciplinary policies..

### **Eligibility Requirements for Extra-Curricular & Athletic Activities:**

Any student who participates in a school sponsored activity (Athletics, Student Council, Science Olympiad, Field Trips, etc.) will be expected to maintain passing grades in all courses to maintain their eligibility status in order to participate. In order to attend any school sponsored event on or off campus

the student must attend a full day of school on the day of the event. EXCEPTION: If a pre-arranged half day absence is submitted to the office several days in advance of the game day.

**Extra-Curricular, Co-Curricular/Field Trips (All):**

For athletics, grade checks will be done weekly. The athletic director is responsible for notifying all coaches of any ineligible players. The eligibility period is for the next week beginning on Monday and goes through Saturday. Students who are ineligible may attend practices but may not participate in games or competitive events. Ineligible students may not go with the team to the away games.

For Student Council, NJHS, Band, Choir, Science Olympiad or any non-athletic programs progress reports and report cards will determine their continued participation. Sponsors must provide a list of members to the administrative secretary so that an ineligibility list can be provided prior to the event. The administrative secretary will provide a list of those members of an extra-curricular, co-curricular/field trip who have a 2 or lower to the sponsor of each group. The sponsors are responsible for notifying their students of ineligibility.

**The period of ineligibility for conduct related offenses:**

Students receiving an out of school suspension more than one time during an athletic season may be removed from the athletic team or non-athletic program.

# Pronghorn Ridge Middle School

## Student Concerns, Complaints and Grievances

Students may present a complaint or grievance regarding one or more of the following:

1. Violation of the student's constitutional rights
2. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities,
3. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability,
4. Harassment of the student by another person or
5. Intimidation by another student.
6. Bullying by another student.
7. Concern for the student's personal safety

Provided that:

1. The topic is not the subject of disciplinary or other proceedings under the policies and regulations of this district, and
2. The procedure shall not apply to any master for whom the method of review is prescribed by law, or the governing board is without authority to act.

The guidelines to be followed are:

1. The accusation must be made within thirty calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
2. The complaint/grievance shall be made only to a school administrator or professional staff member.
3. The person receiving the complaint will gather information for the complaint form.
4. All allegations shall be reported on forms with the necessary particulars as determined by the superintendent. *Forms are available in the school office.*
5. The person receiving the complaint shall preserve the confidentiality of the subject disclosing it only to the appropriate school administrator or next higher administrative supervisor, or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle school students may only be made by the affected student on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.

### PARENTS RIGHT TO KNOW

In accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to view this information, it will be available at the HUSD district office located at 6901 E Panther Path, Prescott Valley, AZ 86314. Should you have any questions, feel free to contact the HUSD Personnel Coordinator at (928)759-4004 and she will be happy to assist you.

### DISCIPLINARY PROCESSES

Please be aware that any offenses may be reported to AZ Department of Education and/or law enforcement.

Additionally:

1. Frequency and/or severity of any act can lead to a more serious consequence.
2. Any continuing offense may be considered repetitive behavior and may be taken to a discipline hearing.
3. Referrals will be placed in the student's discipline file. Parents will be contacted by phone or in person when a student is found to be in violation of an offense that merits suspension.
4. Discipline hearings could result in Long-Term Suspension, Expulsion, and Alternative to Suspension or an Alternative Placement.
5. Students reasonably suspected of being under the influence of alcohol and/or drugs are subject to passive alcohol sensors, screening and/or wellness checks. Law enforcement may be notified.
6. Any violation of local, state, or federal law could result in a discipline hearing with a recommendation for Long-Term Suspension, Expulsion, or an Alternative Placement.

Please refer to this website to view Humboldt Unified School District's governing board policies:

<https://go.boarddocs.com/az/humboldt/Board.nsf/vpublic?open>

# Pronghorn Ridge Middle School

Dear Parents:

*The Pronghorn Ridge Middle School Parent/Student Handbook* is our way of communicating to you general information about our school. We ask that you take time to read this handbook with your student so that they too can become more familiar with our school. If you have any questions, please call the office at 759-4600.

Pronghorn Ridge Middle School is also governed by the Humboldt Unified School District Policy and Procedure Manuals, which are available for your review at either the Pronghorn Ridge Middle School office, or the Humboldt Unified School District office which is located at 6901 E Panther Path in Prescott Valley. **Please sign and return this page to your student's homeroom teacher during first period, indicating you have read and understand the information in the handbook.**

Thank you,

Pronghorn Ridge Middle School Faculty and Staff

\_\_\_\_\_ I have read and understand *The Pronghorn Ridge Middle School Parent/Student Handbook*.

\_\_\_\_\_  
Student Name\Homeroom teacher

\_\_\_\_\_  
Student Signature\Date

\_\_\_\_\_  
Parent Signature\Date

**To receive email notifications regarding events and school business please print your email below:**

\_\_\_\_\_

# Bathroom/Hall Pass

## Quarter 1

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# Bathroom/Hall Pass

## Quarter 2

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# Bathroom/Hall Pass

## Quarter 3

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# Bathroom/Hall Pass

## Quarter 4

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