

TOMBSTONE UNIFIED SCHOOL DISTRICT #1

District Office

PO Box 1000
411 N 9th Street
Tombstone, AZ 85638
(520) 457-2217
(520) 457-3270—Fax

Tombstone High School

1211 N. Yellowjacket Way
Tombstone, AZ 85638
(520) 457-2215
(520) 457-3643—Fax

Walter J. Meyer School

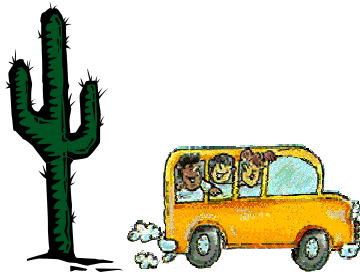
411 N. 9th Street
Tombstone, AZ 85638
(520) 457-3371
(520) 457-3685—Fax

Huachuca City School

100 School Drive
Huachuca City, AZ 85616
(520) 456-9842
(520) 456-9811—Fax

Special Projects Office

411 N. 9th Street
Tombstone, AZ 85638
(520) 457-2217
(520) 457-3270—Fax



Dear Parents, Guardians and Students:

We look forward to an exciting and productive year for everyone! The Tombstone Unified School District #1 has three wonderful schools each with an outstanding staff ready to serve our students in grades PreK-12.

We believe that our **Parent/Student Handbook** will assist you and your child throughout the school year. We encourage you to read the handbook completely so that you will be well informed about our district.

Your success at Huachuca City School, Walter J. Meyer School or Tombstone High School is what you make it. We, the staff and administrators, are here to provide you with support and direction as you pursue your goals this year. All of us maintain high expectations for our students and we look forward to your personal achievements in the Tombstone Unified School District #1.

Communication between school and home is crucial to your student's success. Please check with your child each day to see if the school has sent information home.

To acknowledge receipt of this handbook we ask that you sign and return the last page. Please do not hesitate to call us if you have any questions or comments. We look forward to working with you this year.

Sincerely,

Tombstone Unified School District #1 Staff

www.tombstoneschools.org

School Handbook

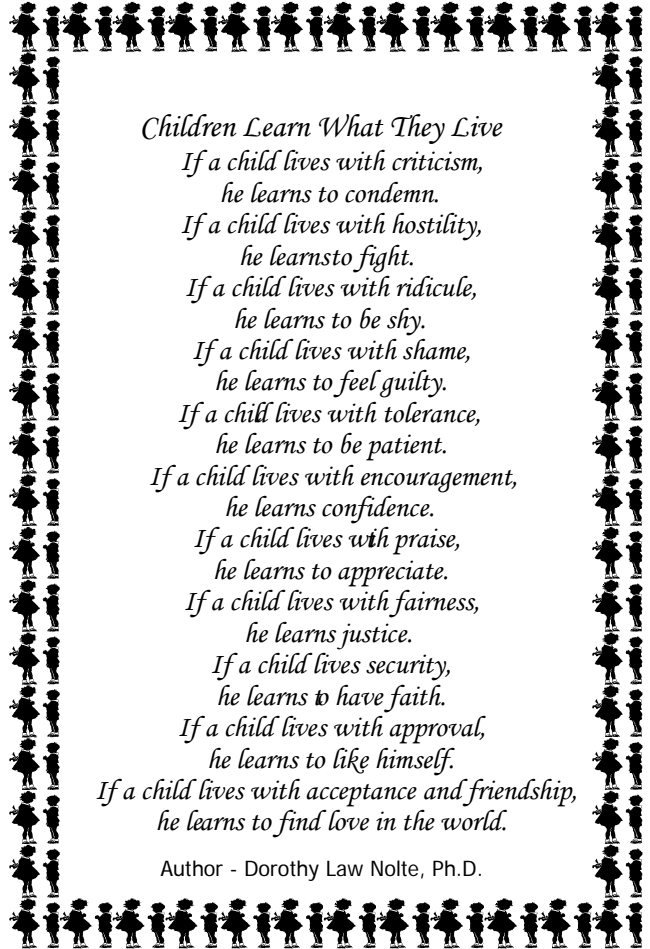
About this Handbook

Contained in this handbook are answers to the most often asked questions we hear from parents. We've included information that's important for both parents and students. We encourage you to share and reinforce with your student those areas that are important to allow for a safe, happy school year. Please keep this and use it as a reference throughout the year. It contains important dates along with other information. If we've forgotten anything, feel free to call. We'll be glad to answer any questions you may have!



A Message From Your Child

Help me get to school every day and help me to be on time. Answer notes, telephone calls and messages from school. Ask me daily what new things I learned in school. Help me feel good about myself. Teach me how to be caring, understanding and teach me good manners. Help me to realize how important school is to my future by supporting the school.



Children Learn What They Live

*If a child lives with criticism,
he learns to condemn.*

*If a child lives with hostility,
he learns to fight.*

*If a child lives with ridicule,
he learns to be shy.*

*If a child lives with shame,
he learns to feel guilty.*

*If a child lives with tolerance,
he learns to be patient.*

*If a child lives with encouragement,
he learns confidence.*

*If a child lives with praise,
he learns to appreciate.*

*If a child lives with fairness,
he learns justice.*

*If a child lives security,
he learns to have faith.*

*If a child lives with approval,
he learns to like himself.*

*If a child lives with acceptance and friendship,
he learns to find love in the world.*

Author - Dorothy Law Nolte, Ph.D.



Welcome
Back
To School!

Tombstone Unified School District #1



Mission Statement

Educating all students to achieve their highest potential and to become responsible, productive citizens.



Tombstone Unified School District #1 Belief System

WE BELIEVE:

STUDENTS LEARN BEST WHEN . . .

- ◆ Provided with diverse, relevant activities and materials that pique their interest and desires
- ◆ Multiple learning styles and intelligences are recognized and accommodated
- ◆ Their basic needs (i.e. readiness, nutrition, safety, and support of family) are met

EFFECTIVE TEACHERS and EFFECTIVE SCHOOL STAFF . . .

- ◆ Know all students can learn
- ◆ Rejuvenate their knowledge, ideas, materials, and procedures
- ◆ Practice on-going self-evaluations
- ◆ Motivate and challenge students to succeed
- ◆ Equip students with problem-solving skills
- ◆ Communicate with - and respect - students, colleagues, staff, and community

EFFECTIVE WAYS TO ASSESS STUDENT LEARNING INCLUDE . . .

- ◆ Multiple types of assessments (i.e. observational matrices, hands-on assessments, performance assessments, developed rubrics, student self-assessment, portfolios, student-led conferences, standardized testing)
- ◆ Options for lifelong learning
- ◆ Student progress toward employability

THE MOST AUTHENTIC AND RELEVANT CONTENT FOR STUDENTS . . .

- ◆ Relates to student experiences
- ◆ Is child-centered, useful, practical, and challenging
- ◆ Is adaptable and continues throughout PreK-12 levels



Tombstone Unified School District #1 Characteristics of a Tombstone Graduate

EFFECTIVE COMMUNICATORS WHO:

- Read, write, speak, and listen
- Research, analyze, and organize information
- Express ideas clearly

LITERATE INDIVIDUALS WHO:

- Demonstrate technological, scientific, and mathematical literacy
- Recognize available technology and its uses
- Choose and apply appropriate technology
- Recognize and apply the scientific process
- Use basic operations of mathematics
- Choose and apply appropriate mathematical processes

CREATIVE INDIVIDUALS WHO:

- Demonstrate aesthetic awareness and self-expression
- Recognize various mediums of self expressions and identify common elements
- Demonstrate skill and participate in a self-selected medium
- Utilize opportunities to express themselves through original or interpretive work

CRITICAL THINKERS WHO:

- Explore interests, acquire knowledge, and analyze factors which affect career opportunities, expectations, and life changes
- Break tasks into systematic steps that lead to a clear outcome
- Solve problems in a variety of contexts by analyzing, recognizing implications, drawing inferences and reaching conclusions

RESPONSIBLE CITIZENS WHO:

- Respect and appreciate the culture of self and others by interacting socially with concern, tolerance and respect for self and others by recognizing and respecting cultural diversity
- Participate in our global society through community service by being aware of global issues
- Collaborate effectively by learning methods of resolving conflicts by working cooperatively with a variety of groups
- Knows and obeys the law

VISITORS

All schools in the district have closed campuses. Therefore, all visitors must sign in at the school office before entering school buildings or grounds. All activities conducted on school grounds must be approved by and coordinated with the principal.



All visitors must report to the school office upon arrival

A visitor is anyone not enrolled or employed at a school site.

VOLUNTEERS

You are a source of special skills, you provide personal attention, and you will be an extra pair of hands when you become a school volunteer. There are so many ways you can help. Volunteers can be:

Classroom Helpers
Field Trip Chaperones

Resource Speakers

If you can share some time with us, please give us a call. We understand that many parents/guardians work during the day, but we want to encourage you to help whenever you can. If you are interested in volunteering in Tombstone Unified School District #1, please complete the classified application available at our website, www.tombstoneschools.org, click on employment link. **All Volunteers must be fingerprinted and have a back ground check.**

ENROLLMENT

Children entering Kindergarten for the first time must be five years old by September 1st in order to register. Children entering first grade must be six years old by September 1st to register. Arizona law requires that all children entering school must be immunized. Tombstone Unified School District #1 requires current immunization records for all students upon registration. Parents/Guardians must present an original birth certificate, immunization record and custody papers, if they apply, at the time of registration.

Registration information is available on the district website.

STUDENT ATTENDANCE

J-0512 JE-RB

Regular school attendance is the key to much of the success a student may gain from the school program. The only absences should be as a result of personal illness, illness in the family, doctor appointment, dentist appointment, a death in the family, or a prearranged excuse.

It is the policy of the District that all students will be assigned to a specific class for every period of the day. A student must attend a class for a minimum of ninety percent (90%) of the time the class meets during the semester to receive

credit. A student must enroll during the first nine (9) days of a semester in order to receive credit, unless the student is transferring from another school, in which case the time between withdrawal from the previous school and entry into the District school cannot be more than nine (9) school days. A student may enroll later than nine (9) days, but only to audit the class.

Absences due to chronic illness, when such illness is certified by a person licensed under A.R.S. Title 32, Chapters 7, 13, or 17, will not be counted when enforcing the ninety percent (90%) attendance for credit requirement. In cases where the students' absences would not have exceeded the limit unless illnesses attributable to chronic illness are counted, no appeal is necessary; exceptions automatically will be made by the principal.

School-sponsored activities will not be recorded as absences

A student who has lost credit in one (1) or more classes must continue to attend all of the assigned classes, including those for which credit has been lost.

As the school administrator and the teaching staff are responsible for enforcement of Policy JE, they shall develop procedures for enforcement and submit them to the Superintendent by September 10 of each school year.

Each student, including seniors, will be enrolled in four (4) classes. Upon recommendation by the high school principal, the Superintendent or the Governing Board may allow a senior to take fewer than four (4) classes. Such approval will be given only in cases where the student presents proof of holding a part-time job (during school hours) and can meet graduation requirements by taking fewer than four (4) classes.

High School teachers will take roll every period and report absences to the office.

Teachers are responsible to account for all students assigned to their classes during official school hours. Discrepancies must be reported to the principal's office.

Exceptions will be approved by the Superintendent or a faculty committee appointed for this purpose and may be appealed to the Board.

Chronic Illness

Absences due to chronic illness, when such illness is certified by a person licensed under A.R.S. Title 32, Chapters 7, 13, or 17, will not be counted when enforcing the ninety percent (90%) attendance for credit requirement. In cases where the students' absences would not have exceeded the limit unless illnesses attributable to chronic illness are counted, no appeal is necessary; exceptions automatically will be made by the principal.

Absence Notification

Students should be in class every day unless they are ill. **It is very important that the school is notified by the parent or guardian as soon as possible if a student will be absent.**

Voicemail and/or email is available for you at your convenience. Please identify the name of the student, grade and state the type of illness when you call and/or email.

<u>ths.attendance@tombstone.k12.az.us</u>	457-2215
<u>hcs.attendance@tombstone.k12.az.us</u>	456-9842
<u>wjm.attendance@tombstone.k12.az.us</u>	457-3371

Homework/Missing assignments may be requested via email from the teachers directly.

TARDINESS

Being on time is important. If a student is late for class he or she must report to the office before going to the classroom. The student will be given a pass to take to the classroom teacher. If the student has continuous unexcused tardiness, parent/guardian will be notified and it may be necessary for the student to make the time up during lunch, recess, passing period, or after school. Excessive tardies are a disruption and may result in an office referral. Being late just 5 minutes each day is equal to 15 hours of lost instruction.

TRUANCY

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class or activity during the school day for which the student is scheduled. It also includes any after-school special-help session or disciplinary session that the student has been directed to attend. For more information, refer to TUSD #1 Board Policy JHB.

A child who is truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required days prescribed in A.R.S. 15-802, subsection B, paragraph 1. Habitual trancies will be referred to local law enforcement agencies as per A.R.S. 15-802, 15-803, 15-804, 15-805, 15-841, and 15-843(B)(1).

PICKING UP STUDENTS DURING THE DAY

For the safety and protection of the student, Tombstone Unified School District #1 does not allow students to be taken from the school before our regular dismissal time without the parent/guardian first coming to the office and signing the student out. The student will then be called from the classroom.

Occasionally a student may sign out early on the basis of a note or telephone call from the parent/guardian, but only with the principal's approval. If the student returns before the end of the school day, he/she must be signed back in at the office.

COMMUNICATION

Communication between the school and home is crucial to the student's success. TUSD#1 is committed to providing information to the parent/guardian in order to foster a team approach between the school and the parent/guardian. This approach will help ensure the success of each student. If any contact information changes please update by contacting attendance office either by phone or email.

Communication is also available via Facebook-Tombstone Unified School District #1.

You also have access to communication via the parent/student portal in our student management system. ParentVue and StudentVue are available to see attendance, current grades, discipline information and more. Please see your school site secretary for more information.

Notification Service – Connect5

The school district has adopted the **Connect5 Notification Service** which will allow us to send a telephone or e-mail message to you providing important information about **school events** or **emergencies**. We anticipate using Connect5 to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, extracurricular activities and more.

In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone or email.

Please keep your contact information current with your school(s).

What you need to know about receiving calls sent through Connect5

- Caller ID will display the school's main number when general announcement is delivered.
- Connect5 will leave a message on any answering machine or voicemail.
- If the Connect5 message stops playing, press 1 and the message will replay from the beginning.

Conferences

Parent-Teacher Conferences are scheduled twice a school year at the elementary schools. This is a wonderful opportunity for the parent/guardian and the teacher to discuss the student's progress, accomplishments and goals. Naturally, the parent/guardian is encouraged to confer with the teacher as they see fit.

Parent-Teacher Conferences are scheduled on an as needed basis at either the request of the teacher or the parent/guardian for high school students.

District Policies

On-line access to district policies is available at the Arizona School Board Association web site, www.azsba.org. Policies are also available at the district office and school sites.

Internet and E-mail

The website for Tombstone Unified School District is www.tombstoneschools.org. Please feel free to contact the teachers or administrators via e-mail. Email addresses for teachers and staffs are listed on the school website. The following email addresses can be used to contact each school and the district office. All employees can be reached at **1st initial Last name @tombstone.k12.az.us**

ths@tombstone.k12.az.us
hcs@tombstone.k12.az.us

wjm@tombstone.k12.az.us
district@tombstone.k12.az.us

Notices & Information

The elementary schools use colored paper to send out important notices and messages. These notices are provided to the student in order to be brought home. Please check with the student for these notices on a daily basis. These notices are also placed on the schools website.

With the district using Connect5 it is crucial that your contact information for student is correct and updated.

Sports activity schedule for **high school sports** and **junior high sports** are available online at www.highschoolsports.net. There is a convenient link to this schedule at our schools website.

Open House

Each school schedules its separate Open House that is typically during the early part of each school year. This is a wonderful opportunity for both the parent/guardian and student to visit their classrooms and introduce themselves to their teachers.

Report Cards

Elementary Schools - report cards are issued four times a year after each 9-week grading period. Report cards are sent home with the student. Tombstone High School issues progress reports each 4 ½ weeks only and report cards at the end of each semester. Report cards are available through ParentVue.

Finals – High School

Final exams will be given at the end of each semester (check student agenda for exact dates). Finals will not be given early except in cases of family emergencies. Please do not presume that final examinations will be provided early if you choose to leave before the end of the semester. If a student is not present for the final exam, a zero will be entered and the grades will be posted unless the zero drops a student's grade to an "f", in which case an incomplete will be given.

Site Council

Each school has its separate Site Council that meets on a regular basis. This is an excellent forum where the parent/guardian can participate on specific issues or concerns relating to a specific school.

CUSTODY

If you have a court order that limits the rights of one parent/guardian in matters such as custody or visitation, a copy of that order **must** be on file with the school office. It is imperative that all students' contact information remains updated.

In the event that you leave your child in the temporary custody of a relative or friend, the school **must** have a notarized note. Hospitals require this information on a notarized note in the event of an emergency. In addition, please be sure the friend or relative is also listed as a responsible party on the child's emergency contact list at school.

FIELD TRIPS

Students who participate in field trips must submit the TUSD #1 field trip permission form before the scheduled time of the field trip. A parent/guardian who would like to accompany a group should contact the student's teacher.

Students who do not have permission to attend a field trip will be assigned to another teacher for the duration of the field trip.

CHAIN OF COMMAND

The purpose of establishing chain of command guidelines is to facilitate communication within our Tombstone Unified School District #1 community. We believe it is important for parent/guardian to communicate their concerns, questions, and desires about the educational process and our schools. By using the steps outlined below, we can work together to address any concerns that may arise.

1. The parent/guardian meets with the teacher to explain the concern and reach a resolution. A plan of action may be needed. Please schedule a follow up meeting with the teacher(s) either by phone, note, or in person, to check on progress.
2. If the concern is not resolved, then it is appropriate to contact the school principal. The principal will schedule a meeting with the parent/guardian and teacher. The concern and action taken will be reviewed. A new plan of action will be developed and carried out. Another meeting will be scheduled to check on progress.
3. If the concern persists after the principal and teacher have attempted resolution, then parents/guardians may contact the superintendent at the district office.

ARIZONA SCHOOL TAX CREDIT

The Arizona Revised Statute 43-1089.01 allows individual taxpayers to receive a tax credit up to \$200 (\$400, if married filing jointly) for fees paid directly to schools in Arizona for the support of **extracurricular activities**. Donations may be made in smaller amounts and/or multiple times during the year.

An extracurricular activity is defined as any school sponsored activity that requires enrolled students to pay a fee in order to participate. Generally, all educational or recreational activities that are OPTIONAL, NON-CREDIT, AND SUPPLEMENT THE EDUCATION PROGRAM OF THE SCHOOL are considered to be extracurricular.

Contributions that are eligible for a tax credit are **donated directly to the schools**, not to the State. The funds are not subject to the revenue control limit that prevents schools from spending more than a fixed amount for programs. Additional funding from tax credit contributions allows more students to participate in activities. For more details on the Tax Credit Program, go to our school website, www.tombstoneschools.org.

All checks must be payable to Tombstone Unified School District #1, please use your memo field for specific information.

ANIMALS/PETS

On occasion, children may wish to bring animals or pets to school. To do so, they must first get permission from their teacher. Please keep in mind that it is the teacher's right to decline such visits if they believe they would disrupt the instructional process. The teacher will instruct the child to make arrangements for the parent/guardian to deliver the animal or pet to the classroom and to take it home immediately after the showing. Parents/Guardians must realize that they are assuming liability for injuries their pet or animal causes to another student or property. No animal, insects, reptiles, etc. may be carried on a school bus.

For the safety of our students, stray dogs will be turned over to the authorities. Please caution your children not to encourage any animal to follow them to school.

SCHOOL PROPERTY

Textbooks are loaned to students at no cost. Each student is responsible for the care of textbooks, library books, school supplies and equipment. A charge will be assessed for damage/loss to school property.

LOST & FOUND

Students are encouraged to place their name on all personal belongings such as coats, lunch boxes, gloves, sweaters, etc. Lost items will be kept in the "Lost and Found" at each school. Students may check the Lost and Found for missing items. Parents/Guardians are also encouraged to check the Lost and Found for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization.

PERSONAL PROPERTY

TUSD#1 discourages students from bringing large amounts of money and personal property to school. Personal electronics will be searched by TUSD administration if there is a reasonable suspicion they contain information relating to a violation of district policy or State law.

The following is the TUSD Electronic Policy

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. Tombstone School District has therefore created this policy to govern the possession and use of electronic devices on school premises, during school hours, at school sponsored activities, and on school transportation.

1. Personal electronic devices (PEDs) are privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to: cell phones, smartphones, walkie-talkies, pagers, mobile managers, mobile messengers, BlackBerry, handset, PDAs, Palm organizers, pocket PCs, video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, headphones, etc. PEDs also include any current and emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.
2. Students may use electronic devices before and after school and during lunch. Students may also use cell phones in emergency situations as defined by staff, including medical emergencies, to report criminal activity on school grounds, to prevent injury to other students or staff, and to report destruction of school property. In the case of increased

tardies to the block immediately after lunch or if cell phones are used to promote violation of school rules, site principal will ban use during lunch for the remainder of the year.

3. Faculty, staff, and administration have the right under law to confiscate any electronic device from students who violate this policy. When any electronic device is confiscated, staff shall take reasonable measures to label and secure the device and bring it to the office as soon as the employee's duties permit.
4. Individuals wishing to report a violation of this policy should contact a school administrator.

Prohibited Use:

1. The use of any electronic device is strictly prohibited during assemblies, concerts, and other school activities where the use of such devices would cause a disruption or be disrespectful to those participating. Electronic devices must be put away and powered off during such activities.
2. Electronic devices are prohibited during class except when use is directed by teacher. When teacher has directed use there will be a visible indicator to all staff and students that electronic devices are permitted at that time.
3. No electronic device shall be used during testing of any kind unless specifically allowed by statute, regulation, student IEP, or assessment directions.
4. At no time may electronic devices be used in restrooms or locker rooms.
5. Students may not use electronic devices in any way that threatens, intimidates, humiliates, or harasses students, employees, and invitees, or violates district policy, local, state, or federal laws.
6. Camera or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of audio recording or camera functions of electronic devices is strictly prohibited in school premises unless specifically directed by a staff member.

Disciplinary Action That May Be Taken:

1. Violation of this policy will result in discipline up to and including suspension and expulsion, and notification of law enforcement authorities.
2. A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.
3. Consequences for students who violate this policy:
 - (a) 1st Offense Confiscation of the school year; Return to Student at end of school day upon signing electronics form (student signature)
 - (b) 2nd Offense of the school year; Confiscation/Return to Parent upon signing electronic form.
 - (c) 3rd & Future Offenses of the school year; Confiscation/Return to Parent upon completion of 15 hours of documents community service.

Security of Devices:

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned to or borrowed

and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Exceptions:

With prior approval of the principal, the above prohibitions may be relaxed under the following circumstances:

1. The use is specifically required to implement a student's current and valid IEP or 504 Plan;
2. The use is at the direction of a teacher for educational purposes;
3. The use is determined by the principal to be necessary for other special circumstances, health-related reasons, or emergency.

STUDENT COURTESY

Hallway/Walkway Courtesy

- Respect people and property
- Keep hands, feet and objects to yourself
- Talk quietly
- Use good manners
- Walk at all times



Playground Courtesy

- Use equipment safely
- Cooperate
- Keep hands, feet and objects to yourself
- Respect people and property

School Bus Courtesy

- Keep hands, feet and objects to yourself and inside the bus
- Talk quietly
- Keep aisle clear
- Remain seated
- With few exceptions no food or drink will be allowed on the bus



Cafeteria Courtesy

- Enter the cafeteria in an orderly and quiet manner
- Talk quietly
- Use good manners
- Clean up your area

DISRUPTIONS

Interference with or disruption of an educational institution - A.R.S. 13-2911

A person commits interference with or disruption of an educational institution by intentionally disrupting the normal operations of an educational institution as defined below:

1. Any action threatening to cause physical injury to any employee, student, or any person on the property. (class 6 felony)
2. Threatening to cause damage to any educational institute, to include the property of any employee or student. (class 6 felony)
3. Intentionally entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property. (class 1 misdemeanor)
4. Intentionally refusing to obey a lawful order given by the chief administrative officer of an educational institute, an employee designated by the chief administrative officer, or a law enforcement officer charged with maintaining order. (Class 1 misdemeanor)

The governing board of every educational institute shall adopt rules for the maintenance of public order on all property of any educational institute under its jurisdiction. The rules shall govern the conduct of students, faculty, and other staff and all members of the public while on the property of the educational institute. Penalties for violations shall be clearly set forth and enforced. Penalties shall include provisions for the ejection of a violator from the property, and in the case of a student, faculty member or other staff violator, the violator's suspension or expulsion or any other disciplinary action.

MANDATORY REPORTING

According to State law, non-accidental injury, sexual molestation, abuse, and neglect must be reported to Child Protective Services. Staff members who are required to report suspected abuse are protected by state legislation from any civil or criminal liability. If you or someone you know needs help, or if you are aware of a child abuse problem, call Child Protective Services at 1-888-SOS-CHILD.

SCHOOL DRESS CODE

The Tombstone Unified School District #1 encourages students and staff to take pride in their attire as it relates to the school setting. Dress is to be in a manner that takes into consideration the educational environment, safety, health, and welfare of self and others. Students and staff are expected to dress appropriately. Clothing should be neat, clean, modest and in good taste.

Parent/Guardian will be contacted if the student comes to school dressed inappropriately. Parent/Guardian will be asked to bring appropriate clothing to the school so the student can change. If parent/guardian cannot be reached, the student will be loaned an appropriate clothing item. The loaned clothing should be washed and returned to the school as soon as possible.

TUSD #1 DRESS CODE

Nothing advocating illegal substance/activity

No lewd or inappropriate messages

No items that can be used as weapons

No bandanas

No gang representation

Dew rag, one pant rolled up, colors

Shorts must have a 4" inseam

Skirts must have 8" from where inseam would be

Hats must be worn forward

No sunglasses worn in the school building

No pants sagging so that underwear is visible in standing or sitting position

No visible underwear

No halters

Shoulder straps must be a least 2" wide

No bare tummies

No cleavage

No leggings, jeggings or any other ultra tight pants or shorts that expose the private contours of the pelvis or buttock (spandex, spans etc.)

No rips in clothing that reveal areas that would otherwise be covered per dress code.

*Exceptions will be made if article of clothing is recommended by the NFHS as acceptable attire for a sanctioned activity.

EXTRACURRICULAR ACTIVITIES

TUSD#1 is excited to offer a wide variety of activities for the students to participate in and expand their horizons.

The fee to participate in sports or extracurricular activities is \$1.00 per student per year.

Activities vary with each school site: For a full list see your school

Sports

TUSD#1 is proud to offer sports opportunities to enhance a student's educational experience. Students must meet certain eligibility requirements. Please contact the school site for specific information concerning eligibility. TUSD#1 believes

that academics are the top priority, but sports can offer students other challenges that they may not get in the classroom. Following is a list of sports that may be offered:

Baseball	Cross Country	Tennis
Basketball	Football	Track
Cheerleading	Softball	Volleyball
Wrestling	JROTC/Orienteering	

SCHOOL SAFETY

TUSD #1 is committed to providing a safe and healthy learning environment for your children. Emergency Response Plans are in place throughout the district. Our goal is to prepare our students and staff to react and respond to a variety of situations that may occur at or near our schools. Safe Schools Programs are designed to help keep schools violence free and to reduce risks from environmental and human-caused emergencies.

Actual Emergencies

Please stay clear of school campuses during emergencies to allow 1st responders to control the situation and protect your children. Additional persons on school grounds may make the situation more difficult to manage and interfere with rescue operations. If you would like more information about school safety, contact your student's school.

The Connect5 system will be used to provide information. Parents/Guardians will be contacted as soon as possible with information regarding the emergency and locations to wait for student pick-up. Updates will also be made on Facebook.

Drills

Students will learn what they can do to help keep their schools safe through assemblies, classroom lessons and emergency drills.

The following topics will be included in discussion and practice drills:

- ❖ **What Students Can Do to Keep Schools Safe**
 - Recognizing Dangerous Situations and People
 - Confidential Reporting of Dangers at School
 - Confidential Reporting of Community Dangers
 - Reporting Threats, Bullying and Violence
- ❖ **School and Campus Evacuation**
 - Fire
 - Bomb Threat or Explosion
 - Utility Failure
 - Severe Weather
 - Damage to Buildings
- ❖ **Sheltering –in-Place**
 - Campus Intruder
 - Storms
 - Hazardous material releases
- ❖ **Vehicle Crashes**
 - At or Near School
 - Involving School Vehicles
- ❖ **Emergencies on School Buses**
- ❖ **Animals/Bees/Reptiles**
- ❖ **Air Craft Crashes**

While these are sensitive topics, every effort will be made to present information and conduct drills in a manner that will leave your children feeling confident in their abilities to respond to emergencies. TUSD#1 wants our students to feel safe at school and you to be confident that your children are being protected while in our care.

Parents/Guardians are welcome to join their students for safety presentations. Contact your child's principal if you would like more information or if you would like the dates and times for school safety activities. When visiting school remember to sign in at the school office and obtain a visitor's pass. Identifying campus visitors is important for school security.

Schools will place "Lock-Down" signs at entrances during Shelter-in-Place drills. Schools cannot allow visitors to enter during drills. Please return to your vehicle until the drill is complete.

BUS SAFETY

Parents/Guardians are encouraged to discuss bus stop safety and school bus rules with their students. Parents/Guardians should practice safely walking to the bus stop and waiting for the bus with young students.

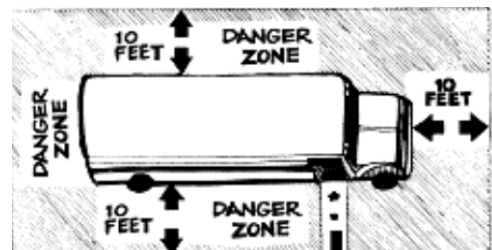
***Please keep in mind that riding the bus is a privilege and can be revoked at any time.**

Bus Stop

- Arrive at least five minutes before the bus is scheduled. Never run to catch the bus.
- While walking to the bus stop, walk on the left side of the road, facing traffic.
- If you cross any streets to get to the bus stop, cross at corners, look both ways to be certain no cars are in sight before stepping into the road to cross.
- Walk to the bus stop with a friend (Parents/Guardians should escort young riders to the bus).
- Wait for the bus at designated stops. Students must be at least 10 feet (5 giant steps) away from the road edge while waiting for the bus.

Getting on the Bus

- Wait at your bus stop (10 feet from the road edge) until the driver signals you to enter.
- If students must cross the road to get onto the school bus, they must wait away from the road edge until the driver signals for them to cross the street to the bus.
- Check the road for moving vehicles after the driver signals before stepping into the roadway to cross. (Look left – right – left to be sure the road is safe to cross.)
- Cross the road 10 feet (5 giant steps) in front of the bus. Look to be sure you can see the driver as you cross.
- Allow younger students to get on the bus first.
- Use the handrail as you enter the bus.
- Move quickly to your seat without crowding or pushing and sit facing forward.



Getting Off the Bus

- Stay seated until the bus stops.
- Do not crowd, push or play on the way off the bus.
- Let younger students get off first.
- Use the handrail. Make sure straps on clothing and backpacks don't get caught in the handrail or door.

- Look for vehicles moving on the right side of the bus before stepping off.
- Move 10 feet (5 giant steps) away from the side of the bus.
- If you must cross the road to get home:
 - ➔ Stay on the side of the road, away from traffic and 10 feet ahead of the bus
 - ➔ Look up at the driver's face
 - ➔ When the driver signals that it is safe to cross, cross to the outside edge of the bus and check both ways for traffic
 - ➔ Cross to the road edge if there are no moving vehicles. If cars are moving, return to the edge of the road by the bus door.
- If the driver blows the bus horn, look for hazards and follow the directions of the driver.
- Never run back to the bus, chase the bus or reach under the bus for any reason.
- Go directly home as soon as you are off the bus.

Tombstone Unified School District #1 is committed to providing the safest transportation possible. We believe that the passenger's behavior seriously affects how safely our drivers can transport "their" children. We need your cooperation in encouraging your student(s) to observe the rules we feel are essential to maintaining safety and order on the bus. Please go over the following rules with your student(s).

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

1. Driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. Classroom conduct is to be observed by the students riding the bus. No "Horseplay" is permitted in or around the school bus.
3. Students must not try to get off the bus, or move about within the bus while it is in motion.
4. Students must not extend arms or heads out of bus windows or throw objects of any kinds from the bus.
5. No object larger than a backpack can be held comfortably on the lap of the student may be transported on regular route busses.
6. Glass or heavy metal objects are prohibited (Lunch boxes are acceptable.)
7. Animals, birds and reptiles are prohibited.
8. The use of tobacco in any form on the bus is prohibited.
9. No eating or drinking on the bus at any time.
10. Any damages to a school bus by a student must be paid for by the student responsible.
11. Failure to follow these regulations may result in the suspension of bus riding privileges.

2. INFRACTIONS WILL RESULT IN REFERRAL.

- a. Severe infractions may include destruction of property, fighting, illegal substance possession or use, and willful disobedience.

3. EXTRACURRICULAR TRIPS

- b. The above rules and regulations apply to any trip under school sponsorship.
- c. Students shall respect the wishes of a competent chaperone appointed by the school.

4. **BUS REFERRAL**

- a. Each referral will be dealt on an individual basis by administration.

Please be aware that TUSD#1 does not provide supervision for walking routes or at bus stops.

PEDESTRIAN & BIKE SAFETY

Rules for Walkers

Children should learn “Rules for Walkers” before walking to school, bus stops, a friend’s home or the local store. Please keep in mind that the school is responsible for our students from portal to portal within a reasonable amount of travel time.

Young children are shorter and have difficulty seeing cars and judging distance and speed of approaching vehicles. Parents/Guardians should walk with their children to show them good pedestrian habits. Children should not go out on their own until they understand and are able to follow these safety rules.

- Walk with family members or friends. Strangers are more likely to approach someone who is alone.
- Walk at the edge of the road, facing traffic so you can see cars, trucks and other vehicles. Use sidewalks and designated walking paths when available.
- Walk single file.
- Always cross at corners or crosswalks.
- Before crossing the street, stop at the curb, edge of the road, or the corner.
- Look left, right and left again; and, if it’s clear, begin to cross, looking over your shoulder for oncoming vehicles. Continue to watch for traffic while crossing.
- Watch for cars that may be turning corners before crossing.
- Listen for approaching vehicles before crossing.
- Don’t run while crossing streets or through parking lots.
- Don’t run between or around parked vehicles.
- If there is a crossing guard or traffic light, follow the directions given before crossing.
- For walking at dawn or after dark, wear light, bright colors. Place reflective strips on clothing, backpacks, and shoes or wear a reflective belt, vest or wristbands.

Parents/Guardians should set limits on where children are allowed to walk. Parents/Guardians should choose routes for children walking to school or to bus stops that have low traffic flow and high visibility so motorists can easily see children. Select walk-routes that are traveled by other children.

Safety for Bike Riders

- ◆ Helmets must always be worn – it’s the law. If unsure on proper helmet fit, please see your local emergency personnel.
- ◆ Ride on the right edge of the road with the flow of traffic.
- ◆ Ride single file; don’t block vehicle traffic.
- ◆ Follow all traffic rules; laws for driving bikes are the same as

- laws for driving cars (obey traffic signs, yield at corners, signal turns and stops).
- ◆ Stop at all intersections, crosswalks and before leaving your driveway or a parking lot.
- ◆ Look left-right-left before crossing or entering the street.
- ◆ Give pedestrians the right-of-way.
- ◆ Never ride at dark without lights.
- ◆ Children under the age of ten should not ride without adult supervision

HEALTH OFFICE INFORMATION

Tombstone Unified School District #1 employs health care professionals to take care of health problems that arise in the course of the school day. The Health Office is open during the regular school hours. Please advise the nurse and your child's teacher of any special health concerns that affect your child. The school nurse gives first aid only. The nurse does not diagnose illness or prescribe treatment, but notes symptoms and notifies parents/guardians if the severity of the illness or injury warrants such action. Parents/Guardians should follow up with their family physician.

Please do not send your child to school sick. Below are some general guidelines to help in determining whether or not your child should return to school. When in doubt, please feel free to call the nurse's office.

- Children who have vomited within the last 24 hours should not come to school.
- Children who have a temperature of 100 degrees or higher should not come to school. Children need to be fever free for 24 hours before they return to school.
- Children who have been prescribed antibiotics should be on the medication at least 24 hours before returning to school.
- Children who have had chicken pox may return to school when every pock is scabbed over and dry. If your child has not received the varicella (chicken pox) vaccine this is something you may want to consider for your child.
- Rashes need to be addressed on an individual basis. You may be referred to your physician for an evaluation before your child may return to school.
- Conjunctivitis (pink eye) must be evaluated by a physician. The child's eyes must be free of redness and drainage and the prescribed treatment continued 24 hours before the child may return to school.
- If your child has had an injury or illness that prevents him or her from participating in P.E., a physician's note must be sent to the school stating the length of time that the child may not participate.
- **PEDICULOSIS (HEAD LICE)** – Head lice may be present at any time during the year. The beginning of the year is a "popular" time for these pests to arrive. Classrooms may be checked at random throughout the school year. Please check your child frequently. Tombstone Unified School District #1 has a "no nit" policy. This means that even if your child has been treated for lice, no nits (eggs) can be visible on recheck. The parent/guardian must accompany the child to school and be present at the recheck. If the child is nit free, the child may return to school. If not, the parent/guardian will be expected to take the child home.
- **IMMUNIZATIONS** – Arizona law is very strict and requires students to be up-to-date on immunizations. Tombstone Unified School District #1 requires that all students be adequately immunized BEFORE they may enroll in school. The Cochise County Health Department offers immunizations to children less than 18 years of age.
- **MEDICATIONS** – All medications must be kept in the nurse's office unless other arrangements, according to school policies, have been made through the nurse's office. If a child needs to carry medication on their person, a doctor's note to that effect along with the written permission of the parent/guardian must be on file in the nurse's office. Student's found with medication are subject to disciplinary action. Medications, both prescription and over-the-counter, must be brought to the nurse's office in the ORIGINAL container with a signed Medication Consent Form (available in the nurse's office). Please send only the doses of medication to be administered at school. Your pharmacist can provide you with an extra bottle. It is the responsibility of the parent/guardian to

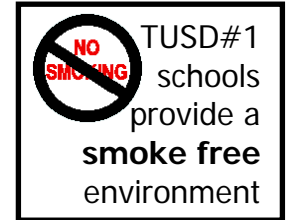
transport medications to and from the school. Please call the nurse's office if special transport arrangements need to be made. Medications left at the end of the year must be picked up within 10 days.

- **HEARING, VISION AND SCOLIOSIS SCREENING** – Specific grades are selected each year for these screenings. If your child is found to have difficulties in any of these areas, the nurse will notify you.
- **DENTAL**-The elementary schools provide dental screenings. Information is sent home regarding the screening services each year.

DRUG PREVENTION

Education & Awareness

The district sponsors a program for the community on its drug abuse prevention programs. In addition to presentations by school staff members, the program may include representatives of law enforcement agencies and medical professions. Additionally, the district may offer programs in parent/guardian effectiveness training. News releases and other forms of communications may be used to educate parents/guardians and the community, using regular school channels for such purposes.



Students Who Desire Help

Tombstone Unified School District #1 does not condone the non-medical use of drugs. The need for the availability of help to those who use or abuse drugs is recognized. Students are strongly encouraged to seek out help from any teacher or staff member if they recognize any drug related issues.

Confidentiality

Students need to be aware that information relating to drug use within the school setting cannot always be kept confidential. In some cases, it will be referred to the appropriate individual or agency. School records consist of data relating to school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information concerning drug involvement.

Drug Abuse By Students

The non-medical use, possession, or sale of any drugs on school property or at school events is prohibited. "Non-medical" is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" as prescribed by a medical professional.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law. Students attending school in the district who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Tobacco and tobacco products
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy
- Hallucinogenic substances
- Inhalants

Any student who violates the above will be subject to suspension or expulsion, in addition to other civil and criminal prosecution.

Schools Responsibilities

It shall be the responsibility of all school employees to report all suspected instances of the use, possession, or sale of drugs to the principal or other administrator in charge.

Distribution Or Sale

When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parents or legal guardians shall be contacted.

A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.

Possession

Law enforcement authorities shall be contacted when the principal, or designee, determines that drugs to be used for non-medical purposes are found in the possession of a student. The principal or designee may also contact law enforcement authorities for help to make such a determination. Pupils who are in possession of drugs to be used for non-medical purposes may be suspended or expelled. (A.R.S. 15-843)

Under The Influence

A student who is reasonably suspected of being under the influence of drugs shall be referred to the school nurse and/or administrator. If it is determined that the student is under the influence of drugs, the parent/guardian shall be contacted. The student may be suspended or expelled. (A.R.S. 15-843).

A student who is reasonably suspected of being under the influence of drugs while school is in session or during a school activity shall be treated as a medical situation.

Parental Notification

When there is a reasonable suspicion that a student is using drugs, he/she is questioned by the school principal, or designee. The principal or designee will attempt to notify parents/guardians that such questioning has taken place.

GANG ACTIVITY OR ASSOCIATION

Students that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process and in violation of A.R.S. 13-2911. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited due to the disruption to educational activities that results from such activities or dress.

Students involved in an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily harm, physical, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

TUSD#1 **does not** tolerate gang activity and will take appropriate action to eliminate this activity in our educational setting. TUSD#1 provides an annual gang activity notice to the parent/guardian.

The following is Policy JIH-Interrogations, Searches and Arrests

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Interviews

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

When child abuse or abandonment of a student is alleged.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

*Abuse or abandonment is **not** alleged.*

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

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

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Adopted: date of manual adoption

LEGAL REF.:	A.R.S. 8-303	8-823
	8-304	13-3881
	8-802	13-3883
	8-821	15-342
	A.G.O. I04-033	I88-062
	I77-211	I91-035
	I82-094	

DUE PROCESS AND STUDENT RIGHTS

The following identifies the due process procedures that are always available to a student accused of misconduct. It is important to understand that, while the principal is responsible for the operation of the school, he/she may authorize other school personnel to handle student discipline situations.

If a student is referred to a principal for disciplinary action, the student will be informed of the circumstances that necessitated the referral. It is recognized that appropriate consequences depend on the offense committed and also the following:

- extenuating circumstances, which might lessen the seriousness of the offense or the student's responsibility for it;
- mitigation, by which the punishment might be reduced;
- aggravation, which could increase the seriousness of the incident and increase the punishment.

Because these factors may be important in determining an appropriate disciplinary action, the student will always have the opportunity to explain the situation and, if necessary, to meet at a later time with both the principal and the person making the referral.

In any case involving the possible suspension of a student, the student will be granted an informal hearing with the principal or designee. At that time the student will be notified of what he or she stands accused. The student may then remain silent or may explain his/her version of the situation and facts.

The principal or designee may suspend a student from school for a period of up to ten school days. If possible, the student's parent/guardian will be contacted immediately. The parent/guardian will also be notified in writing of the reason for suspension and how long the suspension will be in effect. The parents/guardian may contact the principal if they have any questions regarding the incident. Suspension is usually the action taken prior to long term suspension/expulsion and should be considered as a serious offense. The Superintendent may long term suspend a student, after a formal hearing. The hearing procedure includes the student's rights to be represented by counsel and to present and cross-examine witnesses. Complete details of the formal hearing procedure will be made available to the student and parents/guardians prior to the hearing.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

J-3232 JICK-EB

The Governing Board of the Tombstone 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 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

- 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,
- 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,
- occurs when there is a real or perceived imbalance of power or strength, or
- 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

- 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,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- 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 preference, 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 of 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 on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such 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 or suspect another student is bullied 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 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 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 this policy, 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 is a violation of the law.

The following will be used to determine if a situation is bullying or conflict-

Bullying Identification Form
Tombstone Unified School District

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graph TD
    Q1[Was the behavior based on a conflict?  
Yes No] -- No --> Q2[Was the behavior repetitive?  
No Yes]
    Q1 -- Yes --> A1[This is not a Bullying Incident]
    Q2 -- No --> A1
    Q2 -- Yes --> Q3[Did the aggressor hold a position of superiority over the victim?  
No Yes]
    Q3 -- No --> A1
    Q3 -- Yes --> A2[This is Bullying]
  
```

Date/Time: _____

Aggressor: _____

Victim(s): _____

Witness(s): _____

Description:

Administrative Action:

HAZING J-2950 JICFA

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 for or promoted to enrollment, or intending to enroll or be promoted to District 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 District school.

"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, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education 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.

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

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

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

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 accord with District 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.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

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

FOOD SERVICES

The Tombstone Unified School District #1 takes part in the National School Lunch Program and the School Breakfast Program. Students may qualify for reduced price or free lunch and breakfast. Applications are available at each school office and on the school website.

Tombstone Unified School District #1 offers a varied lunch menu and sends a copy home with each elementary student at the beginning of each month.

Lunch prices:	Grades Pre-K-12	\$2.75 (Adults \$3.00)
Breakfast price:	Grades Pre-K-12	\$1.25 (Adults \$2.00)
	Milk	\$.40



Students may bring their lunch or eat a hot lunch in the cafeteria. Visitors are always welcome. Visitors may place their order for a hot lunch by calling the cafeteria office at each school early that morning. Please drop off lunches or lunch money in the office.

All school lunches include a half pint of low fat milk. If your child has a milk product allergy, juice may be substituted. Please contact the school office if this exception pertains to your child.

If your child forgets his/her lunch or lunch money, Tombstone Unified School #1 will provide a sandwich and milk. This courtesy is extended up to three times during the school year. **There will be no charges allowed for school lunches.**

The Tombstone Unified School District #1 is pleased to provide a full lunch program. Through the Arizona Department of Education, the USDA supports child nutrition by setting nutritional and regulatory standards. The USDA financially subsidizes meals for all students. The rate of support is determined by household income. Therefore, all families are invited to submit an **Application for School Meals Form** at the beginning of each school year and throughout the year, if the household income changes up or down. These forms, available at the school offices and school website, will be used to determine which families are eligible for free or reduced price meals.

The meals provided are planned to meet the U.S. Dietary Guidelines for all Americans. Adult staff and un-enrolled students are welcome to purchase meals. The price of their meals is higher than the student price as no USDA subsidy is provided. The Governing Board establishes student and adult meal prices each year.

Families may prepay for meals on a weekly or monthly basis. Lunches may be purchased daily as well. **Payment for food services may be made by a check, cash or credit card.**

Checks are made payable to **TOMBSTONE UNIFIED SCHOOL DISTRICT #1**.

Credit card payments are made at www.myschoolbucks.com

Check with the Food Service Department or school office staff for additional information.

The Food Service Department's goal is to provide a quality, cost-effective child nutrition program. Any food service staff member as well as the district's Food Service Manager will welcome your comments and suggestions.

SPECIAL INSTRUCTION PROGRAMS

Tombstone Unified School District #1 will conduct screenings of preschool children, ages three through five (but not eligible for Kindergarten) who may be at-risk for handicapping conditions or developmental delays in one or more of the following areas:

Gross Motor Coordination

Fine Motor Coordination

Vision

Hearing

Language Development &

Articulation

Concepts & Memory

Social/Emotional Develop

INTERVENTIONS

Tombstone Unified School District #1 uses Interventions best practices as a referral process for those students demonstrating difficulty in one or more of the following areas: math, reading, written expression, speech, ELL (language), and behavior. Interventions are designed to analyze student data, identify student needs, implement instructional strategies, and identify interventions to assist the student in being successful.

Interventions are in classroom and with an interventionist when needed. Classroom interventions may include preferential seating, visual cues, small group instruction, various instructional strategies, modifications, accommodations, and other instructional needs. A Reading/Math Interventionist may be assigned to give individualized instruction. Other resources may be used for speech, ELL (language) and behavior needs. These interventions are documented, discussed with teachers, interventionist, resource teachers; progress is monitored, and shared with parents/guardians.

SPECIAL INSTRUCTIONAL PROGRAMS

(Identification and Placement of Exceptional Students)

This detailed administrative regulation is issued to:

- Accomplish the requirements of the Governing Board set out in policy IHB³/₄Special Instructional Programs.
- Assure District compliance with the requirements of applicable federal and state laws and the lawful regulations of the State Board of Education.
- Aid District personnel in fulfilling their duties relating to the topic by presenting the procedural information in a format that aligns with the Arizona Department of Education/Exceptional Student Services (ADE/ESS) compliance checklists.

Citations from the following sources are annotated to the material to assist in conducting research and for clarification:

- Arizona Revised Statutes (A.R.S.)
- Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, State Board of Education Rules
- Regulations of the Family Educational Rights and Privacy Act as published in Part 99 of Title 34 of the Code of Federal Regulations (C.F.R.)
- Regulations to the Individuals with Disabilities Education Act (IDEA) as published in Title 34 of the C.F.R., Part 300.

Whenever the term "District" is used in this regulation, it is to be interpreted contextually to mean the School District, the respective local school site, a representative of the District or a representative of the local school site, as is applicable to the circumstance.

Applicability

To accommodate the necessity to present procedural information in a format that aligns with the Arizona Department of Education/Exceptional Student Services (ADE/ESS) compliance checklists, this generic regulation contains procedural requirements for covered individuals of all ages. However, any statement in this regulation that addresses a

provision that is not applicable to the grade levels and age ranges included in the student membership of the District is to be considered for the purposes of compliance to be not applicable.

Child Find

The District will identify, locate, and evaluate all children with disabilities within its geographic boundaries who are in need of special education and related services including, but not limited to, children who are:

- Homeless;
- Highly mobile, including migrant children;
- Wards of the state; and,
- Attending private schools or who are homeschooled.

In its identification process the District will include children who are suspected of being a child with a disability and in need of special education, even though a student is:

- Advancing from grade to grade
- Highly mobile, including a migrant student. [34 C.F.R. 300.111]

The District will inform the general public and parents within its boundaries of the responsibility for special education services for students aged three (3) through twenty-one (21) years, and how those services may be accessed including information regarding early intervention services for children aged birth through two (2) years. Services for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22). [A.A.C. R7-2-401.C]

The District will require all school-based staff members to review the written procedures related to child identification and referral on an annual basis, and maintain documentation of the staff review. [A.A.C. R7-2-401.D]

Identification screening for possible disabilities shall be completed within forty-five (45) calendar days after:

- Entry of each preschool or kindergarten student and any student enrolling without appropriate records or screening, evaluation, and progress in school; or

- Parent notification of developmental or educational concerns.

Screening procedures shall include vision and hearing status and consideration of the following areas:

- Cognitive or academic;
- Communication;
- Motor;
- Social or behavioral; and
- Adaptive development.

For a student transferring into a school, the District shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. [A.A.C. R7-2-401.D]

If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within ten (10) school days and informed of the District's procedures to follow-up on the student's needs. [A.A.C. R7-2-401.D]

The District shall maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents of a concern and the dates of screening. The dates shall be maintained in the student's permanent records. [A.A.C. R7-2-401.D]

If the screening indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or a student may request an evaluation of the student. [A.A.C. R7-2-401.D]

If, after consultation with the parent, the District determines that a full and individual evaluation is not warranted, the District shall provide prior written notice and procedural safeguards notice to the parent in a timely manner. [A.A.C. R7-2-401.D]

NO CHILD LEFT BEHIND SERVICES (NCLB)

The purpose of No Child Left Behind (NCLB), signed into law in 2001, is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

TUSD#1 will provide these opportunities by ensuring that highly qualified teachers and paraprofessionals are in place to teach district students. Additionally, a rigorous curriculum will be made available to all students to facilitate the mandates of No Child Left Behind.

Parents/Guardians are an essential part of the NCLB Program and the district encourages you to become involved in your child's education and the NCLB program. There will be NCLB schoolhouse meetings throughout the year to share information and to solicit parent/guardian input. For more information concerning the No Child Left Behind program contact the Federal Programs Office.

McKinney-Vento (Education of Homeless Children and Youth)

The term "homeless students" means individual(s) who lack a fixed, regular, and adequate nighttime residence and includes:

* Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

* Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

* Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

* Migratory students who qualify as homeless because the children are living in circumstances described above.

Admission

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

ENGLISH LANGUAGE LEARNER (ELL) PROGRAM

Tombstone Unified School District #1 is committed to providing a meaningful and comprehensive educational experience to its English Language Learner students. ELL students will be provided the same opportunities that are available to the general student population. Learning and mastery of academic subjects will be measured using assessment instruments mandated by the state. Necessary accommodations will be made for our ELL students to ensure that learning is assessed appropriately.

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent/guardian or eligible student (18 years or older) the right to:

- 1) inspect and review his/her child's educational records;
- 2) make copies of these records;
- 3) receive a list of all individuals having access to those records;
- 4) ask for an explanation of any item in the records;
- 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- 6) a hearing on the issue if the school refuses to make the amendment.

DIRECTORY INFORMATION

Directory information includes the following:

- | | |
|--|---|
| 1. Student's name | 8. Student's awards or honors |
| 2. Student's date and place of birth | 9. Student's height and weight if a member of an athletic team |
| 3. Student's address | 10. Student's photograph |
| 4. Student's parent/guardian names | 11. School or school district the student attended before enrollment in this district |
| 5. Student's class designation (grade) | |
| 6. Student's extracurricular participation | |
| 7. Student's achievements | |

Pursuant to FERPA (the Family Educational Rights and Privacy Act, Appendix A), the district may permit access to or the release of directory information to the public unless the parent/guardian or eligible student (18 years or older) gives

written notice to the district that such information should **not be** made public without prior written consent.

Written notice should be on file in the school office

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901**

The Tombstone Unified School District #1 will make a reasonable effort to inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child and will be destroyed. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the District Student Education Record Confidentiality Policies and Procedures may be reviewed in the Principal's office. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act office in Washington, D.C., if the parent feels the school has violated public school records policies and statutes.

- Office Referral Definitions

	Problem Behavior	Definition
1.	Abusive Language	Verbal, physical, or written messages that include swearing, name calling, or use of words in an inappropriate way.
2.	Alcohol/Drugs/ Tobacco	Student has/had possession of, is using alcohol or is under the influence of alcohol. Student has/had possession of, is using illegal drugs/substances, or is under the influence of illegal drugs. Student is in possession of or is using tobacco. "Drugs" shall include any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy JICH.
3.	Contraband	Student has/had possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid). Any other items of a disruptive or destructive nature.
4.	Defiance/Disrespect/ Insubordination/ Non-Compliance	Refusal to follow directions, talking back and/or socially rude interactions.
5.	Disruption	Behavior causing an interruption in a class or activity. Disruption includes but is not limited to sustained loud talk, yelling, screaming, inappropriate display of affection, noise with materials, horseplay or roughhousing; and/or sustained out-of-seat behavior.
6.	Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
7.	Fighting/Physical Aggression/Assault	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). Self-defense is defined as walking away and/or blocking without forward motion or aggression.
8.	Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
9.	Harassment/Tease/ Taunt/Threats/ Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, sexual orientation, and/or national origin, verbal attacks based on ethnic origin, disabilities or other personal matters.
10.	Unauthorized Absence	Student leaves class/school without permission or stays out of class/school without permission or is tardy to class.
11.	Vandalism/Property Damage	Student participates in an activity that results in destruction or disfigurement of property.
12.	Weapons	Student has / had possession of knife or gun (real or look alike), or other objects readily capable of causing bodily harm pursuant to Board policy JICI

Computer/Internet/E-Mail User Agreement

Terms and Conditions

Acceptable use: I will use the service to support personal educational objectives within the educational goals and objectives of the Tombstone Unified School District #1. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display or retrieve materials forbidden by statutes, laws, or Tombstone Unified School District #1 policies and regulations.

Personal responsibility: I will report any misuse of the information service to a parent, teacher, or the system administrator, as appropriate. I understand that many services and products are available for a fee and **acknowledge the responsibility for any expenses incurred without District authorization.**

Network etiquette: I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

Be polite and use appropriate language: I will not send, or encourage others to send abusive messages.

Respect privacy: I will not reveal any home addresses or personal phone numbers.

Avoid disruptions: I will not use the network in any way that would disrupt use of the systems by others.

Observe these other considerations:

- Be brief.
- Try to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for my articles.
- Post only to known groups.

Services: The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service is used and bears the risk of reliance on the information obtained. **I have read and agree to abide by** the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. **I understand and will abide by** the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Student Education Records Confidentiality Notice

Dear Parents/Guardians:

The TUSD#1 Governing Board has established written policies regarding the collection storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- * The Family Education Rights and Privacy Act; Title 20, United States code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;

- * The Education of All Handicapped Children Act; Title 20 United States Code, Sections 1412 (2) (D) and 1417 ©; and the Federal Regulations (34 CFR 300.560 – 300.574) issued pursuant to such Act; and
- * Arizona Revised Statutes, Title 15, Section 141

Student educational records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious recurrent behavior patterns.

These records are maintained in each school office under the supervision of the school principals and are available only to teachers and staff working with the student. If your son or daughter should transfer to another school, these records would be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

Sincerely,

**Tombstone Unified School District #1
Administrative Team**

SIGNATURE PAGE – Please return lower portion to your child’s school.

Dear Parent/Guardian:

We share with you this Parent/Student Handbook and invite you to join us in providing the best education possible for your child. After you have reviewed a copy of the handbook, please sign and return the bottom half of this page to your student’s school.

Tombstone Unified School District #1

Tombstone High School	457-2215
Walter J. Meyer School	457-3371
Huachuca City School	456-9842
District Office	457-2217

Please return this section.

I/We have read the Parent/Student Handbook and the following notices:

- 1) Parent/Student Handbook
- 2) Directory Information
- 3) FERPA - Notification of Rights
- 4) Student Dress Code
- 5) Office Referral Definitions
- 6) Computer Internet/E-Mail User Agreement
- 7) Student Education Records Confidentiality Notice

*Please complete and return
to your child's school.*

and will support the education of my/our child during this school year.

Student’s Name _____

Teacher/Homeroom Teacher _____ Grade _____

Signatures

Parent/Guardian _____ Date _____

Student _____ Date _____

E-mail Address _____

Email address will be used to communicate school information

Would you like information sent to you regarding the Arizona School Tax Credit?
(check box)