



# Indian Oasis Elementary School

*Baboquivari Unified School Dist. #40*



## **2014-2015 Student Handbook**

**Principal**

Ms. Julie McIntyre

**Assistant Principal**

Ms. Barbara Cardinal

**School Improvement Specialist**

Mr. Joe Mease

**Governing Board Members**

Mr. Verlon Jose, Board President

Mrs. Sylvia Hendricks, Board Clerk

Ms. Sara Mae Williams, Board Member

Mrs. Ella Mae Greasewood, Board Member

Ms. Marlene Gonzales, Board Member

**Superintendent**

Dr. Alberto Siqueiros

**Assistant Superintendent**

Dr. Edna Morris

**Telephone: 520-383-6750**

**Fax: 520-383-5970**

**[www.iobusd40.org](http://www.iobusd40.org)**

**Office Hours: 7:30 - 4:00**

**School Hours: 8:00 - 2:50 Monday-Friday**

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**Our Mission statement:** We empower our children to have a strong cultural identity to conquer challenges in their journey of life.


**Our Vision Statement:** Our children will be college and career ready, embrace their Himdag, and maintain a healthy lifestyle to reach their full potential.

**We Believe Our Core Values to be:**

- ❖ **S** - That everyone has a right to a **S**afe learning environment.
- ❖ **T** - In **T**aking pride in our words, actions and culture.
- ❖ **A** - **A**cting responsibly is expected of everyone to ensure a positive learning environment.
- ❖ **R** - **R**espect must be woven throughout our daily lives.

**Our Creed is:**

- ❖ I am safe throughout the day.
- ❖ I take pride in all that I do.
- ❖ I act responsibly in every way.
- ❖ I respect myself and others.
- ❖ I am a Tohono Star.



***Baboquivari Unified School District***

**Mission**

The Baboquivari Unified School District, in partnership with families and communities, prepares students as leaders by providing a high quality educational environment where students excel with skills and knowledge needed to compete in a global society while retaining traditional values, culture and heritage.

**Vision**

Our students will be academically prepared, know their Himdag, and have life skills to excel.

## **General Information**

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All grades attend school from 8:00 a.m. to 2:50 p.m. Monday through Friday. Office hours are between 7:30 a.m. to 4:00 p.m. The Elementary campus is a secured campus. All parents and visitors must sign in at the front reception desk. The first bell rings at 7:50 a.m. Students will line up by class and teachers will lead them to their homerooms. The final bell rings at 8:00 a.m. Students arriving after the final bell are considered tardy and must be signed in at the school office before going to their classrooms. Elementary students will only be released to an adult in charge as indicated within our check out records.

## **A, B, C's and the Morning SFA Reading and Math Focus**

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In 2010, the District adopted a new Reading and Math program called Success for All (SFA). We especially ask that you respect our reading block in the morning so our students will have the greatest benefit with their reading lessons. Make sure your student comes to school on time every day! The Math block is between 8:30 and 10:00 am. The reading block is between the hours of 10:00 a.m. and 11:30 a.m. Students will be placed according to their instructional level and leave the homeroom class to be with a teacher that is more appropriate to their instructional level. Each quarter, students will be assessed and changes will be made in their class placement according to how well they have learned the concepts covered. Encourage your child to do their best so they can accelerate their learning and make gains in their reading!

During the reading block, there will be no campus wide announcements and we ask that you honor this reading time and avoid scheduling appointments and/or pulling your child from class during this valuable time. Please schedule meetings with the principal and staff after the reading block is complete.

Encourage your child to read at home – each student should read about twenty minutes an evening depending upon grade level. Our “Love of Reading” month is scheduled for March; however, we find that our students love to read during every month! Support this wonderful habit and you will see progress in your child’s abilities to read and in their study habits in general.

## **Absences**

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Regular school attendance is essential for success in school. Daily class participation is important to the learning process. Students with perfect attendance are recognized with awards and special privileges. Attendance plays an important role in determination of our “student of the month” recognition as well.

State law requires regular school attendance of school-age children on a daily basis. Any absence from class, whether it is for illness, school activity or other reason, limits the student’s chance towards academic success and places an extra burden upon both the student and the teacher to maintain academic skills. If a student arrives after 11:30 a.m., the student is counted absent for one-half day. If a student is in school in the morning and is taken from school before 12:30 p.m., the student is counted absent for one-half day as well.

## **Attendance**

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Good attendance habits early on can have a positive effect for a lifetime. Especially for younger students, attendance is both the responsibility of the parent and student. With few exceptions, the student is expected to be in class every day. Typical

excused absences include illness with a doctor's note and attendance of a wake or memorial service for a family member or loved one. Parents or guardians are asked to notify the front office of any absences on or before the date of the absence. You may report the absence in person, by phone or by note. Notification to the school office by phone 520-383-6750 should occur no later than 9:00 a.m. on the day of the absence. School notification is required for every absence.

### **Attendance Record-Keeping**

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Attendance records will be maintained for all students, which include the number and dates of both excused and unverified absences. Parents contact records will be maintained which include date, name of person contacted, means of contact, school official present and results. Repeated unverified absences will result in a student and a parent conference. Continued unexcused absences following the conference can result in the school taking necessary steps to assure enforcement of the law.

### **Care of Textbooks, Library Books, Etc.**

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The school urges all parents to encourage their child to take good care of their textbooks. Students are responsible for all textbooks and library books issued to them during the school year. Parents and students are responsible for all lost, stolen or damaged books and will be required to reimburse the school. If a lost book is found and returned, money will be refunded.

### **Changes in Transportation**

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All bus and after-school instructions are handled **through the school office**. Please send a written communication or email to [tmease@busd40.org](mailto:tmease@busd40.org) or written notice **by 10:00 a.m.** each day for any transportation changes. **No late notices will be honored.**

### **Extra Curricular Activity Fee**

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IOES and BUSD will institute an Extra Curricular Activity fee for any students wanting to participate. The fee will be \$5.00.

### **Lost and Found**

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There is a lost and found box in the parent liaison office. We encourage parents to properly label your child's property that might become misplaced at school. These items include lunch boxes, coats, hats, shirts and sweaters. Please check with the parent liaison or at the front office if your child is missing any of these items.

### **Health Services**

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The school has a Health Aide on site to facilitate basic health needs and first-aid. However, we urge all parents to make sure to administer all prescription drug needs to the child before the child comes to school. Prescription medications that must be taken at school must be delivered in the current prescription bottle with instructions on the use of this medicine. Please see the Health Aide for more specific requirements.

The Health Aide will work with the teacher if there is a suspected case of lice. Children who are infested with lice will need to be sent home as early as possible on the day it is observed to avoid contact and infestation with others. We ask that parents or family members on the check out list will need to come to school to pick up their child. Please treat the infestation and return the child to school as soon as the lice have been destroyed and all lice and eggs have been removed from the child's hair. The Health Aide will ask to check on children before they return to the classroom.

## **Immunization**

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Arizona law ARS-15-342 requires that **prior to each child's initial enrollment** in a public school; he/she must be immunized as prescribed by Arizona Health Services. Exceptions to school immunization will be made only if the child will be seriously endangered by the immunization or if the child is being raised in a religion where teachings are opposed to immunization. **A special form must be completed if this exception is to be honored. Please contact the Health Aide with any questions in this regard.**

Arizona law requires all children entering school submit histories of immunizations received **before** they come to school. Please contact your health service for a copy of your child's immunization record and provide this to the Health clerk prior to the start of the 2014-15 school year.

## **Make-Up Opportunities**

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If your child misses a significant amount of days out of school, we will assist you in getting make up work for them. Communicate directly with the teacher or work with the front office staff to get missing assignments to be made up. Ultimately, it is the student's responsibility to make-up work and to arrange for a time to make up tests when the student returns. However, young students will need guidance and support in this effort. Office staff will assist you in working with the teacher to develop a plan for makeup homework and tests.

## **Parent-Teacher Conferences**

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Parent-Teacher conferences will occur during the fall and spring semesters. **These meetings are very important.** Please plan on attending these conferences. Your child will appreciate your interest and you will gain insight into your child's capabilities. Additional conferences are by appointment. Please call the front office to set up an appointment with your child's teacher.

Parents are encouraged to visit the school and their children's classrooms throughout the year. Please make arrangements prior to the day of the visit. Each family member who visits the school must check in at the office.

## **Promotion-Retention**

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The Elementary School promotion and retention plan is based on the premise that all children must possess competencies at each instructional grade level in order to be promoted. Please ask your child's teacher for a list of standards that



your child must complete in order to be promoted. In addition, **HB2732 and ARS.15-1701, Section 4B** states “the pupil will not be promoted from third grade if pupil fails the reading portion of AIMS.”

### **School Site Council**

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The Elementary School Site Council is composed of parents, teachers and community members. Council meetings begin in the fall and occur every month. You are encouraged to apply for any open position by going to our website at [www.indianoasiselementary.org](http://www.indianoasiselementary.org).

### **Student Information Update**

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Please notify the school of any changes in addresses or telephone numbers during the year. It is very important for the safety of your child that our records are kept up-to-date.

### **Visitors and Guests**

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Parents and guardians are encouraged to visit the school and their children’s classrooms throughout the year. Please make arrangements prior to the day of the visit. Each family member who visits the school must check in at the office and must wear a visitors tag while on campus. Please dress in appropriate attire while on campus. If a visitor is dressed in “gang affiliated attire” you will not be permitted on campus.

**Please minimize any distractions during our SFA Reading and Math block at the beginning of the day.**

### **Volunteers**

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Parents and guardians are encouraged to be volunteers at the school. Please contact the Parent Liaison for more information.

### **Withdrawal of Students**

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If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date.

### **Playground/Gym Rules**

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The Elementary School participates in the Arizona Positive Behavioral Interventions and Supports (PBIS) program for school wide discipline and management. Accordingly, the school will have posted guidelines and rules for the playground and gym areas. Generally speaking, students are to keep hands, feet and objects to themselves. Students are to play in designated areas and use the equipment for the purpose intended. Directions from an adult on duty are to be followed the first time they are given. With varied schedules and students within close proximity to one another, all students are to walk to and from classes using quiet voices and the most direct route possible.

## Discipline Policy Guidelines

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The Indian Oasis Elementary School utilizes the Positive Behavioral Interventions and Supports (PBIS) system as the foundation for our school wide discipline program. PBIS is a proactive, research-based approach to preventing student behavior problems and achieving social and learning goals. Accordingly, there is an emphasis on teaching desired behaviors and skills as well as focusing on positive behaviors towards creating a safe and productive classroom environment. Schools involved in this process find that it reduces office discipline referrals and suspensions, saves instructional time and improves the overall school climate. Be sure to check with your student's teacher to learn more about this program. Students have an opportunity to earn incentives and participate in reward activities. Encourage your child to do their best!

### STUDENTS ARE RESPONSIBLE FOR THEIR ACTIONS

#### Student Conduct

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Students at Indian Oasis Elementary School have the right to a quality education free from any unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school environment relatively free from behavioral problems. The Governing Board of BUSD #40 wants to ensure that every student has the opportunity to attend school and be educated or receive an education without fear or harm or injury. Therefore, the Board will not allow any person or persons with a disruptive intent to endanger the safety of pupils or school personnel, to damage property or to interfere with the educational process.

Generally most situations involving students will be handled through the classroom teacher and the PBIS system. Serious or continuous infractions will be referred and parents or responsible family members will be contacted.

**15-507. Abuse of teacher or school employee in school; classification**  
**A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.**

## Positive Behavior Intervention System

Level 1	Description & Determination	Examples	Possible Interventions	Possible Interventions
NON-REFERRAL (Classroom)	Single offense behaviors  Minor infractions that do not violate the rights of others	Gum chewing, No homework, Incomplete class work Talking in class, Off-task behavior, Running Scribbling on paper/desk, Distracting/Disruptive behaviors Lying, Cheating, Littering, Yelling/Shouting Dress code violation	Classroom routines and procedures set, practiced and consistently reinforced. Change seat, Buddy teacher Think chairs Inform parents/schedule a conference Redirect/reteach behaviors Create alternative activities	Follow PBIS interventions Inform student of rule violated Describe expected behavior Practice classroom routines and procedures. Class council
Level 2	Description & Determination	Examples	Possible Interventions	Possible Interventions
Discretionary  Reflection/Resolution Forms	Multiple offense behaviors  Some elements of harm and/or threats present  “Think time” forms	-Any level 1 repeated behavior -Physical or Verbal conflict -Tantrums -Spitting -Talking back -Defiant -Mild Aggression  -Threats -Stealing -Property damage -Name calling/teasing	-Behavior charts/contracts -Request for Cooperative Culture Team Intervention	All level 1 interventions -Think time -Parent contact/Conference -If Behavior Persists consider higher level interventions
Level 3	Description & Determination	Examples	Possible Interventions	Possible Interventions
Referral to office	Behaviors that are a danger to self or others Multiple offenses 3+ referrals MUST have referral form  Parent guardian contacted  Consequences determined by admin	- Attendance ,Biting, Bullying -Drugs, Alcohol -Fighting or altercation,Gang related activities - Insubordination/Disrespect/ Non-compliance - Leaving class or campus without permission -Libel/Slander -Sexual harassment/misconduct - Profanity, Technology violation -Threats to students or staff, Vandalism -Weapons, Extortion , Tagging	The following may occur: -Parent contact by phone/letter -Request for parent, teacher, and/or admin conference -Community Service -Written response (i.e. letter of apology) -Detention Room -Loss of recess/lunch detention -SRO conference	-TOPD contacted -School safety conference -Suspension of privileges -Counseling -In-house suspension -Mentorship -Natural consequences -If Behavior Persists consider higher level interventions
Level 4	Description & Determination	Examples	Possible Interventions	Possible Interventions
Referral to office	Behaviors that are a danger to self or others Documentation  Formal review with parents and guardian  Contract for re-entry	-All level 3 behaviors with history of documented interventions - Severe altercations/ occurrences -Severe Bullying	All level 3 interventions Refer to office where the following may occur: -Parent contact by phone or letter -Request for parent/teacher/admin conference -Work given -Written response such as apology letter -Lunch detention	-Removal from playground -SRO conference -TOPD report -School safety conference -Suspension of privileges -Student sent to counselor or other staff to discuss behavior -In-house suspension -Send to buddy teacher -Mentorship -Lunch Detention
Re-entry Post 4	Descriptions	Examples	Possible Interventions	Possible Interventions
Mandatory meeting with guardians  Contract  Outside counseling	Meet with admin, school counselor or psychologist, family/guardian, and student Contract between all stakeholders regarding reason for suspension or expulsion, to include solution to problems and time-line If determined: outside counseling schedule, signature for authorization to contact provider as it relates to student and school success	All level 3 and 4 Behaviors	Refer to office where the following may occur: -Parent contact by phone or letter -Request for parent/teacher/admin conference -Removal from playground -SRO conference	-TPD report -School safety conference -Suspension of privileges -Student sent to counselor or other staff to discuss behavior -In-house suspension -Mentorship -Check-in, Check-out CICO format

## Baboquivari USD 40 Discipline Guide (Intervention Model)

Tier	Discipline Team Member responsible	Infraction	Intervention
<b>**Black</b>	Administrator	Arson Bomb, chemical ,biological threat Explosive device Fire Arms	Due Process—Take appropriate Actions that protect the rights of the student. Expulsion/Long Term suspension Referral to Intervention Specialist upon return
<b>**Red Intervention</b>	Intervention Specialist Administrator	Illicit and prescription drug use, possession, sale Drug sale Fire alarm misuse Aggravated assault Knife possession and other weapon Sexual abuse, molestation, conduct with a minor Sexual assault Burglary (first degree) Armed robbery School threat +repeated orange level infraction	Due Process—Take appropriate Actions that protect the rights of the students. <ul style="list-style-type: none"> <li>• Report to law enforcement</li> <li>• Short term suspension (referral to intervention specialist upon return)</li> <li>• Referral to outside support agencies</li> <li>• Behavior Plan developed</li> <li>• Counseling</li> </ul>
<b>*Orange Intervention</b>  <b>Office Discipline Referral Level</b>	Intervention Specialist	Drug, alcohol, tobacco use, possession Reckless endangerment Fighting Assault Extortion Robbery Harassment, Bullying, Threat or Intimidation Sexual Harassment Hazing Insult, Verbal abuse of faculty or staff Gang gestures or symbols Vandalism Burglary Weapons(not firearms, explosives, knives + Repeated yellow level infractions	Due Process—Take appropriate Actions that protect the rights of the students. <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Child Study Team plan</li> <li>• Behavior plan developed</li> <li>• In school suspension</li> <li>• School wide behavior program such as detentions and extra privileges</li> <li>• Referral to outside support agency</li> </ul>
<b>Yellow Intervention</b>	TEACHER Teacher resources: <ul style="list-style-type: none"> <li>• Counselor</li> <li>• Peer Teacher</li> <li>• Mentor Teacher</li> <li>• Intervention Specialist</li> </ul>	Mild aggression Drug paraphernalia Absenteeism Cheating, Forgery Disorderly Conduct Verbal abuse/provocation Graffiti or tagging Vulgar or obscene language Leaving class, or campus without permission  Dress code violation Tardiness Defiance of authority Trespassing Theft Public display of affection	Due Process—Take appropriate Actions that protect the rights of the students. <ul style="list-style-type: none"> <li>• Student conferences with student and parent/ guardian.</li> <li>• Parents/ guardians notification</li> <li>• Classroom management</li> <li>• Student developed plans</li> <li>• School wide behavior program such as detentions and privileges</li> </ul>

\*Report to ADE

\*\* Report to law enforcement

## **Suspension from School**

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The policy of the Indian Oasis Elementary School regarding suspension is in accordance with ARS 15-843 which reads in part: "The authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the Governing Board of the school district. In all cases of suspension it shall be for the good cause.

**Short-Term Suspension** - a student may be suspended for up to ten (10) days depending on the infraction.

**Long-Term Suspension** - a hearing officer of the Governing Board may impose Suspension exceeding ten (10) days.

### **Expulsion**

Expulsion of a student from a district school is discretionary power of the Governing Board under the provision ARS 15-341, 25-342 and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools. The principal shall initiate this action following all necessary procedures.

### **Due Process:**

Any student who is involved in disciplinary action is entitled to due process.

- Appeal: In the event a student feels he/she has not been dealt with justly or the proper process has not been followed, he/she must appeal the decision to the superintendent within five (5) days of the assignment or the penalty. (JGD/JGE)

### **Definitions of Infractions**

**Assault:** A violent physical and/or verbal attack which threatens violence to another is an assault.

**Contraband:** Items that are not allowed on campus or into any building include:

- *Water guns of any type*
- *Water balloons*
- *Skateboards*
- *IPODS/MP3 players*
- *Sling shots*
- *Open containers transported onto school property without proper authorization.*
- *Any other item of a disruptive or destructive nature.*

**Defiance/Disobedience:** Confronting with resistance; challenging the authority of school officials, teachers and aides. Defiance may be verbal, symbolic with gesture, overt defiance (cheating) and/or defiance with physical assault.

**Destruction/Theft of Property:** Willfully taking personal or public money or property, or willfully destroying, defacing or otherwise damaging in any way real or personal property on school premises is prohibited.

**Disruption to the Education Process of the School:** Any attempt to disrupt, distract or inhibit the instructional process of the school is prohibited.

**Failure to Complete Assigned Work:** It is considered a violation not to complete work assignments as required by the school.

**Fighting:** Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreements or inducing fear by intimidation either physical or verbally are violations.

**Forgery:** Falsely making, altering, or signing of any document or note pertaining to school.

**Improper Uniform and Grooming:** Dress and grooming must be such that it should not disrupt or distract from the educational process of school or diminish the disciplinary control of the teacher. Caps or hats will not be worn on campus. School uniforms are required. **See our uniform policy (pages 13-14).**

**Lying/Deliberately Concealing the Truth/Creating a Falsehood:** This is an attempt by the student to conceal information from school officials or deliberately distorting facts in order to mislead or give a false impression.

**Possession and/or Use of Alcohol/Drugs:** Use or being under the influence of illegal drugs or alcohol, or being in the possession of paraphernalia associated with drug use on school property or at any school-sponsored event is prohibited.

**Possession and/or Use of Tobacco:** The possession of cigarettes, tobacco products, matches or cigarette lighter or on school property or at any school activity is prohibited.

**Profanity:** The use of vulgar or profane languages or acts and display or possession of obscene material or graphics.

**Public Display of Affection:** Displays of affection is inappropriate in a school setting.

**Tardiness:** Failure to be present in the correct class when the tardy bell stops ringing is a violation. Tardiness is considered misconduct and is in violation of school regulations and procedures. Flagrant tardiness may be considered to be disruptive to the educational process.

**Truancy (Ditching):** Unauthorized absences from class are prohibited. Truancy is defined as:

- A student who leaves class or campus during the school day without authorization.
- When a student, without permission, leaves a class and goes to an unauthorized destination.

**Verbal Harassment:** Harassment of a fellow student or person by verbal abuse, intimidation, ridicule or criticism.

**Weapons:** Firearms and/or any devices that are considered capable of doing bodily injury are contraband and are never allowed on campus.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES-BULLYING/HARASSMENT**

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The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

**A complaint/grievance may be raised regarding one (1) or more of the following:**

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

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form; however, unsigned forms are to be processed in the same manner as a signed form.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the

complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Middle school and high school students shall file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Except for elementary students, only the student may initiate a complaint/grievance under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation about harassment, intimidation, or bullying shall not be maintained.

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

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



## School Bus Safety Program

### Transportation Dept. Phone Numbers

Chester Mego, Transportation Director

(520) 383-6746 ext. 6732

Dispatcher – (520) 383-6746 ext. 6733

### Bus Rules:

- Students are to follow the directions of the driver at all times.
- Be at your bus stop ten (10) minutes before scheduled a.m. pick-up time.
- Students are to remain seated, facing forward at all times while the bus is in motion.
- Keep the aisle clear.
- Talk quietly, no loud voices or noises that may distract the driver.
- No fighting, pushing or horseplay allowed.
- Do not open windows without the driver's permission.
- Do not place hands, arms or feet out of the window.
- Do not throw any object on the bus or out the window.
- Keep all possessions such as books and instruments in your lap or under your seat.
- Do not eat or drink on the bus.
- Do not discard trash on the bus.
- Glass containers are not to be carried on the bus.
- Do not touch the emergency door or any other bus controls or equipment.
- Insects, reptiles or other animals may not be transported on the bus for any reason.
- Tobacco, alcoholic beverages, drugs and weapons shall not be transported on the bus.
- When departing remain seated until the bus is completely stopped and the door opens. Cross in front of the bus. Never run back toward the bus after departing.



## **School Bus Discipline**

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The following procedures shall be followed upon student misbehavior on the school bus:

**1<sup>st</sup> Offense:** When a student misbehaves for the first time, the driver will explain the necessity for good behavior.

**2<sup>nd</sup> Offense:** If after being warned the student continues to violate the rules, the student will be informed that the rule violation will be reported to the Lead Driver/Administrator. This report will be made on a School Bus Incident Report Form that lists the offense and the action taken by the administrator. There will be a letter written to the parent/guardian.

**3<sup>rd</sup> Offense:** If misconduct continues, the driver will again report the incident to the Administrator. After discussion it will be decided whether to suspend bus privileges of the student and if so for how long. The parent/guardian will be notified.

**4<sup>th</sup> Offense:** If misconduct continues, the Administrator will discuss with the driver how long the student's bus privileges will be suspended. When a student is not allowed transportation by the school bus the Administrator will inform the parents/guardians of the penalty, the reason for it and how long the penalty will last. In such cases the parent/guardian becomes responsible for seeing that the student gets to and from school safely. A student who is put off the bus will not be allowed transportation by any drivers for the specified period. This includes athletic events, field trips, etc.

**Severe infractions may result in immediate suspension of student's bus privileges by the Administrator. Whenever a driver feels any student to be unmanageable, a danger to others or for the safe operation of the bus, it is his/her right and responsibility to radio the school to advise them of the problem. Return responsibility to the school so the Administrator can take immediate action to correct the situation, to ensure the safety of other passengers and motorists. Parents/guardians will be notified to pick up the student from the school and will be notified of disciplinary action.**

## **Baboquivari Unified School District School Uniform/Dress Code Policy**

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School uniforms can instill academic discipline, create a sense of common community, and promote a learning environment that is free from distraction. We ask that parents ensure that their student complies with the dress code every day. All students who attend Baboquivari Unified School District 40 schools must be in school uniform. Further, we ask that students remain in school uniform during the entire school day. Unless otherwise stated, all school sponsored events such as off campus field trips require that the uniform be worn as well.

### **Elementary School**

Girls- Burgundy or white colored blouses or polo shirts

Girls- Tan (khaki) or black colored bottoms

Boys- Burgundy or white colored polo shirts

Boys- Tan or black colored bottoms

\*No non-district approved logos (logos deemed as distracting) are allowed on these items.

In addition:

1. The learning environment will not be distracted by baggy or over-sized uniforms, or any gang related trends i.e. students rolling up pant legs. Or any other attire the Administration deems inappropriate.
2. If worn, shorts or skirts will be of an appropriate length. In general, these will be mid thigh length. Belts will be a neutral color (i.e. brown leather) and maintain proper dress etiquette.
3. Undergarments such as turtlenecks during winter months are allowed at the discretion of the Principal or her designee. These items cannot distract from the learning environment and will compliment (be included among) the school assigned colors.
4. No hats, scarves or rags or bandanas may be worn on any campus except as part of the school's sport uniform.
5. For safety reasons, students are encouraged to wear covered shoes. No slippers or bare feet are acceptable. Shoes or laces seen as potentially promoting gang related items or activities will not be allowed.
6. Any school colored socks or white socks may be worn. Full-length tights and knee-high socks/tights are acceptable for girls.
7. Students not in uniform will be offered use of a uniform for the day and/or family members will be contacted to bring the student's uniform to school. Students who repeatedly fail to dress in the accordance with this Dress Code may be subject to disciplinary actions as set forth in the district's disciplinary policy under defiance of authority.
8. Students shall not be subject to discipline for failure to wear a uniform if the reason is economic hardship. The school will make every attempt to work with the family to furnish the student with a uniform.
9. Any buttons, jewelry and other accessories which contain gang related messages, vulgar, lewd, obscene, or plainly offensive messages or which may lead to substantial interference with the school educational activities, including accessories which advocate the use of alcohol or drugs and accessories which make reference to or identify gangs, are not allowed.
10. On occasion, the principal may allow a "special attire day." Such days allow for culturally relevant attire, theme attire or reward attire. The students and parents will be notified prior to the "special attire day." The principal may also allow other special dress attire days as are appropriate for the educational work of the students. Examples include: Students may be awarded a special dress attire day which will be earned through the full cooperation of students by being in full uniform, according to the dress code, and that the school attendance for that week is at 100% Monday through Friday. This includes zero tardies.

**Such dress attire day decisions will be that of the school principal or assistant principal. Such dress attire days will be adequately announced to all involved well in advance of the dress attire day or days.**

## 2014-2015 BUSD #40 200 Day Calendar

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

PD/No School for Students
Holiday/No School
Fall, Winter, Spring Breaks
Holidays: July 4, Sept 1, Nov 11, Nov 27, Jan 19, Feb 16
May 25
1/2 Day for Students

1st Quarter: July 17-Sept 26 (50)
2nd Quarter: Oct 6-Dec 19 (51)
3rd Quarter: Jan 5-March 26 (56)
4th Quarter: April 6-June 4 (43)
Board Approved 3/4/2014

<b>High School State Testing:</b>
<b>Fall:</b>
<b>Spring:</b>
<b>Middle School/Elementary State Testing:</b>

<b>Parent Conference Fall:</b>	
Aug. 21, 2014	1/2 day for students
<b>Parent Conference Spring:</b>	
Feb. 5, 2015	1/2 day for students