

# BABOQUIVARI & INDIAN OASIS HIGH SCHOOL

## FACULTY HANDBOOK



# 2014 - 2015

**BABOQUIVARI & INDIAN OASIS HIGH SCHOOL**  
Indian Route 19, Mile Post 19.5  
Topawa, AZ 85639  
(520) 383-6800

**Baboquivari Unified School District No. 40**

## **GOVERNING BOARD**

Verlon Jose..... President  
Sylvia Hendricks.....Clerk  
Marlene Gonzales .....Member  
Ella Mae Greasewood.....Member  
Sara Mae Williams .....Member

## **DISTRICT ADMINISTRATORS**

Dr. Edna Morris ..... Superintendent  
Mrs. Clementina Carlisle..... Business Manager  
Ms. Marietta Martin..... Parent Community Involvement and Engagement Coordinator  
Ms. Belinda Tilford.....Accountant/ Payroll

## **BABOQUIVARI & INDIAN OASIS HIGH SCHOOL ADMINISTRATORS & SUPPORT STAFF**

Ms. Dawn Maddock ..... Principal  
Mr. Jimmy Chism .....Dean of Students/Athletic Director  
Ms. Gloria .....Office Manager  
Ms. Jessica Arvizu ..... Secretary  
Ms. Cacey Blaine.....Registrar  
Ms. Rufina Chavez .....Attendance Clerk  
Ms. Barbara Francisco .....Parent Liaison

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# **WARRIOR PRIDE**

## ***MISSION STATEMENT***

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The mission of Baboquivari High School is to “educate the whole person: academically, emotionally, socially, and culturally.”

## ***EXIT OUTCOMES***

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As a result of the educational experience at Baboquivari High School, the student will: draw from their Himdag and education to succeed in their educational journey. Baboquivari High School will prepare students for success by partnering with families and the community to provide a safe and challenging educational environment.

## ***PHILOSOPHY***

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The Baboquivari Faculty is a group of highly dedicated professionals committed to providing the best possible education for the children we serve. We are a faculty that prides itself on innovation, creativity, compassion, and cooperation. As professionals, we take responsibility for our own professional growth and development in a collegial and mutually supportive atmosphere. We are independent in our nature, rebels in some respects, but we will always focus our decisions and actions on what is best for our students. We expect nothing less than the best from every faculty member and we will settle for nothing less for our students.

## 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
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			

PDR/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 (58)	
4th Quarter: April 6-June 4 (43)	
Board Approved 3/4/2014	

High School State Testing:	
Fall:	
Spring:	
Middle School/Elementary State Testing:	

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

**Regular Bell Schedule**

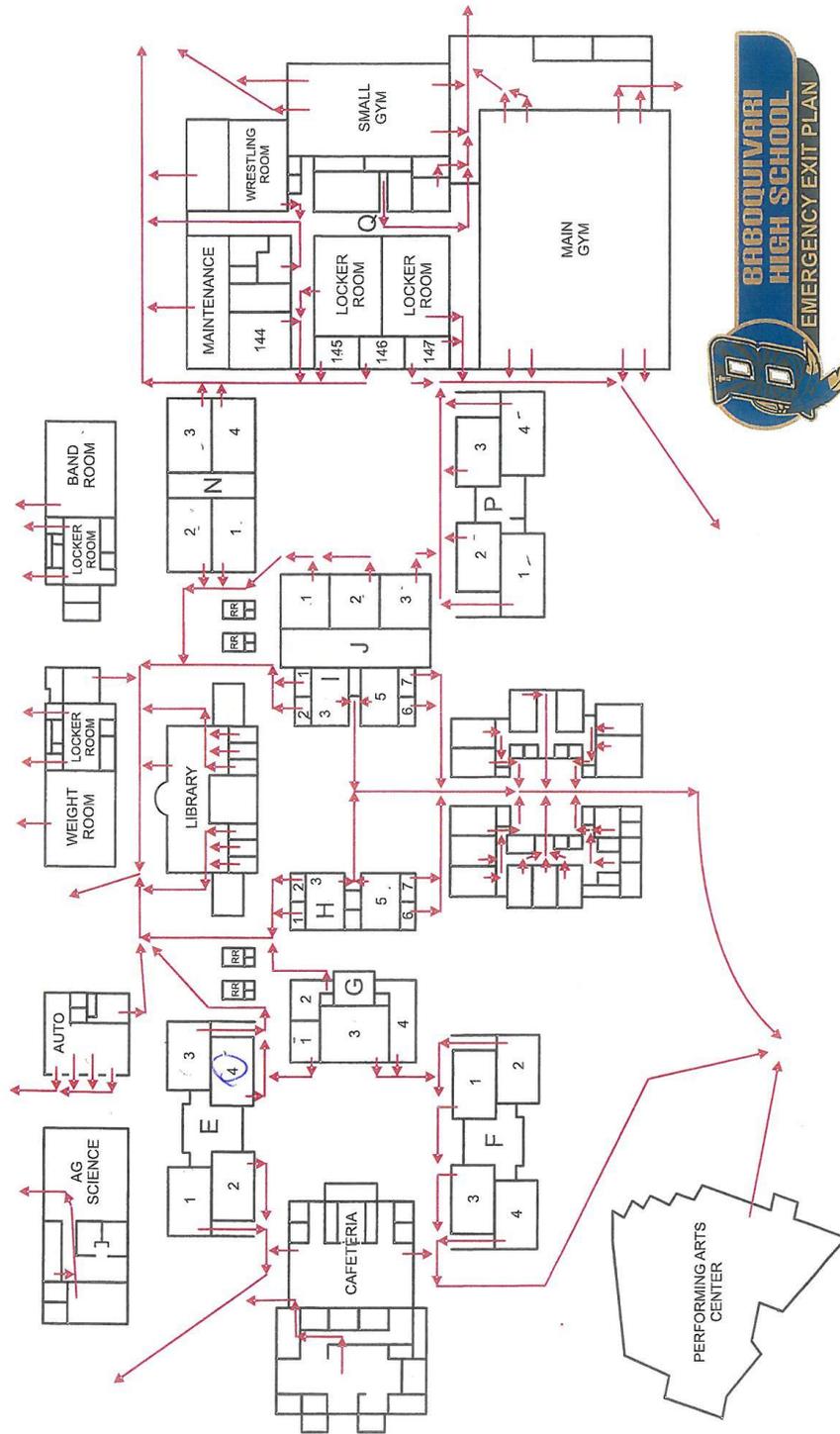
<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1</b>	8:10 AM	9:02 AM
<b>2</b>	9:06 AM	9:58 AM
<b>3</b>	10:02 AM	10:54 AM
<b>4</b>	10:58 AM	11:50 AM
<b>Lunch</b>	11:50 AM	12:30 PM
<b>5</b>	12:34 PM	1:26 PM
<b>6</b>	1:30 PM	2:22 PM
<b>7</b>	2:26 PM	3:10 PM

**Assembly Schedule**

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1</b>	8:10 AM	9:00 AM
<b>2</b>	9:04 AM	9:54 AM
<b>3</b>	9:58 AM	10:48 AM
<b>4</b>	10:52 AM	11:42 AM
<b>Lunch</b>	11:42 AM	12:14 PM
<b>5</b>	12:18 PM	1:08 PM
<b>6</b>	1:12PM	2:02 PM
<b>Assembly</b>	2:06 PM	3:10 PM

		<b>Administration</b>	
Maddock, Dawn	6854	Main Office	Principal
Chism, Jimmy	6806	Main Office	Dean of Students
Ms. Gloria	6800	Main Office	Office Manager
Arvizu, Jessica	6808	Main Office	Secretary
		<b>Teachers</b>	
Bojorquez, Lyndsey	6833	P-4	Social Studies
Bradley, Robin	6838	I-5	Art
Brooks, Reggie	6853	JTED Auto	Auto
Church, Cherri	6845/6846	N1/N2	Science
Covington, Alyssa	6831	P-2	English
Danyfield, Eddie	6942	E-4	Special Education
Jose, Kendall	6837	I-3	TO Hist./Native Am. Std.
Leyva, Edna	6840	Q-146	Special Education
Luttrell, Greg	6940	G-2	Economics/Marketing
Mader, Chris	6839	Q-147	US History
Rodriquez, Eddie	6830/6848	P-1/N-4	Social Studies
Russell, Robert	6835	J-2	Math
Saucedo, Monica	6836	J-3	Math
Shropshire, Stacey	6832	P-3	English
Stewart, Linda	6834	J-1	Special Education
Szablinski, Ed	6842	Q-144	PE/Health/Dr. Ed.
Valencia, Roger	6850	Band	Band
Wesch, Walter	6852	Ag. Building	Agriculture Science
		<b>Student Services</b>	
Cornell, Alison	6817	B-Bld. ~6	Math Integration Specialist
IT/Technology	6826	I-7	Technology
Johnson, Micah	6876	Gym	Athletic Trainer
Key, Danielle	6822	B-Bld.~5	BHS Counselor
McLane, Karen	6811	B-Bld. ~8	Nurse Practitioner
Panagiotis, Helen	6855	I-1	Speech
Walls, Megan	6816	B-Bld.~1	Social Worker
Ware, Candy	6819	B-Bld.~7	Pregnancy Prevention

		<b>IOHS</b>	
Thomas McGoldrick	6942	F-2	IOHS Counselor
Suydam, Tanya	6942	F-1	IOHS
Main Lab	6944	F-4	
Smith, Alexander	520-383-2882		JDC
<b>Support Staff</b>			
Blaine, Cacey	6814	Bld.-B~	Registrar
Buendia, Rose	6834	J-1~ Stewart	SPED Instructional Assistant
Chavez, Rufina	6810	Bld.-B~	Attendance Clerk
Francisco, Barbara	6915	H-2	Parent Liaison
Guerra Jr. ,Albert	6853	JTED Auto	Instructional Assistant
Juan, Mike	6837	VOAG/ Wesch	Instructional Assistant
Miranda, Lucas	6825	E-4/Danyfield	Instructional Assistant
Cafeteria	6805	Cafeteria	Kitchen
Maintenance/ Grounds	6877/6878	Maintenance Shop	Maintenance / Grounds
<b>Security</b>			
Antone, Arnold	6813	B- Bldg	Security
Antone, Morris	6813	B- Bldg	Security
Carrasco, Robert	6815	H-6	SRO
Tautolo, Frank	6813	B- Bldg	Security
	6856	Security Shack	Security
<b>Custodial</b>			
Enos, Virginia		Maint. Shop	Custodial
Segundo, Christopher		Maint. Shop	Custodial
Tautolo, Edward		Maint. Shop	Custodial



## *ABSENCE FOR FACULTY*

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Teachers' hours are: Monday-Friday from 7:30 A.M. to 3:30 P.M. Classroom teachers are required to be on their classrooms in time to begin classes promptly at 8:10 A.M.

Valid reasons for absences:

1. Personal and Family Illness, Emergencies
2. Death in the Family
3. Jury Duty

If you are planning on being absent in advance, an email must be sent to the Office Manager, Ms. Gloria and to the Principal, Ms. Dawn Maddock, and must be approved. A copy of your substitute plans needs to be left in the classroom and easily located by the guest teacher (substitute). In addition please submit an electronic copy of your substitute plans to the Office Manager, Ms. Gloria. It is also best practice to use the buddy system by having a fellow site teacher who can check on the substitute in the morning and throughout the day to make sure he/she was able to locate things they needed for the implementation of the day's lesson(s) and if the day is going well or they need assistance.

**Absences due to personal or family illness, or any other emergency, should be reported as early as possible, but no later than 5:30 a.m. on the day of the absence via email, phone or text to Ms. Maddock at (520) 993-1300. In addition to calling Ms. Maddock via her cell number, please notify Ms. Gloria of your absence by dialing (520) 383-6800. The emergency sub plans you submitted to Ms. Gloria will be used for emergencies only.**

Contact numbers for Administrators:

Dawn Maddock  
Cell: 993-1300 msg/text

Jimmy Chism  
Cell: 993- 1326 msg/text

## *ACCIDENTS*

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If an accident should occur to you while teaching on school business, please report to the nurse practitioners' office at the earliest possible time even if you are not too seriously injured. The Indian Health Services will then fill out an industrial injury form.

If a student under your supervision has an accident during the school day, an accident report (obtained in the nurse's office) of the accident must be filled out giving a detailed account of the circumstances and disposition of the case, together with property damages involved. This must be turned into the nurse's office at the earliest possible time.

All injuries occurring at school should be reported to the IHS Nurse Practitioner immediately after the injury occurs. The nurse will keep records of all reported injuries. It is only from these reports that the school may draw its information for reports to the insurance company. In cases where an injury could be of a serious nature, it is recommended that the faculty members concerned escort the student to the nurse's office. Ms. Maddock should also be notified on any serious injury.

## *ANNOUNCEMENTS*

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If you wish to have an announcement made, please submit your information in writing to Ms. Jessica Arvizu at least one day prior to the announcement. Please use the form that is in the front office. Announcements for any one event are run for two days only unless special permission has been obtained from an administrator.

## *ASSEMBLIES/ASSEMBLY SUPERVISION*

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Appropriate assemblies will be scheduled throughout the school year by the administration and/or Student Council. **All** teachers are expected to attend school assemblies and sit with students in their assigned areas.

Student behavior at assemblies is positively impacted by staff members sitting among the students. Staff will be assigned supervision areas for each assembly. Teachers are to include this assignment as part of their lesson plan for a substitute when the teacher must be absent from school.

## *ATTENDANCE (STUDENTS)*

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Student attendance records will be maintained electronically through *Infinite Campus*. Every student in your class must be in *Infinite Campus*. (When a student is not on the teacher's *Infinite Campus* roster, send the student to the front office immediately).

Teachers are responsible for entering accurate attendance for **each** class period. **NO EXCEPTIONS**. The information in the system is the official documentation of student attendance required by the district and the state. **Under no circumstances may students be permitted to enter attendance data.**

**All teachers must take attendance in Infinite Campus within the first 10 minutes of each class. If a student walks in after you have taken attendance, you must go back and change his or her absence to a tardy.** Students are **marked absent after 28 minutes** of that class have occurred. **As a best practice, please check your attendance again during the last ten minutes of each class period.**

Ms. Rufina Chavez will check student attendance every period to ensure that each teacher has taken attendance. If attendance has not been taken in a class, she will either call or an assigned runner will directly go into the classroom to remind the teacher to take attendance.

**Sub Plan for taking attendance.** If there is going to be a substitute in your class, please designate a student to run attendance roster to Ms. Gloria. Runners need to submit the attendance roster to Ms. Gloria 10 minutes after class begins. Ms. Gloria will input the substitute attendance **into** *Infinite Campus*.

## *BURGLARIES /VANDALISM*

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Please notify Administration, Ms. Maddock, Mr. Chism, or Ms. Gloria immediately if there appears to have been a break-in, theft or vandalism. Check to determine if anything has been disturbed. Since the police are notified on incidents of this nature, please do not disturb any evidence until cleared by the Police Department. Auto vandalism should be reported to TOPD; however, school district insurance does not cover any individual personal property.

## ***BULLETIN BOARDS***

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We recognize that classroom bulletin boards are an integral adjunct to classroom instruction and learning. Student's work should be attractively displayed with frequent changes in order to "showcase" as many pieces of work as possible. Please utilize this important tool to reinforce your classroom teaching.

## ***CALENDAR***

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Please consult it frequently for updating. Also, you are asked to fill in all confirmed field trips and notify the dining room personnel should your class not be eating in school. You will receive a monthly calendar of events for your planning purposes that reiterates the information on the main calendar.

## ***CALL SLIPS***

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There will be occasions when it is necessary to send a student to report to one of the offices. Please honor the call slip, mark the time the student leaves the room and initial. All call slips will designate the location of the staff member asking for the student. Only call slips containing that information should be honored.

## ***CAMPUS PASSES (Destination Pass)***

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As part of attempt to keep ALL students accounted for at all times, I ask that you do not let any students leave your room without a pass during class time. Any student leaving the classroom is required to have an **OFFICIAL CAMPUS PASS**. Students without a pass will be required to return to class to have one issued. **PLEASE USE A SIGN IN/OUT SHEET FOR BATHROOM AND CAMPUS PASSES.**

Students must obtain hall passes from their teachers before being allowed to leave classrooms during class periods. **NO PASSES ARE ALLOWED THE FIRST AND LAST 10 MINUTES OF CLASS. (UNLESS EMERGENCY)**

## ***CHAIN OF COMMAND***

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If Ms. Maddock is absent, please see Mr. Chism. Should he be unavailable, please check with Ms. Gloria for the name of the person who has been placed as principal designee.

## CHILD ABUSE OR NEGLECT SUSPICIONS

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DECONCINI McDONALD YETWIN & LACY, P.C.  
Attorneys At Law  
2525 East Broadway Blvd. Tucson, Arizona 85716-5300  
(520) 322-5000 (520) 322-5585 (Fax)  
GARY F. URMAN

### BABOQUIVARI UNIFIED SCHOOL DISTRICT 2014

#### MANDATORY REPORTING OF CHILD ABUSE--A GUIDE FOR SCHOOL EMPLOYEES

##### **1. Under what circumstances must a report be made?**

A.R.S. §13-3620 provides that any district employee who "reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that has been inflicted on the minor by other than accidental means... shall immediately report or cause reports to be made of this information to a peace officer or to CPS...except when the abuser is known to be someone other than a parent, guardian, or custodian, reports shall be made to law enforcement only...."

##### Definitions:

- "Reportable Offenses" primarily involve sexual offenses involving a minor and primarily involve the intentional or knowing direct or indirect touching of the vagina, penis, anus, or female breast. The touching can be over the clothing. The touching can be minor to minor, minor to adult, or adult to minor. These sexual offenses include "Sexual Abuse", "Sexual Conduct with a Minor," and "Sexual Assault." Reportable Offenses also include: "Indecent Exposure;" "Child Prostitution;" offenses involving commercial sexual exploitation of minors, and; offenses that deal with providing pornography to minors, including over the internet.
- Child Abuse occurs when "any person (a) causes a child...to suffer physical injury or abuse or, (b) having the care or custody of a child causes or permits the health of the child to be injured or causes or permits a child to be placed in a situation where the... child is endangered." Emotional abuse must be diagnosed by a doctor.
- Physical Injury means "the impairment of physical condition. It includes non-accidental student-to-student injuries. For student-to-student injuries: (a) do report broken bones and injuries requiring stitches; (b) do not report bruises, unless severe or they occur frequently; (c) do not report cuts/scrapes, unless severe or they occur frequently.
- Neglect means "the inability or unwillingness of a parent, guardian or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that inability or unwillingness causes substantial risk of harm to the child's health or welfare..."

##### **2. What is the penalty for failing to make a mandatory report?**

You may be subject to a class six felony criminal charge for failing to make a mandatory report concerning a "reportable sex offense," and a class one misdemeanor criminal charge for failing to make a mandatory report concerning physical injury, child abuse, or neglect.

##### **3. What is the timeframe for making a report?**

Your duty is to make an oral report immediately upon receiving enough information to form a "reasonable belief" by dialing 911 or, if a school resource officer ("SRO") is immediately available, the report may be made to the SRO. In addition, a report may also be made to CPS but only if the abuser is a parent, guardian or custodian. Any oral report must be followed up by a written report within seventy-two hours.

**4. What does "reasonable belief" mean?**

Reasonable belief is a very low standard. If there are any facts from which one could reasonably conclude that a child has been the victim of one of the above listed offenses, you have a duty to report. Your obligation is not to determine whether the information is or is not true. Information about a possible child offense is often received in one of three ways:

- You may observe bruising, injury, or may observe a child exhibiting unusual behavior.
- A third party, who may or may not be a school employee, may report information to you. A third party may also be another child.
- A child may self-report information to you.
  - One sentence of information from a child may be enough to give you reasonable belief and trigger the reporting statute.
  - Only ask: What happened? Who did it? Where were you when it happened? Do not otherwise interview the child.
  - Do not have school mental health practitioners try to determine if the report is credible, or if a report should be made. Multiple interviews of a child are to be avoided. Let law enforcement interview the child.

**5. Should any type of investigation be conducted before a report is made?**

NO! Do not investigate—remember your duty is to report immediately.

- Do not speak with third party witnesses about the matter.
- Do not speak with the alleged abuser about the matter.
- If the alleged abuser is a school employee, this is a District emergency. Do not speak to the school employee about the matter. After dialing 911, contact an administrator immediately.

**6. Is the obligation to report satisfied by telling a school counselor or the principal?**

NO! You cannot avoid the obligation to make a report by claiming that you "expected" or "assumed" that another school employee (including a counselor or the principal) would make a required report. If an administrator is available, he or she will assist you in making a report.

**7. What about consensual sexual conduct between teenagers?**

A report is not required for consensual conduct involving minors in the following situations:

- Everyone involved is 15, 16, or 17.
- The adult is 18 and is not more than 24 months older than the minor.
- The adult is 19, attending high school, and is no more than 24 months older than the minor.

**8. Are there any protections for an employee who makes a report?**

Yes. A.R.S. §13-3620 provides that a person who furnishes a report under the statute is immune from any civil or criminal liability unless the person acted with malice.

**9. When should a matter also be reported to the State Board of Education?**

A.R.S. §15-514 provides that all certified individuals and governing board members are required to make a report to the State Board of Education, Investigative Unit when they reasonably suspect that a certificated person has engaged in conduct ors that would be subject to the reporting requirements of A.R.S. §13-3620.

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## *CLASSROOM MANAGEMENT*

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### **DAILY PROCEDURES**

Recognizing that your classroom is your responsibility, we ask your cooperation in making the following procedures effective and beneficial:

1. Please be at the door of your classroom when the bell rings at the beginning of class.
2. You, **NOT THE BELL**, are responsible for dismissing the class. Please dismiss students on time, but not in advance of the bell. Students should **NOT** be released early.
3. Teachers are expected to be in the classroom during the entire class period. Students should never be left unsupervised.
4. It is the responsibility of each individual teacher to maintain proper discipline within his/her own classroom. All minor offenses should be handled at the classroom level.
5. At no time should classroom teachers use a type of discipline, such as sarcasm or public scorn that would degrade or incite a student, always remember PBIS Policy.
6. Teachers should develop individual classroom rules posted and progressive consequences for violation of these rules. These should be explained to students at the beginning of each semester and with each new student on an individual basis. Students will be expected to adhere to all classroom rules and procedures. Students who refuse to accept the teacher's consequences for violations will be subject to immediate referral to an administrator.
7. Teachers must use behavior interventions and document them in the PLP section of Infinite Campus before writing a referral on a student. After several intervention attempts and no improvement in the student's behavior, please contact Ms. Jessica Arvizu and a monitor will escort student from your class.
8. If it is an immediate and severe discipline problem, Ms. Arvizu or Ms. Gloria at 6800, or immediately page security by using the classroom call button in order to remove the student. The administrator will get further information about the seriousness of the problem before proceeding.
9. A teacher may permanently remove a student from his/her classroom only under the provisions of A.R.S. 15-841. There is legal documentation necessary to guarantee due process rights of the student. Consulting with an administrator prior to this action is required.

### ***CLUB SPONSORS/COACHING GUIDELINES***

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Below are some guidelines for Club Sponsors and Coaches related to fundraising and other financial concerns. On occasion we've had two or more organizations trying to raise funds at the same time. The guidelines outlined below are intended to make sure all sponsors have an equal opportunity to raise funds without conflict for their respective organizations.

## **Fundraising**

All fundraising efforts are coordinated through Administration. A **Fundraising Request Form** must be submitted for all fundraising efforts. Prior to scheduling a fundraising activity, sponsors must first check with Administration in order to ensure no other clubs/teams are scheduled for the time frame desired. Generally fundraising will fall into one of two categories: food items & non-food items. During any given time only one fundraiser from each category will be allowed. For example, if a club is selling candy for a two-week period, no other club will be allowed to sell candy or any other food item during that period. Another club may however sell flowers or another non-food item. Sales of discount cards like, VIP cards and similar cards must also be coordinated through Administration.

## **Funds Raised & Deposits**

### **Single Large Events**

When raising funds on campus through a single large event (e.g. dance, talent show, play, sporting concession) club sponsors will have Mr. Chism prepare a "Cashbox." At the end of the event, all funds raised and the initial funds provided in the Cashbox will be given to Mr. Chism to be deposited.

### **Extended Fundraising Efforts**

Funds raised over a period of days or weeks (e.g. candy sales, flower sales, discount card sales) will be **deposited** with Administration preferably on a daily basis but will be done at a **minimum of once a week**. Funds kept in the sponsor classroom must be held in a secured, locked container. Funds may be secured in the front office drop-safe.

### **Off Campus Fundraisers**

Funds raised off campus (e.g. car wash) must be deposited with Administration on the next workday after the fundraising event.

## ***COMMUNICATION***

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Please keep Ms. Maddock informed of matters that require special attention. Frequent contact with both Ms. Maddock and parents is encouraged and serves to benefit the child. Lines of communication must be kept open to all involved.

## ***CONFLICT RESOLUTION***

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In an effort to assist students in resolving their problems in an appropriate, effective manner, a program of conflict resolution has been established. Students are asked by an adult if they wish to take advantage of going to "mediation" about their problem. Should all parties agree, one of the moderators of the program makes an appointment. A student team plus Ms. Walls our Social Worker will be available for mediation session. Ms. Walls is located in the Student Services and is called upon in case of an urgent need that cannot be settled appropriate by the students.

## ***CONFERENCES (PARENTS)***

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Parent conferences are the primary strategy to communicate with our parents about a student's progress, needs, and problems. A student's education does not depend solely on any one of us. It will take all of us collectively to ensure his/her success.

Administrators, counselors, and special services educators will be requesting that teachers attend parent conferences. You will be given appropriate prior notice and you are expected to attend. If you are unable to attend, you must notify an administrator of your conflict and provide appropriate input on the involved student. **Special**

**education and 504 laws require that teachers must be present at conferences or provide documentation or a summary; no decisions can be made regarding the student's IEP.**

If you choose to hold an individual meeting with a student and parents, it should be conducted privately in your classroom or a conference room. Conference rooms may be reserved by contacting Mrs. Gloria. If you desire another school official to be present, you may ask a counselor, an administrator or another teacher to be present. (Please refer to Policy IKACA for details).

### ***COUNSELING DEPARTMENT***

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The Baboquivari High School and IOHS counselor organize and implement the guidance program with the support and assistance of teachers, administrators, students, parents, community members and agencies. The components include:

- **The Guidance Curriculum** is delivered to all students through large group presentations, classroom presentations, small group guidance activities and interdisciplinary teaching. The curriculum is competency based and organized around three domains: Personal/Social; Academic/Educational; and Career/Occupational. Evaluation of student results is an integral part of instruction.
- **Individual Planning** addresses personal/social issues as well as insures that all students graduate with a career/advanced educational plan.
- **Response Services** attend to special needs through individual, crisis, and small group counseling, as well as through outside referrals and consultation.
- **System Support Teams** counselors with one another and staff members to maintain a comprehensive guidance program while meeting school and district responsibilities.

All guidance program goals are related to three developmental areas:

1. Academic Achievement
2. Career Planning
3. Personal and Social Development

#### Accessibility:

The counseling office is open from 7:30 – 3:30 Monday through Friday. Students requesting to see a counselor should come to the office before school, at lunchtime, or after school to request an appointment. In special cases, teachers may choose to send a student to see a counselor during class time. A counselor or social worker will be available at all times to work with students on any emergency basis. Students should come to the office with a pass from the teacher.

Counselors may also send call slips for students. Students should be sent at teacher convenience unless the slip is marked urgent. Counselors will mark a return time on the call slip when sending students back to class.

### ***CUSTODIAN***

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Should anyone need a custodian, please notify Ms. Jessica Arvizu at 383-6800, where custodial contact will be made for you. Please do not send students to deliver messages for this purpose.

### ***DISCIPLINE WITH DIGNITY***

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Building positive relationships is vital piece in developing an effective positive classroom management plan in your classes. The classroom management plan must be taught, **not just told**, to the students. A major task for teachers

is to teach the students the rules, consequences, incentives, procedures, and routines of the classroom. Further, **the teacher must review, reinforce, reward, and re-teach the management plan as needed, prior to correction, in order to ensure success.** The classroom management plan serves as the foundation for teaching curriculum and provides the framework from which the teacher can teach and students can learn.

1. **Level I** behavior infractions need to be handled by classroom teachers. Teachers should follow their PBIS/classroom management plans.
2. Before referring a student to the Student Relations Office, teachers must have attempted behavior interventions. All interventions must be documented in the PLP section of Infinite Campus. After several interventions and no improvement in student behavior, please submit a referral to Mr. Chism using the Infinite Campus referral application.

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### ***DISMISSAL***

The time for dismissal is 3:10 pm. Monday thru Friday.

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### ***DRILLS***

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1. Fire drills will occur on a monthly basis.
  2. Staff members are to supervise students at all times.  
All traffic lanes are to be kept clear of people in order to provide access for emergency vehicles.
  3. Students are **NOT** to go to the restrooms during an evacuation.
  4. Close your doors.  
Turn your lights off upon leaving.
  5. All teachers are to escort students from their classes to the designated area assigned.  
**Take your emergency/crisis plan clipboard so you can take roll. !**
- **Green Card** - If all students are accounted for, please hold up the green card for the assigned person.
  - **Red Card** - If you are missing students, please hold up the red card and the assigned person will get the needed information from you.
  - **You must account for all your students.**
6. You are to evacuate **every time** the fire alarm sounds.
  7. You are to return to the building when all clear signals have been given or until the monitor's give you the "All Clear" signal.
  8. Safety areas are:
    - Football Field

In the event an alarm sounds during a time your class is not in session, you are instructed to proceed in an orderly fashion to the nearest exit and continue away from the building to the most convenient safety area.

- **Discuss fire drill procedures frequently with your students.** Tell the student if they go back to their room and no one is there during a fire alarm to go to the Football field.

## ***EARLY ARRIVAL OF STUDENTS***

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Students who arrive early in fair weather will use the outdoor facilities. Students who arrive early in inclement weather will be permitted to assemble in the cafeteria. Students' families should be discouraged from sending children to school before 7:30 A.M, because supervision is not provided prior to that hour.

## ***EDUCATION, CAREER, ACTION PLAN***

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### **What is ECAP ?**

Students will participate in a variety of lessons to help them identify their personal strengths and goals, as well as working towards and completing their Arizona Education and Career Action Plan (ECAP). Each student's plan will address four areas:

1. Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options, analyzing assessment results to determine progress; and identify needs for intervention and advisement, and documenting academic achievement.
2. Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities, and evaluating educational requirements.
3. Current and Post-Secondary Education Goals that include identifying progress toward meeting graduation requirements and admission requirements, completing application forms and creating financial assistance plans.
4. Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work-related activities, leadership opportunities, and other activities.

The ECAPS have the potential to assist in providing a rigorous and rich personalized education and career plan for all high school students.

## ***ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES***

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In order for students to participate in extracurricular activities, students must meet all academic eligibility requirements.

- All students, including incoming freshmen who participate in extracurricular activities must be earning at least a "D" in every class at the end of the nine-week grading period.
- All students must be enrolled in seven classes; unless a senior has administrative approval.
- A student who receives an "F" or an academic "I" at the nine week grading period is ineligible.
- A student who receives an academic "I" must complete all work within 10 school days at the beginning of the following grading period. Teachers may extend the "I" at their discretion.
- A student may reinstate his/her eligibility through the weekly eligibility requirements in Infinite Campus.
- Mr. Chism will administer and coordinate the eligibility process described above.

(See Policy JJJ for details)

### ***EMERGENCY CLASSROOM COVERAGE***

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This program provides coverage for classroom teachers who are absent from their regular teaching duties and no substitute is available. All teachers are required to assist with coverage.

If other commitments prevent a teacher from being available, he/she must notify Ms. Gloria promptly.

Teachers will be paid \$28 per each class period covered.

Any request for emergency coverage during the day must be made through Ms. Gloria and approved by administration.

### ***EMERGENCY LESSON PLANS***

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Each teacher must prepare a set of emergency lesson plans to cover a minimum of two days. The plans are to be pertinent to the subject area, but need not be sequential lessons. Instructions must be specific so they can be used as an alternative to a regular lesson. These lesson plans are to be filed with Ms. Gloria.

### ***FACULTY MEETINGS/ Collaboration***

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1. Staff Collaboration will be held as needed at 3:15 p.m. on Thursdays.
2. Teacher Leadership will be held twice a month.
3. PLC will be held every Thursday for 60 minutes.

Everyone is expected to be on time, because important professional concepts to enrich our bank of knowledge will be discussed and developed.

### ***FIELD TRIP TRAVEL INFORMATION***

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(see Policy IJOA for details)

(Grades K-12)

All forms need to be filled out completely and submitted on time. All forms regarding travel requests are in the front office.

● **Form 1: Student Travel Request Form- All forms must be approved through District PLCC**  
**THIS FORM NEEDS TO BE FILLED OUT AND SUBMITTED WITHIN 21 DAYS OF THE EVENT AND TURNED IN WITH THE FOLLOWING FORMS: STUDENT RELEASE FORM, AGENDA, AND ITINERARY (FOR OVER-NIGHT OR OUT-OF-TOWN TRIPS). TRAVEL REQUESTS NEEDING BOARD APPROVAL MUST BE RECEIVED IN THE SUPERINTENDENT'S OFFICE AT LEAST 21 DAYS PRIOR TO THE NEXT REGULARLY SCHEDULED GOVERNING BOARD MEETING AND IN THE TRANSPORTATION OFFICE AT LEAST 21 DAYS PRIOR TO THE SCHEDULED FIELD TRIP.**

● **Form 2: Student Eligibility Form for Field Trips**  
Any student requesting to attend a field trip must be eligible. Eligibility is determined once the student has submitted the completed Student Eligibility Form to the teacher requesting the field trip.

● **Form 3: Field Trip Permission Form**  
Parents must be provided with the information regarding the field trip. Before you send the form home with the student, be sure that the top portion of the form is completed. The form **needs** to be signed by the parent or guardian and returned to the teacher who is requesting the field trip.

● **Form 4: Student Release Form**

The Student Release Form needs to be filled out with the names of eligible students who are attending the field trip. Email the form to Ms. Jessica Arvizu at least **5 days** prior to the activity and provide an accurate list of students attending on the day of the field trip. This will minimize the level of false calls placed to parent/guardian. You will be responsible for notifying teachers if you turn in the Student Release Form late.

### **Student(s) who did not attend Field Trip**

**PLEASE SUBMIT A LIST OF STUDENTS WHO WERE SCHEDULED TO ATTEND THE FIELD TRIP, BUT DID NOT, TO THE ATTENDANCE OFFICE THE SAME DAY OF THE FIELD TRIP.**

### ***FIRE CODES/DRILLS***

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- Evacuation routes are posted in each classroom.
- Faculty members are to supervise students.
- All traffic lanes are to be kept clear of people in order to provide access for emergency vehicles.
- Classroom doors are to be kept unlocked.
- All teachers must escort students from their classes to the Football field or the Auditorium parking lot.. Take your class rosters and clipboard with you! You must account for all your students.
- You are to evacuate every time the fire alarm sounds.
- You are to return to the building when “all clear” signals have been given. The “all clear: will be the time when the alarm has stopped ringing and an announcement is made.
- Safety areas are: Football field and Auditorium parking lot

In the event and alarm sounds during a time when your class is not in session, you are instructed to proceed in an orderly fashion to the nearest exit and continue away from the building to the most convenient safety area. Please assist other classes during the evacuation period.

### ***GRADING POLICY***

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Baboquivari High School grading philosophy matches the attainment of performance objectives as required by state standards with the report card grades received by students. This concept takes teachers and students beyond the traditional requirements of an A, B, C, D, F grading scale. It is particularly important in the core areas of reading, writing and math, as these are the standards must be met by students in order to graduate.

**A = Exceeds Standards**

**B = Meets Standards**

**C = Approaches Standards**

**D = (Progress) Falls Below Standards**

**F = (Failing) Falls Far Below Standards**

Teachers in all content areas are encouraged to develop grading standards that match the mandated state standards. During this transition, teachers who are unable to fully develop standards-based grades that accurately reflect what students know and can do should adhere to the traditional grading system below.

**A = 100% - 90%**

**B = 89% - 80%**

**C = 70% - 70%**

**D = 69% - 60%**  
**F = 59% and below**

Grades are cumulative throughout the semester. The 4 ½ week and 13 ½ week progress reports, as well as the 9-week grade should reflect where the student actually stands relative to the final semester grade. The semester grade is not the average of the two 9 week grades; rather, it should be based on the total semester percentage plus a final exam.

When students enroll in Baboquivari from another school or from another class within the subject area, they should be graded on work assigned once they enter the class. When transfer grades are received from the previous school or teacher, they should be included in the new average. If a student arrives with no transfer grades, teachers are urged to identify the key standards that have been taught and require students to show mastery of those standards. It is not necessary to have students make up every assignment prior to their enrollment.

Pass/Fail (P or F) grades are used only for student assistants or students whose IEP so indicates. No grade (NG) is only for new students enrolled for fewer than ten days without transfer grades.

**NOTE:** Conduct, Bell work, and other non-academic factors may **not** be included in the academic grade.

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### **ACCURATE RECORD KEEPING IN INFINITE CAMPUS**

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In order to improve our organizational efficiency and to support our district initiatives, we need the cooperation of all teachers. Therefore, it will be a requirement of all teachers to maintain accurate records in Infinite Campus, which are updated and posted on a weekly basis. As a result we will be able to provide weekly reports on the academic achievement of all students. This focus on student achievement is necessary for:

- Maintaining accurate records in regards to athletic eligibility. High School Grades must be current and posted by 6:00 p.m. every Monday.
  - Providing support for all students as they interact with their teacher and coach.
  - Providing current information to families who monitor their child's progress through the parent portal
  - Maintaining a focus on academic achievement for all members of the school community
- 

### ***GUEST/GUEST SPEAKERS***

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Guests and guest speakers must be approved in advance by an administrator. A form is available in the front office to make such a request. Please inform the front office the day before the guest or guest speaker arrives at school so that we can inform the campus monitors. It is imperative that we know in advance so the guest will not be turned away. Guests and guest speakers must sign in with the receptionist. Please have a student waiting at the office to escort the guest to your classroom.

### ***HEALTH OFFICE***

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A full time nurse practitioner is available Monday thru Thursday by appointment and emergency. Students should be sent to the health center from class **only with a written pass** from the responsible teacher. If an emergency situation occurs, please contact the health office by phone (#6811) and request specific assistance.

## ***HOMWORK POLICY***

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(See Policy IKB for details) (Grades K-12) Each student should leave the Baboquivari Unified School District with a firm foundation for pursuing knowledge and developing skills on an independent basis. Homework is an essential component to reach this goal. Homework serves to develop individual study skills and responsibility while reinforcing skill and concept acquisition.

Homework is defined as specific tasks assigned by teachers to be completed on non-school hours. The purpose of homework may be practice, preparation and/or the extension of instructional objectives aligned to curriculum. Whether done at home, a library or in other educational settings, homework assigned will be at a level that students can complete at an independent level.

Research supports that homework can have positive effects on achievement and character development and can serve as a vital link between the school and family. Homework communicates to parents the nature of the learning activity in which the student is involved and provides an opportunity for dialogue and interaction between parent and child.

Although homework is mandatory at all grade levels, some student choice is encouraged within individual assignments.

The **weekly** frequency and duration of required assignments are as follows:

Grade K	minimum	2	15 minute assignments
Grades 1-2	minimum	3	15 minute assignments
Grades 3-5	minimum	3	30 minute assignments
Grades 6-8	minimum	3	45 minute assignments per student per week (To be determined by school faculty with consideration for the transition from the minimum requirement at middle schools to the minimum requirement at high schools)
Grades 9-12	minimum	8	hours per student per week (To be determined by school faculty)

The expectation is that all students will complete homework assignments. Homework activities may include: reading, reinforcement of skills, special projects, and/or research. Homework will be monitored, and feedback will be given promptly. The impact of homework on grades will be reflected on the report card and/or in the calculation of grades.

Each school site will develop a plan that addresses this policy. Considerations will be given for students on Individual Education Plans. The school plans will outline the consequences for students failing to complete homework.

## *HOW TO WRITE A REFERRAL ON INFINITE CAMPUS*

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First, click New to open a new Referral and enter information for the incident as a whole in the Incident Detail Information.

Refer to the following Incident, Event and Resolution sections for descriptions of each field in the referral. Enter information in the referral as needed based on these descriptions. Fields may vary by state.

At any point while creating a referral, clicking Save Draft for the referral or Event/Participant editor will save the entered information in draft status.

Clicking Submit will submit the referral with any entered information. The incident will no longer be available in the referral tool.

A Process Inbox message will be sent to the individuals selected in the Notify field, and the incident will be available through the Behavior Management tool for the calendar selected in the Campus toolbar when entering the Referral.

An email will also be sent to the individuals selected in Notify field when a referral is submitted.

An email will also be sent to the individual who submitted the referral when a resolution is assigned to the submitted incident. The email address entered on the person's Demographics tab is used.

- Create a behavior incident, assigning events and participants.
  - Behavior Management
  - Behavior Referral
- Enter a behavior resolution for one of the event participants.
  - Behavior Management
  - Student Behavior
- Verify the entered behavior event and resolution, and mark the incident complete.
  - Behavior Management
- Verify the behavior event displays on the student's behavior tab.
  - Student Behavior
- Verify the attendance tab displays an entry for the behavior resolution.
  - Student Attendance
- Generate a report looking for any inconsistencies in linked behavior/attendance records.
  - Behavior Attendance Audit Report

**Incident Detail Information**  
 This section stores information specific to the incident and will be shared on all participants behavior tab.

Incident ID: 65040      \*Alignment: Discipline      \*Date of Incident: 05/23/2012      \*Time of Incident: 09:41 AM

Discipline Title: Pep Rally Incident

Context: 10: School-sponsored activity

Context Description:

Behavior Incident Location: SG: School Grounds

Location Description: Gymnasium

Details:

\*Notify (CTRL-click or SHIFT-click to select multiple):  
 Staff, Anne  
 Staff, Brian  
 Staff, Carol  
 Staff, David  
 Staff, Erika  
 Staff, Frederick  
 Staff, Gina  
 Staff, Heath

Damages: \$ 0.00

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**Events and Participants**  
 This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.      [Verify Participants](#)

- 112-Fighting (Event ID: 176493)
  - Abigail Student - Offender
  - Jacob Student - Offender
  - Mason Student - Victim
- 129-Poss Drugs (Event ID: 176494)
  - Jacob Student - Offender
- 137-Theft (Event ID: 176495)
  - Ryan Student - Offender

### ***KEYS***

Keys may be checked out from Mr. Jimmy Chism in the Activities Office. Keys are limited to the classrooms and buildings that are part of a teacher's work assignment. All teachers/staff will have keys to exterior gates and must carry them on their person in case of an emergency. Classroom keys are distributed on the first day of work and are to be returned to the office on the last day of school.

Notify an administrator of lost keys immediately.

**AT NO TIME SHOULD STUDENTS BE ALLOWED TO HANDLE KEYS. UNDER NO CIRCUMSTANCES ARE KEYS TO BE DUPLICATED.**

### ***LOCKDOWN PROCEDURES***

- Secure all doors & windows.
- Cover classroom/office door windows.
- Within the classroom, move students to a location outside of the line-of-site of the doors or windows.
- If applicable, close all vertical blinds.
- STOP instruction.
- Remain quiet.

- Place classroom/office telephones in the direct ring mode.
- Log on to district email.
- Do not allow students to use school or cellular phones.
- Do not open doors until you hear the “all-clear” announcement from an administrator.

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### ***LOST AND FOUND***

The Lost and Found service is maintained in the front office.

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### ***MAILBOXES***

Each teacher is provided with a mailbox locate in the Main Office mailroom. Teachers are expected to check the mailbox for messages in the morning upon arrival and at the end of the day prior to departure.

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### ***MONEY***

Please do not keep any money in your classroom. Any amount of money, large or small, provides an attraction, so please be responsible in this regard.

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### ***PERSONAL LEAVE***

Requests for personal leave should be submitted on the district’s personal leave form at least four days in advance (except in case of emergency.) Two certified and two classified employees may be approved per school site per day for personal leave. Personal day requests may be granted on all days of the school year **EXCEPT for the day before or immediately following a legal holiday, school vacation period, on in-service day of parent-teacher conference day, or during the first week or last week of the school year.**

**The principal must approve all personal leave requests.**

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### ***PLP***

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Creating a Contact Log Entry

Click New in the action bar to open a new log entry.

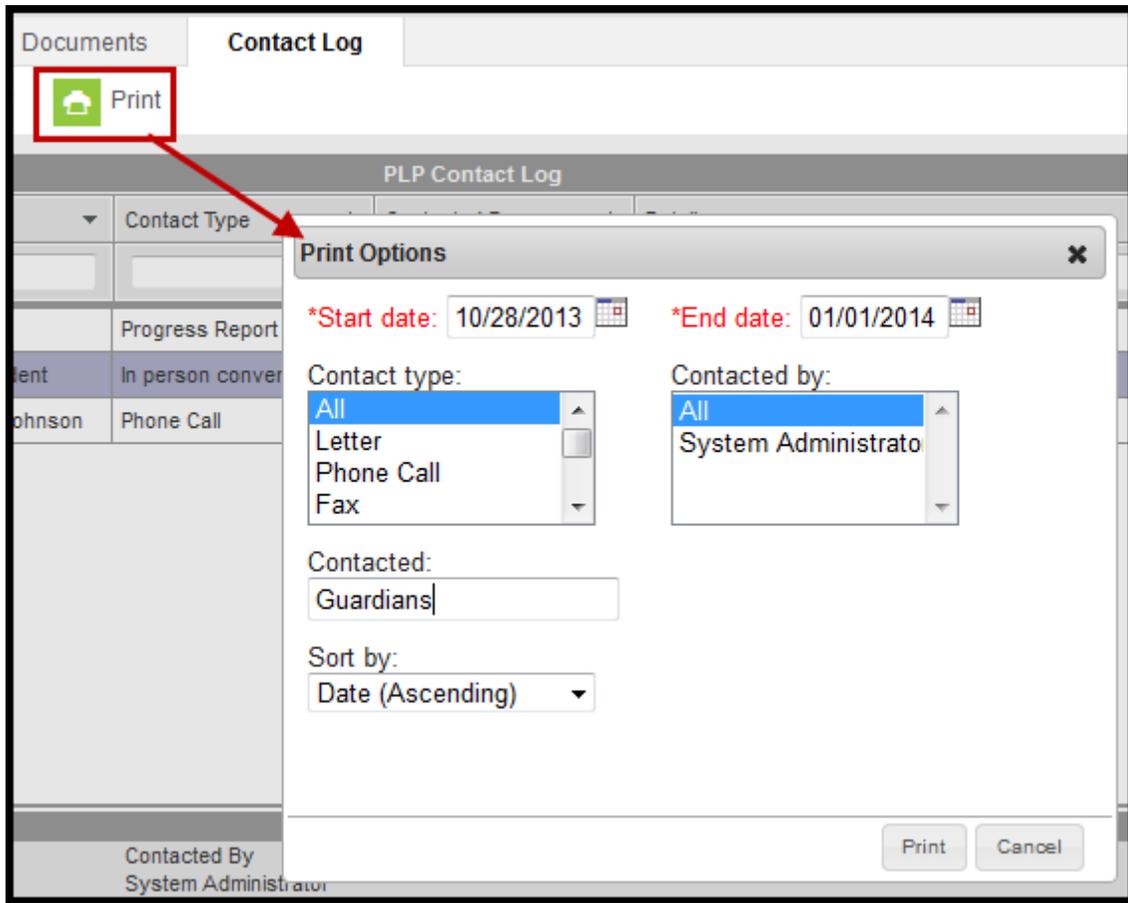
Change the Date and Time of the communication if desired. The current date and time will auto-populate.

Select the means used to communicate as the Contact Type.

Enter the person contacted as the Contact.

Enter any Details regarding the log entry, such as what was communicated, whether the contact was successful, etc.

Click Save in the action bar to save the entry and add it to the log above.



### ***POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)***

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings. Positive Behavior Support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

## ***REPORT CARDS/PROGRESS REPORTS***

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Grade reports contain both academic and teacher comments. Attendance will be reported on the report cards. The following dates are the grading periods for the 2014-2015 school year:

First Quarter Progress Report: August 14, 2014  
First Quarter Grade: September 26, 2014  
Second Quarter Progress Report: November 5, 2014  
Second Quarter & 1<sup>st</sup> Semester Grade: December 19, 2014  
Third Quarter Progress Report: February 4, 2015  
Third Quarter Grade: March 26, 2015  
Fourth Quarter Progress Report: May 6, 2015  
Fourth Quarter & 2<sup>nd</sup> Semester Grade: June 4, 2015  
Senior Grades are due on June 2, 2015

## ***ROOM CARE***

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Teachers are responsible for the neat appearance of their rooms. Please turn lights off and lock the door at the close of the day and when the classroom is not in use. Assist your custodian by having students keep floors free of litter and keep a careful check on classroom furniture to prevent malicious damage.

Please enforce the campus policy of **NO FOOD OR DRINK IN THE BUILDINGS**.

## ***SCHEDULE CHANGES***

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### **Guidelines for Scheduling –**

1. A regular program consists of seven courses for all students. Students in the twelfth grade may petition for a reduced schedule based on need and must have the approval of the parent/guardian. All classes must be scheduled consecutively.
2. Request for reduced schedule will be granted for the following reasons only:
  - a. employment (verified by employer),
  - b. medical (verified by doctor),
  - c. personal (extreme family need - parent conference required),
  - d. educational (registration verified).
3. Spring scheduling will be organized through the administration.
4. There will be no admission to new classes after the third week of a semester without tutoring to make up work or unless a change of subject or level in the same curriculum is indicated as being necessary.

### **Guidelines for Schedule Changes-**

Upon completion of registration, no schedule change will be made unless the request falls in one of the following categories:\*

1. Changes necessary to satisfy graduation requirements.
2. Changes necessary because of failure of prerequisite course.
3. Doctor's request.
4. An error in registration or an incomplete registration.
5. Completion of a course in summer school or correspondence.

\* Must be approved by administration.

## *SCHOOL TAX CREDIT FUNDS*

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### **General Information**

Arizona Revised Statute allows taxpayers a credit for contributions made to public schools in the State for the support of extracurricular activities. Taxpayers who file a tax return as single or head of household are eligible to receive a tax credit up to \$200, and married couples filing a joint return, up to \$400

**“Extracurricular activities”** means school sponsored activities that require enrolled students to pay a fee in order to participate including fees for:

- (a) Band uniforms.
- (b) Equipment or uniforms for varsity athletic activities.
- (c) Scientific laboratory materials.
- (d) In-state or out-of-state trips that are solely for competitive events. Extracurricular activities do not include any senior trips or events that are recreational, amusement or tourist activities.

### **Participation Fees**

All clubs & extracurricular activities that are recipients of tax credit money must charge a fee for participation in said club/activity. The fee is \$2.00. Student participation fees are to be paid directly to the Athletic Director.

### **Baboquivari Unified #40 School Tax Credit Form**

Please mail or deliver this form, with a check made out to your chosen school, to Baboquivari Unified, P.O. Box 248 Sells, AZ 85634 by Dec. 31st. For additional information call Dan at 520-383-6476 ext 6725.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Amount \_\_\_\_\_

(Annual maximum credit - \$200 single return - \$400 married filing a joint return)

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### **School to Receive Tax Credit**

**(Please make your check out to one of the following schools)**

\_\_\_\_\_ Indian Oasis Elementary

\_\_\_\_\_ Indian Oasis (Alt.) Middle School

\_\_\_\_\_ Indian Oasis (Alt.) High School

\_\_\_\_\_ Baboquivari Middle School

\_\_\_\_\_ Baboquivari High School

Please use my tax credit for: (check one)

## ***SCHOOL FIELD TRIPS***

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School field trips are coordinated through Jessica Arvizu. Submit at least 21 Days prior to the scheduled trip. Trips that require School Board approval need to be submitted at least 3 ½ weeks or 21 Days ahead of time. All trips must be approved through the District PLCC.

Some items to take special note of:

- Overnight trips require board approval.
- Trips out of town require board approval.
- Chaperones must be approved in advance of the trip.
- Funding source(s) for transportation, registration fees, food and other expenses must be identified.
- You must use district transportation.
- Submit a list of students to the attendance clerks/release sheet.
- Report any students absent the day of the field trip.
- You must have a signed parent permission form for each student attending.
- Do not schedule any trips to take place two weeks prior to the start of semester final exams (Blackout Period).

To maintain academic integrity and insure an atmosphere of professionalism amongst our staff the following guidelines have been established for students missing class due to:

- 1) AIA Completion. Per board policy, AIA policy, Arizona State Statute.
- 2) Performance based curriculum related to state standards i.e. Fine Arts Area. Per state statute and board policy. Activities that are related to course curriculum and/or state standards are considered integral to students participating in the off campus activity. In general there should be no more than two per semester.
- 3) Field Trips for:
  - a) Clubs
  - b) Academics
  - c) Activities
  - d) Other

**The teacher/sponsor should request grade checks for any students participating in the activity. It is up to the discretion of the individual teacher/sponsor to allow a student to go to the event. It gives the staff members the opportunity to provide the student, parent and teacher/sponsor of the activity with informed consent.**

Note: Please notify the Activities Office of any changes/cancellations. Any concerns should be addressed through the department chairs.

### ***SIGN IN/OUT LOG (Leaving Campus)***

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***Off-Campus Log Books*** for certified and classified staff are located on the counter in the Front Office. All staff **must** sign out when leaving campus during the school day and sign in upon returning whether on school or personal business. In the event of an emergency it is important that we know who is actually not on campus.

## ***SMOKING***

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Smoking is prohibited anywhere on campus and everywhere in the building.

## ***SPECIAL EVENTS***

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A Special Event Request must be filled out for any campus facilities use. The purpose of the request form is to ensure availability of the desired space and logistical support. Some Special Events are done in conjunction with or as part of a fundraising effort.

## ***STAFF DRESS CODE***

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Teachers and other staff members project an image to the community and to students about the professionalism of the district. During the workday and at all work-related activities, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. Each Tuesday is College Day and each Friday will be reserved for school spirit day. Feel free to wear jeans and Baboquivari colors and apparel.

## ***Reporting an Absence***

Please contact Ms. Cacey Blaine....

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## **ABSENCE REASONS**

1. PERSONAL and FAMILY ILLNESS, EMERGENCY ABSENCE
2. DEATH IN FAMILY
3. JURY DUTY

## ***SUPERVISION OF STUDENTS***

- 
- Never leave students unattended without making provisions with another responsible adult for their supervision.
  - Never assign or even allow students to “work after school” unless you personally supervise them.
  - Always be the “first to arrive and last to leave” in your classroom, on field trips, and on all other extracurricular and co-curricular activities.
  - Do not permit in your presence any potentially dangerous activities either in the classroom, on campus, or at any other school-related activity.
  - Always keep your classroom door locked when not in use.

## ***TARDIES***

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### **Consequences for unexcused tardies:**

- Two unexcused tardies in a semester: family notification (notification occurs for each subsequent incident).
- Four unexcused tardies: Detention
- Six unexcused tardies: In-school suspension or other administrative action.

## ***TECHNOLOGY DEVICES***

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Technology devices have been an enormous distraction in our classrooms over the past years. Our policies can only be as effective as we follow the procedures that have been set. Administrations ask that any technology device that is used, seen, or heard in the classroom be confiscated from the student and turned into the office. This will not only limit the distraction in your classroom, but it will also stop a distraction in one of your colleagues' classroom. I appreciate your assistance in enforcing policies that have been designed for the best interest of students' right to learn and teachers' right to teach. Teachers are not authorized to review contents of confiscated student cell phones. If electronic devices lost or misplaced by teacher, the teacher is responsible for replacing the electronic devices.

## ***TELEPHONE & INTERNET USAGE***

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The telephones in your classroom are placed there for your instructional convenience, safety and personal use. During class time, please leave your phone on the voice mail option. In case of emergency, messages will be taken directly to your classroom. In case of a health emergency in your classroom, call the nurse at 6811; if the emergency requires a monitor, call 6800. If you are unable to reach the nurse or monitors, then call the switchboard - #6800. Provide your name, room number, nature of the emergency, stay on the line, and wait for further instructions.

# USE OF TECHNOLOGY

I-6431

IJNDB-E

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

### Terms and Conditions

**Acceptable use** - Each user must:

- 
- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
  - Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
  - Abide by all copyright and trademark laws and regulations.
  - Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
  - Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
  - Not use the network in any way that would disrupt the use of the network by others.
  - Not use the EIS for commercial purposes.
  - Follow the District's code of conduct.
  - Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
  - Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise account activity when allowing other District approved employees to use or view District accounts on an assigned workstation.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

**Personal responsibility**

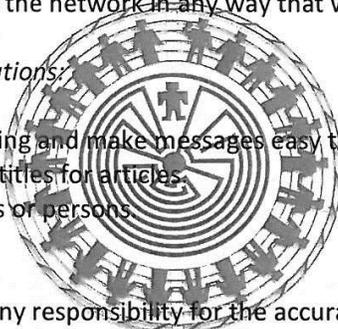
I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal 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 or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
  - Be brief.
  - Strive to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for articles.
  - Post only to known groups or persons.



**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 services (EIS) 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.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student or employee)

School: \_\_\_\_\_ Grade (if a student): \_\_\_\_\_

**Note that this agreement applies to both students and employees.**

## ***VALUABLES***

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Keep purses, money, and mobile phones locked away at all times, even during class when you are in the room.

## ***VIDEOS/MOVIES***

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It is the policy of the District that there is educational value in utilizing movies and videos in the classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance.

### **Technology Resources Board Policy I-6311**

In high schools, teachers must notify parents in advance when they plan to show films/videos with a rating of R. Permission form IJND-E must be completed by the teacher and used to inform parents of the proposed viewing. Films/videos with a rating above R (NC-17) are not to be shown. This includes films/videos shown in the classroom or any District facility (this includes buses and motel where students are present). Parents have a right to deny permission for their children to view a particular film/video.

## ***VISITORS***

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Parents are always welcome on campus. We ask that an appointment be made to see a teacher or to visit the classroom. (Exempt: during Parent Visitation Week).

- The school policy is to accept only those visitors who have legitimate business at the high school. All visitors must report to the Administration first to receive a visitor's pass.
- Students are not to invite friends or relatives (of any age) to visit them on campus.
- Visitors will not be issued a pass unless they have:
  - a. Legitimate business on the campus.
  - b. During mid-term or final exam periods, and any other times during which an administrator deems it inappropriate to issue a pass. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so, or revoke one, which has been issued.

## ***VOLUNTEERS***

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District policy dictates that all non-parent volunteers must be cleared by Administration to work or assist in school. Regular volunteers should obtain a permanent pass from Administration. All volunteers must have a fingerprint clearance card if they are not a relative to a student on campus.

## ***Website***

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The Teacher agrees to teach such grade, grades or subjects and to perform such other professional duties as may be assigned by the Governing Board or its administrators including but not limited to:

Develop and design a teacher web page that includes, but is not limited to, teacher welcome page, lesson plans, curriculum, assignments, and links.