



Indian Oasis Intermediate School

Baboquivari Unified School District #40
WAW GIWULK HA-MAMŞCAMAKUD



TAD TADAI

2019-2020 Student Handbook

Principal

Judy Winsberg

Assistant Principal

Barbara Cardinal

School Instructional Specialist

Heather Engdahl

Governing Board Members

Juan Buendia, Board President

Annmarie Stevens, Board Clerk

Kathleen Vance, Board Member

Ella Mae Greasewood, Board Member

Sylvia Hendricks, Board Member

Superintendent

Dr. Edna Morris

Telephone: 520-719-1240

Fax: 520-383-5970

www.indianoasiselementary.org

Office Hours: 7:30 - 4:00

School Hours:

Monday-Thursday 8:00-2:50

Friday 8:00-1:20

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Mission Statement

We empower our children to have a strong cultural identity to conquer challenges in their journey of life.

Vision Statement

Success; No Less!

Purpose Statement

We teach with love to inspire, motivate, empower and expand all students' present and future capacity to lead and make a difference on the Tohono O'odham Nation and beyond.

Core Values

We value:

Caring

Innovation

Self-awareness

Cultural Responsiveness

Responsible Decision-Making

Calendar

July	22	First Day of School	December	20	No School - Professional Development
August	2	No School - Community Event	Dec-Jan	23-3	No School - Winter Break
	9	Early Release - 1:20 PM Dismissal	January	10	Early Release - 1:20 PM Dismissal
	16	Early Release - 1:20 PM Dismissal		17	Early Release - 1:20 PM Dismissal
	23	Early Release - 1:20 PM Dismissal		20	No School - Martin Luther King Day
	30	No School - Professional Development		24	Early Release - 1:20 PM Dismissal
September	2	No School - Labor Day		31	No School - Professional Development
	6	Early Release - 1:20 PM Dismissal	February	3	No School - Professional Development
	12-13	Parent Teacher Conferences		7	Early Release - 1:20 PM Dismissal
	13	Early Release - 1:20 PM Dismissal		14	Early Release - 1:20 PM Dismissal
	20	Early Release - 1:20 PM Dismissal		17	No School - Presidents Day
	27	No School - Professional Development		21	Early Release - 1:20 PM Dismissal
Sept - Oct	30-4	No School - Fall Break		28	No School - Community Event
October	7	No School - Professional Development	March	4-6	No School - Professional Development
	11	Early Release - 1:20 PM Dismissal		13	Early Release - 1:20 PM Dismissal
	18	Early Release - 1:20 PM Dismissal		20	Early Release - 1:20 PM Dismissal
	25	Early Release - 1:20 PM Dismissal		26	No School - Community Event
November	1	Early Release - 1:20 PM Dismissal		27	Early Release - 1:20 PM Dismissal
	7	No School - Community Event	April	3	FULL DAY - NO EARLY RELEASE
	8	Early Release - 1:20 PM Dismissal		10	Early Release - 1:20 PM Dismissal
	11	No School - Veterans Day		13-17	No School - Spring Break
	15	Early Release - 1:20 PM Dismissal		24	Early Release - 1:20 PM Dismissal
	22	Early Release - 1:20 PM Dismissal	May	1	Early Release - 1:20 PM Dismissal
	28-29	No School - Thanksgiving Holiday		8	Early Release - 1:20 PM Dismissal
December	6	Early Release - 1:20 PM Dismissal		15	Early Release - 1:20 PM Dismissal
	13	Early Release - 1:20 PM Dismissal		21	Last Day of School

Attendance

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for **success** in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, impassable roads, required court attendance, family emergencies, and observance of major religious holidays of the family's faith. With few exceptions, the student is expected to be in class every day.

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the returning to class. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

Our attendance goal is to have no unexcused absences. We need every student to be present every day in order to reach our goal. Good attendance habits early on can have a positive effect for a lifetime, especially for younger students. Attendance is everyone's responsibility.

For absences greater than one (1) day in length, the school should be notified each day of the absence. All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- ~ The scheduling of medical and dental appointments after school hours except in cases of emergency.
- ~ The scheduling of family vacations during school vacation periods.

You may report the absence in person, by phone, by email or by note. Notification to the school office by phone **520-719-1240** or email **rcarlos@busd40.org** should occur no later than 10:00 a.m. on the day of the absence.

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. School notification is required for every absence. Please make sure your student comes to school on time every day by 8:00 a.m. and is not picked up prior to 2:50 p.m. in order to maximize their learning. Students with perfect attendance are recognized with special privileges, awards and celebrations.

Chronic Absences

Attendance records will be maintained for all students, which include the number of days and dates of both excused and unexcused absences. Detailed parent contact records will be maintained which include date, name of person contacted, means of contact, school official present and results. Repeated unexcused absences will result in a conference where all stakeholders are present. Continued unexcused absences following the conference can result in the school taking necessary steps to assure enforcement of the law to include but not limited to referrals to: Child Protective Services, Tohono O'odham Police Department, Behavioral Health, and/or Intermountain.

Health Services

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 by an adult in the current prescription bottle with instructions on the use of this medicine. Please see the Health Aide for more specific requirements.

For the health and safety of your child, as well as other students and faculty, the following information should be used as guidelines for keeping an ill child home:

Fever: Any child with a temperature of 100 or higher should stay home until the temperature is normal for a 24-hour period.

Diarrhea/Vomiting: Any child who experiences an episode of diarrhea or vomiting the previous night or in the morning before school should remain at home. The child should return to school 24 hours after the last episode.

Upper Respiratory Infection: Any child under a physician's care for bronchitis, strep throat or any other upper respiratory infection which warrants antibiotics may, with the written permission of the doctor, return to school at least 24 hours after the start of antibiotic therapy. A child who has a cold, which is not accompanied by fever or a severe cough, may attend school.

Conjunctivitis (Pink Eye): This can be highly contagious, children may return to school after being treated with written permission from the physician.

Lice: Children who are infested with adult 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 who are on the check out list come to school as soon as possible 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. Children who have only nits will receive a treatment recommendation.

Emergency information must be kept current. Please inform the office of any changes.

Immunization

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 Aide prior to the start of the school year. **All students in 6th grade or 11 years old are required to have Tdap and Meningococcal vaccines.**

Transportation

Transportation Change Requests

All bus and after-school instructions are handled through the school office. Please send a written communication, email to rcarlos@busd40.org or phone call by **10:00 a.m.** each day for any transportation changes. No late notices will be honored.

Transportation Department

Kevin Ramirez, Transportation Director
Dispatch: 520-719-1220

Bus Conduct and Safety

School bus drivers have a tremendous task and responsibility. They must always be conscious of their driving while simultaneously supervising a busload of students. For safety reasons, children are expected to be well-behaved exhibiting respect to both the driver and fellow bus riders. Children who display poor behavior may be denied bus privileges. To ensure the safety of all, please impress upon your child the need to behave while on the bus.

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.



Transportation, cont.

Bus Discipline

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

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

2nd 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. One copy will be mailed to the parent/guardian.

3rd Offense: If misconduct continues, the driver will again write a referral of the incident and send to the Administrator. The Administrator will decide whether to suspend bus privileges of the student and if so for how long or if another consequence will be assigned. The parent/guardian will be notified and a copy of the referral will be mailed home.

4th Offense: If misconduct continues, the Administrator will determine how long the student's bus privileges will be suspended and send a copy of the referral to Transportation. 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.

Student Conduct

Students at Indian Oasis Intermediate School have the right to a quality education free from any unnecessary disruptions and distractions. The Governing Board of BUSD wants to ensure that every student has the opportunity to attend school and 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.

Most situations involving students will be handled through the classroom teacher. Serious or repeated infractions may be referred to the administration and the STAR matrix will be followed.

Positive Behavior Interventions and Supports (PBIS)

The Positive Behavioral Interventions and Supports (PBIS) system as a framework to support the academic, social, emotional and behavioral competence of all students. PBIS implementation involves prompting, modeling, practicing and encouraging positive social skills from all individuals. 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 discipline referrals and suspensions, saves instructional time and improves the overall school climate.

At Indian Oasis Intermediate School, we believe that everyone has a right to a **safe** learning environment. We believe that we should **take pride** in our words, our actions, and our culture. We believe that we should **act responsibly** in every way to ensure a positive environment for everyone. We believe that **respect** for ourselves and for others should be woven into the fabric of our lives. We are Tohono STARS!

Trust-Based Relational Intervention (TBRI)

A TBRI mindset is an ongoing commitment to learning about trauma; both what types of trauma are present and also the impact it is having on students, staff, and families. This dedication to increasing knowledge, understanding, and awareness of trauma is at the core of a TBRI mindset. The heart of TBRI is connecting and forming positive relationships with others. The key principles of TBRI interventions are to evaluate the function and intent of behaviors, promote a culture of comfort, recognize practices that are re-traumatizing, reinforce training for all staff, transform the language used to reflect respect, compassion and care, and recognize our role to help with healing.

Social Emotional Learning (SEL)

Social Emotional Learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set positive goals, feel and show empathy for others, establish and maintain positive relationships, and make decisions responsibly. Social emotional learning will help students navigate the world more effectively.

For the Indian Oasis Intermediate School our Tohono STAR Pledge is how PBIS is integrated with a TBRI and SEL approach:

PBIS:

S I am **SAFE** throughout the day.
T I **TAKE PRIDE** in all that I do.
A I **ACT RESPONSIBLY** in every way.
R I **RESPECT** myself and others.

TBRI:

Stick together.
Accept your impact.
Hurt free.
Be your best.

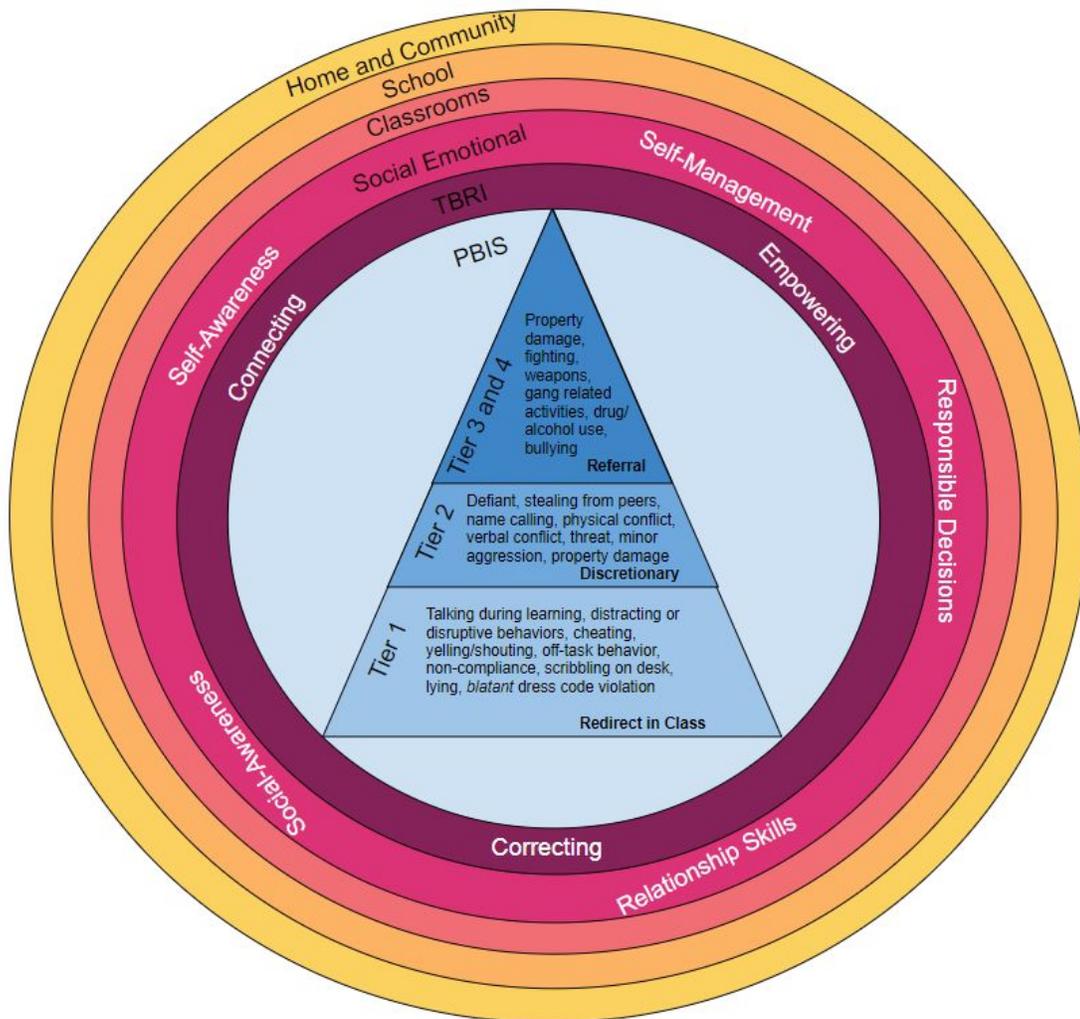
SEL:

Relationship Skills
Self-Awareness and Management
Responsible Decision-Making
Social-Awareness

I AM A TOHONO STAR!



PBIS, TBRI, and SEL, cont.



Suspension from School

The policy of Indian Oasis Intermediate 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 a 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 school administration 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)

Harassment, Intimidation and Bullying

Indian Oasis Intermediate School is committed to providing every student a positive, safe, caring, and respectful learning environment to maximize student achievement, foster student personal growth and build a sense of community. To achieve this school environment, harassment, intimidation and bullying will not be tolerated.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics.

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

Bullying: Bullying is unwanted, aggressive behavior. It involves a real or perceived power imbalance and the behavior is repeated, or has the potential to be repeated, over time. Cyberbullying is any act of bullying committed by the use of electronic devices.

Reporting Incidents of Harassment, Intimidation or Bullying: No one deserves to be bullied and we will do everything we can to stop it. A student who is experiencing harassment, intimidation or bullying or believes another student is experiencing harassment, intimidation or bullying is to report the situation to any school staff member and complete a detailed written description of the incident on a Bullying Report Form.

Retaliation will not be tolerated. Bullying is inappropriate behavior and must stop. Individuals who retaliate against any person who reports alleged harassment or who retaliate against any person who participates in an investigation will be subject to appropriate discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

School administration will investigate *all* reports of harassment, intimidation or bullying. Appropriate discipline will be administered if it is found that harassment, intimidation or bullying has occurred.

Parent Portal

Student progress reports: Report cards will be available for students at Indian Oasis Intermediate School at the end of the 1st, 2nd, 3rd and 4th grading periods. The progress reports will be uploaded to your child's Parent Portal account and mailed home. If you do not have Parent Portal access, please contact the school.

Attendance: Daily attendance data is available on your Parent Portal account for each child attending BUSD. If you do not have Parent Portal access, please contact the school.

School Messenger: The District's Parent Notification System is a communication tool that uses automated calling, electronic mail, and text messaging. School Messenger may be used in the event of emergency, weather delays, early dismissals, student absences, and to communicate pertinent information about upcoming events. Parents may wish to customize the way in which they receive District communications from the School Messenger calling system. Please visit the Parent Portal section of Parent Resources menu on the District website to customize your communication preferences. If you do not have Parent Portal access, please contact the school.

Dress Code

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 Indian Oasis Intermediate School must be in a school uniform. Furthermore, 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.

Dress Code PreK-6

Girls: Burgundy, navy blue, light blue, gray, black, or white colored collared shirt.

Black, khaki, or navy blue colored pants, jeans, shorts, skort, skirt, capris, cropped pants, leggings or jumper.

Boys: Burgundy, navy blue, light blue, gray, black, or white colored collared shirt.

Black, khaki, or navy blue colored pants, jeans, or shorts.

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.
2. If worn, shorts, skorts, jumpers 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. These items cannot distract from the learning environment and will be one of the school assigned colors.
4. No hats, scarves or rags or bandanas may be worn except as part of the school's sport uniform.
5. For safety reasons, students are encouraged to wear closed-toed 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. 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, drugs, or identify gangs, are not allowed.
10. On occasion, the principal may allow a special attire day or school spirit day. Such days allow for culturally relevant attire, theme attire or reward attire.

Special dress attire days will be adequately announced to all involved well in advance of the dress attire day or days.

Curriculum and Instruction

BUSD follows the Arizona State Standards for English language arts, math, social studies, and science instruction. Teachers are expected to teach to these standards while keeping in mind the needs of each individual student. Through varied, enthusiastic and culturally responsive instruction, it is our goal to address the standards while offering a challenging and interesting curriculum that captivates students.

Arizona Move On When Reading (MOWR)

Please be advised of the Arizona Move on When Reading Law. All students, parents, and teachers need to be committed together to ensure student **success**.

Arizona Revised Statute § 15 - 701 states that a pupil **not be promoted from the third grade** if the pupil obtains a score on the reading portion of the statewide assessment that **does not demonstrate sufficient reading skills**.

There are three exemptions from ARS §15-701. In accordance with Arizona state law, a school district governing board is allowed to promote a student who earns an insufficient score on the third grade statewide reading assessment only for the following reasons:

- The student is an English Language Learner or Limited English Proficient who has received less than two years of English instruction; or
- A student with disabilities has an individualized education plan (IEP), and the IEP-team, which includes the student's parent/guardian, agrees that promotion is appropriate
- A student in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia.

The law can be found at the following website: <http://www.azleg.gov/ars/15/00701.htm>

Field Trips

Field trips are a valuable addition to a child's educational growth. Field trips are usually initiated and planned by the classroom teachers. Children will not be allowed to attend a trip unless he or she has submitted a permission slip signed by the parent or guardian. Permission slips will be sent home with the children when a trip is planned. If a child is not permitted to participate in a field trip, he or she is still required to attend school; alternative instructional activities at the school will be provided.

Homework

The development of study skills and self-discipline are integral elements of a quality education. Students who read regularly excel in all academic areas.

Types of Homework:

Daily Reading Log

Occasional at home projects

Unfinished class work

Library

The school urges all parents to encourage their child to take good care of their books. Students are responsible for all school books 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. Students may sign out books from the library for a period of one week.

Forty Book Challenge: The best way to improve reading skills is to read! All students will have the opportunity to complete the 40 Book Challenge and have the opportunity to go on special field trips and earn free books.

Authors Birthday Club: We will have monthly *Authors' Birthday Club* for students who would like to read books by selected authors whose birthdays occur in a particular month. This book club is designed for the students so that they will be introduced to authors they might not be familiar with or may not have read before. The *Authors' Birthday Club* are held once a month during lunch. **In order to receive an invitation, a student must read at least one book by an author who has a birthday during that month, fill out a *Record Sheet* and return it to Ms. Brown prior to the date of the Birthday Club with a parent's signature.** We always have lots of fun discussing the books we read, playing games, and eating a delicious healthy snack

Parent/Teacher/Student Conferences

Parent-Teacher-Student conferences will occur during the fall semester for all students and during the spring semester for some students. These meetings are very important and our goal is 100% attendance at conferences. Please plan on attending the fall conference with your child as this conference is student led. Your child will appreciate your interest and you will gain insight into your child's capabilities. Additional conferences are by appointment. Please call 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

Indian Oasis Intermediate 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 speak with your child's teacher to ensure your child meets or exceeds these standards in order to be promoted to the next academic level.

Withdrawal

If you are withdrawing your child from school, please come to the school office a few days prior to the withdrawal date. Procedure must be followed in order for your student to successfully be admitted to their next school of choice. You will need a withdrawal form to enroll your student at their next school. This is the final step in the withdrawal process.

Parent and Community Leadership - Site Council

The Indian Oasis Intermediate School Site Council is composed of the school principal, parents, teachers, classified staff members and community members. The members of the Site Council are a vital part of our school's **success**. By partnering with the school and encouraging our students and teachers we can help each student reach for and attain success.

We meet at 3:30 p.m. on the last Tuesday of the month to plan fundraising, discuss important school issues, organize volunteers, and prepare special events and outings that enrich our students' cultural awareness, character development and learning opportunities. You are encouraged to apply for any open position by visiting the school office.

Student Leadership Opportunities

Indian Oasis Intermediate School aspires to offer students a variety of opportunities designed to develop leadership skills.

Student Council: Students in each 3rd, 4th, 5th and 6th grade classroom will be voted in to serve as representatives for their classroom. Students in 5th grade can run for office as Secretary and Treasurer, while student in 6th grade can run for office as President and Vice President. The Student Council organizes school-wide events and fundraisers to benefit the school.

STEM Museum: Our new STEM Museum will have selected 5th and 6th grade students as museum docents. These students will be trained to be museum hosts, provide tours of the museum and serve as educational guides to museum visitors.

Clubs: School clubs specialize in a certain area of interest. Each club has a leadership opportunities for officers including President, Vice President, Secretary and Treasurer.

Support Services

The Exceptional Education program designed to help students with special needs. To be eligible, a child must demonstrate learning needs that require services beyond those provided by modification of the regular school program. The procedure for placing students in a special program begins with the classroom teacher or parent. If you have concerns, please discuss these with your child's teacher, who may then fill out a Child Study referral. You will then be invited to a Child Study meeting where we will discuss your child's background and needs.

Psychologist: The district psychologist assists the Individual Education Plan Team (IEP) in developing programs for referred students and assesses students for placement in special programs.

Occupational Therapist: This specialist works to ensure that a student with physical disabilities or delays can participate in all school activities; from concentrating on the task at hand; holding a pencil, musical instrument, or book in the easiest way; or just behaving appropriately in class.

Speech and Language Therapist: This specialist assesses children who may have difficulty communicating. The speech and language therapist provides therapy for the students identified as having speech and/or language problems.

GATE: The Gifted and Talented teacher designs and delivers challenging, culturally responsive curriculum to engage all students who are identified with academic gifts and talents.

Child Study: Students having any kind of difficulty (learning, behavioral, attendance, making friends, etc.) may be referred to the Child Study team by teachers. The student's parents may also request a Child Study meeting. The Child Study team consists of teachers, the principal, the health aide, parents, and the psychologist (depending on the needs of the student).

Visitors, Guests and Volunteers

Parents are encouraged to volunteer at the school or in their children's classrooms throughout the year. Please make arrangements with the parent liaison or teacher prior to the day of the visit. All individuals must sign in and out at the front office, present photo identification and wear their assigned visitors tag the entire time they are on campus. Additionally, to ensure student success, no young children can accompany volunteers in the classrooms. Please dress in appropriate attire while on campus. Guests whose attire is disrespectful to our learning environment and culture of safety may be asked to leave or may not be permitted on campus.

Giving your time and talents to the school is a great way to support your child's education while communicating to your child the importance of learning. We realize busy schedules can hinder your ability to spend time at school. Still, you can show your support by talking to your child about school, spending time together reading, and reviewing schoolwork. A positive and cooperative attitude toward your child's education is contagious. Your support signifies to your child the value you place on education.

Media Release

Throughout the year, staff of BUSD may take photos or videos of children in school. Students frequently participate in activities and programs that the general public enjoys. The school or district newsletters, social media and websites are media that often broadcast the accomplishments of our students. There may also be times in which local TV and news media report on school happenings as well. Parents must sign the MEDIA RELEASE FORM to allow student work and student pictures to be used in the school newsletter, district newsletter, the school/district webpage, or the local media. Parents may request that their child not be photographed or videotaped by indicating these wishes on the district release form.

Technology Use

With one-to-one devices at school, we help our students establish safe, responsible, and balanced media habits. We expect all students to take care of school devices available to them in the classrooms and library. Students should only use school devices for educational purposes. Every student is responsible for maintaining school laptops to ensure that the screen is not cracked, that they are handled carefully in the classroom, and that no one uses anyone else's assigned laptop. Should a laptop be broken or a screen cracked, the student assigned to that laptop will be held financially responsible for repayment of the damages to BUSD. The school district will not be liable for the loss, damage or misuse of any electronic devices brought to school by a student.

I-we:mta - Working Together

Both experience and research tell us that a child's education **is successful** when there is good communication and a strong partnership between home and school. KEEP THIS PAGE.

Student Responsibilities:

- Attend all classes daily and on time.
- Be prepared with appropriate materials and assignments.
- Be properly attired.
- Respect the rights and property of others.
- Act responsibly
- Obey all school rules.
- Care for property of school.
- Share school information with parents.
- Be a STAR Student by:

Being SAFE throughout the day

TAKE PRIDE in all that you do

ACT RESPONSIBLY in every way

RESPECT yourself and others

Parent/Guardian Responsibilities:

- Be sure your child attends school daily.
- Be sure that you communicate reasons for your child's absences.
- Be sure your child arrives to school on time.
- Maintain up-to-date school records for your child including, home, work and emergency telephone numbers, and immunization records.
- Encourage proper study habits at home.
- Participate in meaningful parent-teacher-student conferences to discuss your child's school progress.
- Stay informed of school rules and encourage your child to obey school rules.
- Be sure that your child is appropriately dressed for school and has all materials needed for class.
- Discuss report cards and school assignments with your child.
- Sign and return paperwork.
- Cooperate with and support school staff and administrators and teachers to assist your child.

Teachers and Staff Responsibilities:

- Encourage high achievement.
- Use appropriate discipline management techniques.
- Advocate for the success of all students.
- Perform teaching duties with appropriate preparation, assignments and resource materials.
- Comply with District and school policies, rules, management guidelines and directives.
- Maintain classroom atmosphere that nurtures students and promotes active learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Serve as an appropriate role model for students in accordance with the standards of the teaching profession.

Administrators Responsibilities:

- Establish the learning climate for the school.
- Provide instructional leadership.
- Implement PBIS-TBRI-SEL integrated system for discipline.
- Respond to discipline problems referred by teachers or other staff members.
- Encourage and participate in communication between school and home
- Serve as appropriate role models for the students and staff on the campus in accordance with the standards of the profession.
- Supervise and assess the implementation of all programming at the school.

I-we:mta - Working Together - Agreement 19/20

Both experience and research tell us that a child's education **is successful** when there is good communication and a strong partnership between home and school. Please review all pages of the handbook and RETURN this signed page in the first week of school.

Student Responsibilities:

- Attend all classes daily and on time.
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- Be properly attired.
- Respect the rights and property of others.
- Act responsibly
- Obey all school rules.
- Care for property of school.
- Share school information with parents.
- Be a STAR Student by:

Being SAFE throughout the day
TAKE PRIDE in all that you do
ACT RESPONSIBLY in every way
RESPECT yourself and others

Student Signature

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Parent Signature

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Teacher Signature

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Administrators Signatures