

Family Handbook 2019-2020



Bouse Elementary School

District No. 26

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Bouse Elementary School Districts #26

P.O. Box "S"

Bouse, Arizona 85325

Telephone: 928-851-2213

Fax: 928-851-2986

E-mail: bouseschool@bouseschool.org

Mascot: Bulldog

Motto: Believe, Excel, Succeed

School Colors: Red, White, and Blue

Staff:

Superintendent: Ronald Fletcher

Head Teacher: Lorna Macdonald

Teachers:Josephine Bonganciso – Kindergarten & 1stShannon Russel – 2nd GradeShelly Arora – 3rd, 4th, & 5th GradeBrandy Peck – 6th, 7th, & 8th Grade**Classified**

Natasha Baker – Business Manager

Cassandra Calderon - Receptionist/Bookkeeper

Jeff Hall – Transportation/ Maintenance

Cindy Lomax – Special Ed/ Paraprofessional

Sherry Smart – Kitchen

School Board

President – Sharon Hillhouse

Clerk of the Board – Pam Finkbeiner

Board Member – Jim Pontious

Schedule 2019-2020

Lunch / Recess / P.E.

7:45-8:00	Breakfast
8:00	School Starts
9:10-9:30	Kindergarten-2 nd Recess
9:30-9:50	3 rd Grade-5 th Grade Recess
11:15-11:30	Kindergarten- 5 th Lunch
11:30-11:45	Kindergarten-5 th Recess
11:30-11:50	6 th -8 th Grade Lunch
1:40-2:00	Kindergarten-1 st Recess
1:30-2:10	2 nd - 5 th Grade P.E.
2:10-2:55	6 th – 8 th Grade P.E.
3:00	School Day Ends

School District Mission and Belief Statement

“SCHOOLS ARE FOR CHILDREN”

“SCHOOLS BELONG TO THE COMMUNITY”

“SCHOOLS ARE PEOPLE DEVELOPERS”

“SELF-EFFORT EDUCATES”

The mission of the District is to provide comprehensive, success-oriented learning activities for young people in our schools. These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, community awareness, community education, civic responsibilities, physical well-being, social development, and community contribution.

The benefits of the District are outlined below.

Students

We believe:

- Every student will be educated academically and socially so as to be a productive citizen.
- All students will have equal educational opportunities to achieve their full individual potential.
- We have something to offer EVERY student.
- Each student is unique.
- Successful education depends on parental commitment to education.

Teachers

We believe:

- Teachers are the foundation of a strong educational system.
- Teachers will maintain high expectations for themselves and their students.
- Teachers should serve as positive role models for students.
- Teachers will actively seek parent support and involvement.

Governing Board

We believe:

- Students are the number-one priority.
- The Board conveys the educational needs and desires of the community to the District and establishes policies accordingly.
- The Board maintains high expectations for the District and themselves in working toward excellence.

Administrator

We believe:

- The Administrator is the leader, implementer, and facilitator of a successful School District.
- The Administrator promotes and upholds the positive educational climate of the School District.

Management Principles

- In human beings as the single most important element in all transactions.
- In behaving with uncompromising honesty and integrity.
- In challenging people to experience their full potential so each individual contributes to educational excellence.
- In reaching quality decisions through the involvement of people.
- In establishing priorities that respond to the needs of our students, staff members, and community, and serve as the driving force behind all of our actions.
- In focusing on excellence in everything we do

Every Student Succeeds Act

(Including Title I and Related Programs)

Regular meetings will be held to review these services. Dates will be published in the school newsletter (“Bulldog News”). Parents/Guardians are urged to sign the Title I compact distributed at the Open House and attend said meetings to work towards continuous improved academic achievement and school performance.

Further questions are to be directed to the District designee or administrator.

Student Rights and Responsibilities

(Policy J-2011)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such curriculum.
- Students have the right to physical safety, safe buildings and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators and anyone else connected with the school if they so desire without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the district.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders or transcripts of their children who are under the age of 18 years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC, Freedom of Expression.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.

- All members of the school community, including students, parents and school staff members have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

School Health Service: Immunizations of Students

Subject to the exemptions in A.R.S. 15-873, immunizations against each of the following diseases is required for attendance of any child in any District school:

Diphtheria	Mumps
Tetanus	Rubella (German measles)
Pertussis	Hepatitis B
Poliomyelitis	Homophiles influenza b (Hib)
Rubeola (measles)	

Any child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one dose of each of the required immunizations and has established a schedule for completion of the required immunizations.

For your convenience and reference, the telephone number of the La Paz County Health Department is 669-1100 - they are located at 1112 Joshua Avenue, Parker, AZ 85344.

All new and continuing students will receive an annual hearing and vision screening by an Arizona Rural Health Team or other designated agents within thirty (30) days of their enrollment.

MEDICINES

Prescription Drugs

For occasions when it is necessary for a student receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student to assure compliance with existing rules and regulations;

Administration By School Personnel

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine; the dosage and the time it is to be given.
- The Head Teacher may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.

- Drugs must be kept in their **original containers** in a locked medicine cabinet.

Self Administration

- When a physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist. Such as Inhalers, Cough Drops, Vitamins & Aspirins

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration By School Personnel

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student **must come to the school office** in the original manufacturer's packaging with all directions, dosages, compound contents and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-Administration

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- Over the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents and proportions clearly marked
- Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students - Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Head Lice

For the protection of all students and staff, Bouse Elementary School excludes all students with head lice. We do check regularly for head lice. If you find lice or nits in your child's hair, please notify the school office immediately. We will want to do an extra check as soon as possible. Please support our efforts to follow a "no-nit" policy. If lice or nits are found when the student is in school, the student will be sent home.

Student Insurance

The Board may provide or make available a student health benefits insurance program for the District. The program will be conducted at no expense to the district. (The District cannot pay for student health benefits plan insurance out of monies from the School District's Maintenance and Operation budget.) The principal will provide to parents or guardians information on student health benefits insurance when such insurance is available.

Another option for affordable health insurance is KidsCare. A new free or low cost nationwide health insurance program is now available to some families. If you do not have health insurance for your child, you can call the KidsCare hotline at 1-877-764-KIDS (5437) or 602-417-5437 to receive information and an application. KidsCare applications are distributed to students with their registration packets and are also available at the school office.

Attendance Information

School attendance is vital for student success. Poor attendance can lead to low grades and academic struggles. Children should be in school; and adults should help them get there!

Arizona law states that "absences may be considered excessive when the number of days exceed ten percent (10%)." A.R.S. 15-803.B). Please help us provide your child with the best education available. Be sure your child is in school, on time, every day!

Attendance Policy

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, other family emergencies and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

Since lesson plans often rely on initial and terminal summaries at the beginning and ending of the school calendar, parents or guardians are strongly requested to not leave the area until the end of the school instruction and return by the beginning of the instruction in order to avoid significant handicaps to your children (or ward.)

When Absent from School:

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 student's first class.

All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a telephone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one 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 and recess periods.
- The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.
- The school administrator is authorized to excuse students from school for necessary and justifiable reasons.

Truancy Procedures: La Paz County Truancy Information

No Court Order in Place

A. Juvenile or Parent

- Once a student has their 6th unexcused absence or has been absent more than 10 percent of the attendance days for the year (the 19th absence at schools with five-days weeks and the 15th absence at schools in four-day weeks), school official shall send all documentation to the County Attorney's office for review and possible filing of incorrigibility charges against the juvenile and/or misdemeanor charges against the parent. Cases may also be referred for intermediate intervention prior to this point.
- The County Attorney may choose to file charges against either the child or parent. As a general rule, charges will be filed against the parent if the child is younger than 11 years old. However, regardless of the juvenile's age, the County Attorney's office may file charges against the parent upon proof that the parent is the cause of the juvenile's poor attendance.
- At the first court appearance, the judge is likely to issue a court order stating that the juvenile shall have no unexcused absences or tardies. The County Attorney's Office will notify the school of his action and the school will flag the juvenile's attendance record and notify the prosecuting attorney of any violations.
- The judge will then schedule a review hearing approximately 30 days from the advisory/initial appearance. At the review hearing, if the juvenile has had no unexcused absence or tardies for the 30 days, the prosecuting attorney may consider dismissing the case. Should future violations occur on the same school year, the charges could be refilled.

Court Order in Place

A. Juvenile

- If the juvenile has unexcused absence or tardy or additional excessive absence due to the actions of the juvenile, the juvenile is in violation of the court order.
- The school will document the absence or tardy and notify the County Attorney's office of the violations as soon as possible.
- The case will be added to the next court calendar for status hearing. At the hearing, the juvenile will either make an admission (to being incorrigible) or the matter will be set for an adjudicatory (trial in the juvenile court).
- If the juvenile admits or is adjudicated incorrigible disposition (sentencing) will be at the judge's discretion. Possible options for the judge; Send the juvenile to detention for the weekend or place the juvenile on probation

B. Parent

- The school will document the juvenile's absence and notify the County Attorney's office of violation as soon as possible.
- The case will be added to the next court calendar for a status hearing. At that hearing the parent will either plead guilty to the charge, a class 2 misdemeanor, or the matter will be set for trial.
- If the parent pleads guilty or is found guilty, sentencing will be at the judge's discretion. Possible options for the judge:
 1. Place the parent on probation with any jail time suspended. If not the juvenile has another unexcused absence while the parent is on probation and that absence is due to actions taken, or not taken, by the parent, the parent may serve 24 hours in jail.
 2. Fine the parent up to \$500
 3. Place the parent in jail up to 30 days.
- Possible options for the prosecutor: Charge interfering with judicial proceeding, a class one misdemeanor with consequences of fines up to \$2500 and 6 months in jail.

Additional to Truancy Policy to Address Tardiness

Existing Law allows for prosecution for tardies in extreme cases:

- Habitual Truancy is unexcused absence from at least one class period out of five school days.
- Parents are required to ensure the child is enrolled and attends school the full time school is in session.
- Contributory delinquency and/or contributory dependency may apply to truancy matters.

Schools have asked for help. The first period class is typically reading. The superintendent explained that the child, who continually misses reading or other critical instructions, whether by missing full days or missing accumulated minute's equivalent to full day's worth of tardiness, is at a significant disadvantage in learning the required material. The problem will become more pronounced when the new legislation requiring grade-level reading for promotion from third grade goes into effect. Only a few families need this extra 'encouragement'. By having a policy that lead eventually to some consequences, the school has better means to encourage compliance, which in turn helps children succeed in school.

It is expected that prosecution for tardies will be quite rare. A great deal of the success for the regular truancy program lies in its existence. The simple fact of having a systematic plan for dealing with truanies reduces truanies. Parents know where there are consequences for nonattendance, and their kids are attending. It is very common to hear that a child has no more attendance issues after one court appearance.

La Paz County Truancy Absences – Excessive/Unexcused

School Action Steps for UNEXCUSED Absences:

Unexcused Absences	Action Step
1-2	School makes phone or personal contact with parent/guardian
3	Letter sent from school that includes verbiage about referring to County Attorney if absences continue (see sample)
4	Referred to County Attorney with supporting documentation. Certified letter sent from County Attorney's office. The school will exercise discretion as to when to involve the CA as school personnel may be aware of extenuating circumstances
6	Updated documentation sent to County Attorney, petition filed, intervention via probation including hand-delivery of summons

School Actions Steps for EXCESSIVE Absences:

Total Absences		Action Step
180 Days	144 Days	
1-7	1-5	School makes phone or personal contact with parents/guardian
9	7	Letter sent from school includes verbiage about referring to County Attorney if absences continue
14	10	Referred to County Attorney with supporting documentation. Certified letter sent from County Attorney's office. The school will exercise discretion as to when to involve the CA as school personnel may be aware of extenuating circumstances.
19	15	Updated documentation sent to County Attorney, petition filed, intervention via probation including hand-delivery of summons

Tardy Policy

A student is considered tardy if he/she is not in his/her seat when teacher begins class. Four tardy's in any given month and the student will result in a 1 hour detention on Thursday, following the 4th tardy. Parents will be responsible for providing transportation for the student. Being tardy refers to walking into class late, due to the student being dropped off late.

CAFETERIA: Breakfast and Lunch Program

Bouse Elementary School serves breakfast and lunch each day and participate in the National School Lunch Breakfast and Commodity Program. Breakfast is served between 7:45 and 7:55 each morning. Lunch is served between 11:15 and 11:40. Milk is served with every meal at no extra cost. Students who bring their lunch may purchase a milk. Parents and guests are invited to eat with their children at the adult prices listed below. Please make your reservations for lunch by 9:00 a.m. in the school office.

Volunteers

Kitchen volunteers will be limited to students with a valid Food Handlers Certificate.

- Breakfast/ Lunch: Guests \$2.75

Nutritional Standards

Effective July 1, 2006, Arizona Department of Education has developed minimum nutrition standards that meet at least federal guidelines and regulations for foods and beverages sold or served on the school grounds during the normal school day. These nutrition standards may include portion sizes, minimum nutrient values and a listing of contents. This does not prohibit the department from developing minimum nutrition standards that are more stringent than the federal guidelines for regulations for foods and beverages sold or served on the school grounds during the normal school day.

All food and beverages sold or served on the school grounds during the normal school day shall meet the nutrition standards developed by the department. Foods of minimal nutritional value shall not be served or sold during the normal school day.

Food, drinks and candy are allowed in the classrooms only with administrator's permission as a part of "special days". **Gum and seeds are not allowed on campus or on the bus!**

Communication

Parental involvement in the school is valued by staff, teachers and administration. Parents and teachers are encouraged to communicate regularly regarding homework, attendance and discipline. Parents are invited to learn about the course of study for their children and review learning materials. The school agrees to provide communication and calendar information to parents and encourage their participation.

These communication goals will be met through regular mailings of the monthly newsletter ("BulldogNewsLetter") as well as Parent-Teacher conferences throughout the school year. Parents are reminded that they have reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Parent - Teacher Conferences

Bouse Elementary will have an Open House on Thursday, August 12, 2019 @ 5:00 P.M.

HAZING

There shall be no hazing, solicitation to engage in hazing or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy, a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

DEFINITIONS:

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

DIRECTIONS:

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
- All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING (JICFA-EB)

The Governing Board of Bouse Elementary School District believes it is the right of every student to be educated in a positive, safe, caring and respect learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying:

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- Has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm or damage to property;
- Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening or abusive environment in the form of physical or emotional harm;
- Occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to:

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling or rumor spreading either directly through another person or group or through cyber bullying;
- Exposure to social exclusion or ostracism;
- Physical contact including but not limited to pushing, hitting, kicking, shoving or spitting, and damage to or theft of personal property.

"Cyber bullying":

Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices including telephonic devices, social networking and other internet communications, on school

computers, networks, forums and mailing lists, or other district-owned property, and by means of an individual's personal electronic media equipment.

"Harassment":

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

"Intimidation":

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. It can happen on buses, at school bus stop, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, network, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the school district. School personnel are to maintain appropriate confidentiality of the reported information.

Bullying in any shape or form will not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations. **Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.**

Knowing submitting a false report under policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have reasonable belief that an incidence of bullying is a violation of the law.

Discipline

The Superintendent/Principal will establish regulations governing the conduct of students. These policies and procedures will apply to all students traveling to, attending and returning from school, and while visiting another school or at a school-sanctioned activity and may include a wide range of penalties that may be imposed for violations in accordance with official Governing Board policy.

- Toys, valuables or battery-operated devices are not allowed.
- Cell phones ARE NOT ALLOWED in the classrooms. They must be checked in to the office **before** school and may be picked up from the office **AFTER** school.

A student may be subject to disciplinary action when the student:

Engages in disorderly conduct or creates a public nuisance by:

- Disturbing a school activity;
- Using vulgar or obscene language / gestures;
- Disruptive classroom behavior;
- Loitering / trespassing;

- Making ethnic slurs;
- Possessing weapons;
- Malicious mischief.

Engages in conduct that is insubordinate:

- Fails to comply with the directions of a teacher or other school employee;
- Insult / verbal abuse of staff member;
- Assault of staff member;
- Lying / giving false information;
- Resisting authority;
- Violating Governing Board policy;
- Fails to follow all classroom and school rules (inclusive of this handbook).

Endangers others by:

- Creating a hazardous or physically offensive condition;
- Harassment / hazing;
- Threats;
- Verbal abuse;
- Slander;
- Physical assault;
- Fighting (real or play) or causing others to fight;
- Sexual harassment;
- Possessing, providing or party to drugs, alcohol or tobacco.

Commits an infraction against property through:

- Vandalism or destruction;
- Theft.

Engages in academic misconduct by:

- Excessive absenteeism;
- Lateness;
- Leaving school or class without permission;
- Cheating;
- Plagiarism.

The actual discipline for a given violation will be based upon consideration of a variety of factors, which will include but are not necessarily limited to the following elements: the age of the student, the aggravating circumstances, the relative severity of the event, violation of civil or criminal laws, the degree of interference with the educational process, endangerment of student, other persons and property, special intellectual, psychological, emotional, environmental and physical characteristics of the student, the student's attitude and expressed intent. The range of action will also vary with number of occurrences of infractions to School Board Policy and school rules.

(This section has been adapted from its original form and does not include ALL details described in the policy. The official Board Policy is available for review in the Bouse Elementary School office.)

The range of penalties that may be imposed for violations of student behavior include, but are not limited to the following:

- Verbal warning;
- Teacher / student conference;
- Classroom time-out;
- Student Behavior Referral to office;

- Communication with parents (telephone, note, conference);
- Writing sentences or similar academic assignment;
- Detention (recess / lunch / after school);
- Inappropriate clothing replaced with acceptable clothing;
- Suspension from bus transportation;
- Suspension from athletic, social or extra-curricular activities.
- Suspension of other campus privileges (computers, art, recess, free-time, etc.);
- Exclusion from a particular class;
- Involuntary transfer;
- Community service;
- In-school suspension;
- Off-campus suspension.
- Expulsion

Student Dress

(Dress Code)

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that is conducive to a learning environment. A student's dress and appearance shall not present a health or safety problem or be of a disruptive nature. The Board authorizes the principal to make the final decision on acceptable clothing in all instances.

Examples of unacceptable clothing and appearance include, but are not limited to the following:

- Tops and dresses with spaghetti straps, string ties, halter straps, tube tops, strapless tops and racer backs, see-through or sheer fabric, exposed undergarments.
- Undershirts worn as an outer garment with nothing over them.
- Low-cut shirts, blouses or dresses.
- Shirts cut off around the neck or sleeve or cut to expose sides or midriff.
- Bare midriffs (shirts must be long enough to tuck in).
- Shorts with less than a 3" inseam (grade 4 and above).
- Skirts and dresses with a hem or slit that falls more than 5" above the kneecap (grade 4 and above).
- Pants that are worn below the student's hips or exposing undergarments.
- Clothing with holes in inappropriate places.
- Cut-off pants, shorts or skirts.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times.
- Closed shoes are to be worn for any type of physical activity such as physical education, etc.
- Jewelry or accessories which present a safety hazard to self, others, school property or violates any portion of this policy.
- Obscene, profane or defamatory language, symbols or suggestions (including drugs, sex and alcohol) on clothing, jewelry, hats or accessories.
- Gang related personalization on hats, items of clothing, accessories or on ones person (including bandanas, colors, nets or related symbols or signs).
- Hats or visors are acceptable only in the original, unaltered condition with the bill facing forward.
- Hats or visors are never to be worn inside any buildings except for properly approved occupational safety headgear required for special classes.

These same dress code rules apply at school, on school trips or at any school activity. Exceptions for special activities or health considerations may be pre-approved by the principal. Students who volunteer for extra-curricular activities, such as athletics, are subject to the standards of dress as defined by the sponsors of such activities.

School Spirit Day

Each Thursday is “*School Spirit Day*”. Students, staff and parents are encouraged to wear the school colors (blue, red and white) or a school T-shirt.

Extra-Curricular Activities

Bouse Elementary School may offer special activities and programs throughout the year. Sponsors and coaches may develop criteria, rules or standards for participation.

Sports / Athletics

- Students are urged to obtain a physical examination by a medical professional before participation. (Not required).
- Students must attend school on the day before an athletic event in order to participate.
- Students cannot be tardy on the day of an athletic event in order to be eligible.
- Students must present a grade-check at the start of each season and maintain passing grades throughout the season in order to remain eligible.
- Uniforms and equipment will be checked out as necessary and must be returned in good condition. Students will be charged for missing, lost, stolen or damaged uniforms and equipment.
- Any athlete receiving an office referral for misconduct will not play or travel to the next game
- Athletes must ride the school transportation to all games. (Pick up arrangements can be made.)
- Student dress code, discipline, bus rules and all other school rules as printed in this “Family Handbook” will apply to practices, travel time and games.

Drug-Free and Smoke-Free Campus

The possession or use of tobacco products is prohibited in the following locations:

- School grounds
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other district vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstrations purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.
- Established in accord with Arizona Revised Statute 15-712.

Fire Drills

In the event of a fire or fire drill, all students and staff are to evacuate the buildings using the posted routes unless told otherwise. The entire school will assemble at the designated location and await further instructions. Fire drills will be conducted once per month throughout the school year.

Homework

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. Homework should be assigned consistent with the maturity, special needs, potential and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program; and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

Examples of homework assignments your child may have are:

- Classroom assignments not completed by the student during the instructional day.
- Make-up work after an absence.
- Using individual math or sight word flash cards.
- Reading - both oral and silent.
- Extra practice of basic skills in math, language arts or reading.
- Collecting or reading material for writing reports.
- Gathering news and other current information from newspapers and magazines.
- Special projects.

Parents are expected to see that homework is completed and returned. Communication with the teacher can facilitate this process. This is one of the best ways to help your child develop responsible habits for future success.

Kindergarten

Bouse Elementary School is proud to offer all-day kindergarten opportunities to our students. Should a situation arise in which a parent prefers half-day services, arrangements can be made. Please contact the school administrator to learn more about these limited services within fourteen (14) days of enrollment.

P.E

There will be a P.E. class for all students from 2nd grade through 8th grade. Unless a student is injured or has a doctor excuse, all students will be required to participate. Grades will be given based upon participation, attendance, and trying; not on athletic skills. It is suggested that appropriate shoes for running and playing should be worn during P.E. time.

Field Trips

Field trips, including the end of the year field trip, are taken to add to the educational experience of all the students. As most of our field trips will keep students from the classroom the entire day; we must insist that only those students that are current with all assignments, have appropriate classroom behavior, and satisfactory attendance will be invited to go on the field trips.

Personal Items at School

The school is not responsible for money or personal items that are lost or stolen at school. Clothing, books, book bags should be labeled with student's name.

Toys, valuables, electronic devices, markers, stickers, and other nuisance items are not allowed on campus. These items will be confiscated and held in the office until the child's parent/guardian claims it.

Exceptions to this policy (e.g. applicable educational items or special school trips) must be approved by the principal.

Playground

Student safety is the number one rule on our playground. Students must always be supervised while on the playground (including fields, swings, slide and equipment set.) Students must stay within designated areas unless permission is granted by duty persons. Playground balls are to be returned to the rack at the end of each recess and before students return to class. All school rules apply during recess and consequences for unsafe behavior will range from loss of playground privileges to an office referral. Respect the duty persons and follow directions from them at all times.

Student Records

Designation of Directory Information - During the school year, District staff members may compile non-confidential student information specified below.

According to state and federal law, designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent.

If you do not opt out of releasing any and all of the following designated information, then the District must provide military recruiters upon request, directory information containing the student's names, addresses and telephone listings.

If you do not want any or all of the following designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of the page, and returning it to the head teacher within two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son's/daughter's designated directory information.

Special Education and Preschool

The following special services are available to students at Bouse Elementary School: hearing, vision and pre-school screenings, a pre-school program, speech and language therapy, special education services, and Title I Reading and Math.

Bouse Elementary School has a pre-school program should your child meet the special criteria. Your child may be eligible if he/she is between 3 and 5 (not eligible for kindergarten) and has any of the following conditions:

1. Has trouble seeing people and objects.
2. Has difficulty hearing voices.
3. Remains quiet for long periods of time.
4. Has difficulty talking or pronouncing words properly.
5. Moves with difficulty.
6. Learns slowly.
7. Has trouble playing or getting along with others.
8. Has a special health problem.

To identify pre-school children who may need special services, Bouse Elementary School will screen preschoolers from three months prior to their third birthday and until they are five and not yet eligible for kindergarten. Pre-school screenings also provide parents with information regarding their child's level of development in several areas. Youngsters who do not meet any of the above criteria may still be able to participate on a limited basis. Please contact Bouse Elementary School for more information regarding pre-school screening and special education services.

Student Concerns, Complaints and Grievances

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

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in a program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability,

- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the principal. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether the complaint/grievance falls within this policy shall be determined by the principal.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

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

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. When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

TRANSPORTATION

Bus Safety Program

The following information applies to all students utilizing bus services. This includes daily riders, occasional riders and field trip participants. Bus evacuation drills will be scheduled during the school day for the participation of all students.

Arriving at pick-up point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in a single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- No weapon, explosive device, harmful drug or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the Highway:

- If you must cross the road, walk to a point about ten feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the head teacher. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the head teacher will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the head teacher. After discussion, it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one bus will be refused transportation by all drivers for the specified period of time.

BUS RULES

1. Everyone has an assigned seat. No switching!
2. Do not eat or drink on the bus!
3. Keep all parts of your body inside the bus (including your hands!)
4. Keep your hands and feet to yourself!
5. Do not distract the bus driver!
6. Keep backs and bottoms on the seat at all times!
7. Keep body parts and personal items out of the aisle!
8. NO talking at the railroad crossings!
9. Avoid loud talking or yelling!
10. No gum, toys or electronics allowed!

Visitors to Schools

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the director be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent, either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Volunteers

Volunteers can make many valuable contributions to the students and educational programs of the District.

Volunteers are encouraged in many areas of our school subject to suitable rules, safeguards and regulations.

- Volunteers must register in the office as a visitor upon arrival.
- Volunteers must follow all state and federal laws and abide by district policies.
- Volunteers cannot disrupt the educational process during their visit.
- Kitchen volunteers will be limited to students with a valid Food Handlers Certification card on file.
- Volunteers may be subject to fingerprint requirements or supervision by Bouse Elementary School Staff.

We hold these truths to be self-evident; that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights governments are instituted among men, deriving their just powers from the consent of the governed...”

Declaration of Independence
United States of America