



# Indian Oasis Elementary School Primary Campus

*Baboquivari Unified School District #40*



## **2020-2021 Student & Parent Handbook**

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**Superintendent**

Dr. Edna Morris

**Telephone: 520-719-1230**

<http://www.indianoasisprimary.org/>

**Office Hours: 7:00 - 3:30 p.m.**

**School Hours:**

**Full day Monday to Thursday 7:50 a.m. - 2:30 p.m.  
Early Release Friday and select calendar dates at 11:30 a.m.**

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# Baboquivari Unified School District #40

Learning for Life • Duakag Oidam Maşcama

## **Mission Statement:**

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

## **Vision Statement:**

ALL our children will be given the foundational skills to become college and career ready and embrace their Himdag.

## **Our Core Value:**

- ❖ We are committed to creating a **supportive** environment to **empower** ALL to reach their full potential.

## **Our Creed is:**

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

**Our Purpose:** We prepare every child every day for success at the next grade level.

## **General Information:**

All students attend school from 7:50 a.m. to 2:30 p.m. Monday through Thursday with an early release every Friday at 11:30 a.m. Office hours are between 7:00 a.m. to 3:30 p.m. The Elementary campus is a secured campus. All parents and visitors must **sign-in and sign-out** at the front receptionist's desk. Beginning of the day procedures begin at 7:50 a.m. The first bell rings at 7:50 a.m. Students will line up with their class and teachers will lead them to their homerooms. The final bell rings at 8:00 a.m.

All meals at Indian Oasis Elementary School Primary Campus are free to students. Breakfast will be served beginning at 7:15 a.m. in the cafeteria. Please be sure to have your students here on time to ensure they can have the option of a hot breakfast as breakfast ends at 8:00 a.m.

All students participate in a specials class daily. They will rotate daily between Physical Education, Culture, Technology, Library, and A.R.T.S! (Artists, Ready, To Soar!).

### **Student Information Update**

Please notify the school office of any changes with students in addresses, telephone numbers, or medical needs during the year. It is very important for the safety of your child that our records are kept up-to-date. In the event of an emergency or early release, due to the weather, a responsible contact in the Sells area must also be listed.

### **Uniform/Dress Code Policy**

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. After careful review and analysis of the Student, Staff, and Parent survey that went out in May 2019 to all stakeholders, BUSD will be allowing modifications to the current uniform policy. BUSD will be changing policy to reflect a more general acceptance of our current dress and uniform codes. Therefore, the following changes will be instituted for all students in grades PreK-6, attending Indian Oasis Primary and Intermediate Schools. These changes will be implemented beginning in July 2019 for the new school year.

#### **Primary School**

**Tops-** All tops will be collared but can be short or long sleeved. Parents have choice in the following colors: Burgundy/Maroon, Light Blue, Navy, White, Black, or Gray

**Bottoms-** Bottoms are defined as: Pants, shorts, skorts, capris/crop, jumpers, leggings (that are not revealing) Bottoms can also be jean material. Here are the color choices: Tan (khaki), Black, Navy or Jeans

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

#### **In Addition:**

1. The learning environment will not be distracted by attire the administration deems inappropriate such as baggy oversized uniforms, or any gang-related trends i.e. students rolling up pant legs.
2. When worn, shorts or skirts will be of an appropriate length not to lay above the mid-thigh.
3. No hats, scarves, rags or bandanas may be worn on campus.
4. For safety reasons, students are encouraged to wear covered shoes. No slippers or bare feet are acceptable. Shoes or laces seen as potentially promoting gang related items or activities will not be allowed.
5. Students not in uniform will be offered use of a uniform for the day and/or guardians will be contacted

to bring the student's uniform to school.

6. Students shall not be subject to discipline for failure to wear a uniform if the reason is an economic hardship. If economic hardship occurs the school will make every attempt necessary to assist in providing the student with a uniform.
7. Accessories which contain gang-related messages, vulgar, lewd, obscene, or offensive messages which may lead to a substantial interference with the school educational activities, including accessories which advocate the use of alcohol, drugs, or identify gangs, are not allowed.
8. On occasion, the principal may allow a special attire day/spirit day. Such days allow for culturally relevant attire or theme attire. Announcement and notification of special attire day/spirit days will be in written form prior to the date.

### **Parent/Teacher Conferences**

Parent-Teacher conferences will occur during the fall and spring semester. **These meetings are very important.** Please refer to the school calendar to plan on attending these conferences. Your child will appreciate the support as we work together. Additional conferences can be requested by appointment with your child's teacher.

### **Promotion/Retention**

Indian Oasis Elementary School Primary Campus promotion and retention plans are 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 is meeting or exceeds these standards in order to be promoted to the next academic level.

### **Arizona Move on When Reading Law**

Please be advised of 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 if data on the third grade statewide reading assessment is available and demonstrates that a student scored "falls far below" the student shall not be promoted from the third grade. There are three exemptions from ARS §15-701. In accordance with the new law, a school district governing board or the governing body of a charter school is allowed to promote a student who earns a score of "falls far below" 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 bill defines "dyslexia" as a brain-based learning difference that impairs a person's ability to read and spell, that is independent of intelligence and that typically causes a person to read at levels lower than expected.

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

## **School Site Council**

Indian Oasis Elementary School Primary Campus Site Council is composed of all stakeholders from parents, teachers, community members, administration and students. The Site Council meets throughout the year. You are encouraged to apply for open positions by completing a brief application of interest in the front office.

## **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 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. However, our parent liaison welcomes all age volunteers as this area is not considered a structured learning environment. 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.

## **After School Extra-Curricular Activities and Field Trip Fees**

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. All fees shall contain a provision that allows the fees to be waived in the event of economic hardship to the pupil. Non-payment of fees charged by the District, may not prevent a pupil from enrolling in, applying to or remaining enrolled in a public school. No student will be denied an education as a result of inability to pay these supplementary charges. This policy does not prohibit the District from charging tuition to a non-state resident pupil, as required by statute. Please make sure families know there will be fees assessed and collected this year and if they cannot pay due to financial need, they must fill out the attached form.

Field Trip Fees: \$5 per field trip

Club Fees: \$10 per club

## **Surveillance**

Video cameras are located at various places on the school campus. Cameras are not located in areas where students, employees and others have a reasonable expectation of privacy, such as bathrooms, locker rooms, etc. Images captured by the cameras shall be used only for school district purposes, and in a manner consistent with the Family Educational Rights and Privacy Act. Under no circumstances shall any student touch, alter or tamper with any camera operated and maintained by the School District on school property.

## **Attendance:**

According to BUSD Board Policy,

### **JH © STUDENT ABSENCES, AND EXCUSES**

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 an 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.

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 phone, either at home or at work, a note will be accepted for verification purposes.

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 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.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Our attendance goal is 100% unexcused absences. Please make sure your student comes to school on time every day at 7:50 a.m. and is not picked up prior to 2:30 p.m. in order to maximize their learning. Good attendance habits early on can have a positive effect for a lifetime. Attendance is everyone's responsibility. Students with perfect attendance will be recognized.

### **Reporting Absences**

- Parents or guardians are to notify the front office of any absences on or before the date of the absence, in order for it to be marked as excused.
- You must report the absence either in person, by phone or by note no later than 9:00 a.m. on the day of the absence.

### **Half Day Absences**

- 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

### **Tardy/Early Checkout**

- Students arriving after the final bell are considered tardy and must be signed in at the school office before going to their classrooms.
- Any student needing to leave before 2:30 p.m. will need to be signed out at the school office before leaving campus.

### **Attendance Record Keeping**

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 the date, name of the 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 the necessary steps to enforce the law.



This may include but is not limited to referrals to Tribal Child Welfare, Tohono O'odham Police Department, Behavioral Health, and/or Intermountain.

### **Withdrawal of Students**

If you are needing to withdrawal your child from school, please come to the school office a few days prior to the withdrawal date. Procedures 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 within the withdrawal process.

## **Transportation:**

### **Changes in Transportation and Buses**

All bus and after-school instructions are handled through the school office. Transportation changes need to be submitted **no later than 10:00 a.m.** to Ms. Carmen. You may do so in person, by phone, send a note with your child or email [IOESPCBUSCHANGE@BUSD40.ORG](mailto:IOESPCBUSCHANGE@BUSD40.ORG) daily to ensure safety with all transportation changes. In the case you are prompted to leave a message please include your full name, the student's full name, grade level, teacher name, what the change is and how long the change will take place.

**Late notices will not be honored unless it is an emergency.** Please understand and adhere to this request as this is to keep every child safe. **In emergency situations that occur after 10:00 a.m. please speak with the front office manager to request that your child does not get on the bus. When these emergency situations occur an authorized individual can pick up your child at the front office before 2:15 p.m. on full days or 12:45 p.m. on early release days as no students will be removed from the bus once the dismissal process has started.**

### **School Bus Safety Program**

#### **Transportation Dispatch - (520) 719-1220**

##### **Bus Rules:**

- Students are to follow the directions of the driver at all times.
- Students are to be at their designated 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.
- The aisle is to be kept clear at all times.
- Students are to talk quietly with no loud voices or noises that may distract the driver.
- There is 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 or brought to school.
- When departing the bus students are to remain seated until the bus is completely stopped and the door opens. Always cross in front of the bus. Never travel behind the bus after departing to ensure safety.

## **School Bus Discipline**

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

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

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

**3<sup>rd</sup> Offense:** If misconduct continues, the driver will again write a referral of the incident and send it 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.

**4<sup>th</sup> 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 removed from the bus will not be allowed transportation by any drivers for the specified period including athletic events and field trips.

**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.**

## **Behavior:**

### **BUSD Resources**

#### **Digital Devices**

All parents should encourage their child to take good care of their district assigned laptops. Students are responsible for all technology issued to them during the school year. Parents and students are responsible for all lost, stolen or damaged devices and will be required to reimburse the school. Please remind the students about handling the care of their devices.

#### **Textbooks/Library Books**

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

### **Positive Behavioral Intervention and Supports (PBIS)**

Indian Oasis Elementary School Primary Campus participates in Arizona's Positive Behavioral Interventions and Supports (PBIS) program for school-wide discipline and behavior management. With the PBIS approach, there is an emphasis on teaching desired positive behaviors towards creating a safe and productive classroom environment. Students will have opportunities to earn incentives, participate in the school store, and receive awards. Accordingly, the school will have posted guidelines and rules for all school areas. Students are required to follow these guidelines and rules to ensure safety and security while at school. **ENCOURAGE YOUR CHILD TO DO THEIR BEST AS STUDENTS ARE RESPONSIBLE FOR THEIR ACTIONS.**

## **Student Conduct**

Students at Indian Oasis Elementary School Primary Campus have the right to a quality education free from any unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school environment relatively free from behavioral problems. The Governing Board of BUSD #40 wants to ensure that every student has the opportunity to attend school and be educated or receive an education without fear or harm or injury. Therefore, the Board will not allow any person or persons with a disruptive intent to endanger the safety of pupils or school personnel, to damage property or to interfere with the educational process. Most situations involving students will be addressed through the classroom teacher or the PBIS system. However, serious or continuous infractions will be required to have a conference with the students' guardians.

## **Student Bullying/Harassment/Intimidation**

According to BUSD Board Policy, **JICK © STUDENT BULLYING / HARASSMENT / INTIMIDATION**

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### Definitions

**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

- A. 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,
- B. 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,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. 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

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,

- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

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

### Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results 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.

### Reporting Incidents of Bullying/Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be

tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and
- D. be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when

appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

### **Suspension From School**

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

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

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

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

**S.T.A.R. Matrix integrated with TBRI Approach and Social Emotional Learning**  
**Positive Behavior Intervention System**

Intervention Level	Determination	Example Behaviors	Intervention	STAR Expectations to Address w/TBRI Strategy	SEL with Sanford Harmony
Level 1	Non-referral Single offense behaviors Minor infractions	Bullying behaviors, talking during learning, running, distracting or disruptive behaviors, cheating, yelling/shouting	Redirect/re-teach behaviors in class, appropriate TBRI strategy	Teaching Empathy & Social Responsibility	Diversity and Inclusion Empathy & Critical Thinking  Self-Awareness
		Off-task behavior, non-compliance, talking in class, scribbling on desk, lying, <i>blatant</i> dress code violation	Classroom routines + procedures are set & practiced, redirect behavior, appropriate TBRI strategy	Understanding Expectations	Peer Relationships Problem Solving  Self-Management
Level 2	Non-referral Discretionary Multiple offense behaviors Element(s) of harm and/or threats present	Any Level 1 repeated behavior Being disrespectful or defiant, tantrums, name calling/teasing, stealing from peers	All Level 1 interventions, home contact, appropriate TBRI strategy	Practicing Self-Reflection	Empathy & Critical Thinking  Self-Management
		Physical or verbal conflict, threats, mild aggression, property damage, theft of school property	All Level 1 interventions, counselor referral, appropriate TBRI strategy	Fostering Positive Self-Image	Problem Solving  Responsible Decision-Making
Level 3	Referral to Office Multiple offenses Behaviors, are danger to self and/or others, 3 + referrals	Bullying, drugs or alcohol, fighting or physical altercation, gang related activities, sexual harassment or misconduct, threats to peers or staff, weapons, extortion	Referral sent to admin and appropriate consequence given, counselor referral, home contact, appropriate TBRI strategy	Practicing Self-Expression & Self-Regulation	Communication  Relationship Skills
		Disrespect/non-compliance leaving class/campus without permission, profanity, dangerous item, technology violation, vandalism or tagging, inappropriate technology violation	Referral sent to admin and appropriate consequence given, home contact, appropriate TBRI strategy <i>(Optional: referral to counselor, community service)</i>	Practicing Empathy & Social Responsibility	Empathy & Critical Thinking  Social Awareness
Level 4	Referral to Office Extreme cases of Level 3 Concerning behaviors that pose a real danger	Any Level 1 repeated behavior Threats, tantrums, stealing from peers, property damage, theft of school property, illicit drugs/alcohol	All Level 3 interventions, appropriate consequence given, home contact, appropriate TBRI strategy	Practicing Self-Regulation & Self-Care	Problem Solving  Responsible Decision-Making
		Physical or verbal conflict, being disrespectful or defiant, name calling/teasing, mild aggression, arson	All Level 3 interventions, appropriate consequence given, home contact, appropriate TBRI strategy	Creating Connections	Peer Relationships  Relationship Skills

## 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 medicine needs to the child before the child comes to school. Prescription medications that must be taken at school must be delivered in the current prescription bottle with instructions on the use of this medicine by a guardian. Please see the Health Aide for more specific requirements.

### **Immunizations**

According to Board Policy,

#### **JLCB © Immunizations of students**

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, Haemophilus influenza b (Hib), and varicella is required for attendance of a student in District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The school administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

Arizona law requires all children entering school must submit immunization records 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.

### **Lice**

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun (depending on severity of infestation). Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free



of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings.'
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

***Center for Disease Control and Prevention***

**Please discuss the contents of this handbook with your student(s). Individually sign, detach, and return the last page of this handbook to your student's teacher no later than August 2nd, 2019 or 10 days after enrollment at Indian Oasis Elementary School Primary Campus.**



Indian Oasis Elementary School Primary Campus  
Student and Parent Agreement

I, \_\_\_\_\_, the parent/guardian of  
(printed parent/guardian full name)

\_\_\_\_\_ sign that I have read and discussed this  
(printed student full name)

handbook with my student. I understand the policies, procedures and the consequences outlined in this handbook. I agree to support Indian Oasis Elementary School Primary Campus in every effort to make Indian Oasis Elementary School Primary Campus a safe learning environment for all.

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ agree to follow the  
(printed student full name)

handbook, rules, and expectations of Indian Oasis Elementary School Primary Campus. I agree to be a STAR student by:

- Being **SAFE** throughout the day
- TAKING** pride in all I do
- ACTING** responsibly in every way
- RESPECTING** myself and others

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date