

BONITA PRIDE MOTTO
I BELIEVE IN MYSELF.
I AM RESPONSIBLE AND RESPECTFUL.
I WILL DO ALL I CAN TO HELP MYSELF AND
OTHERS
LEARN, BECAUSE EVERYTHING I DO TODAY
WILL
AFFECT MY TOMORROW.
I AM PROUD TO BE A BONITA DUST DEVIL!!!

BONITA MISSION STATEMENT

Becoming life long learners.
Optimistic attitudes, encouraging independent learners with self confidence.
Necessary skills to promote physical and mental well-being.
Inspire in each student a vision of personal and intellectual excellence.
Together in partnership with students, teachers, parents, and community.
Achieving the skills to become a productive citizen living in a changing, democratic, and multicultural society.

Office Hours

The school office is open each day from 7:30-4:30. Teachers are on duty from 7:45-4:15. Teachers do not receive phone calls while classes are in session, but a message will be given to them so they may return your call.

Special Programs

Bonita School District offers several special programs including special education, speech therapy, gifted education, English Language Learners (ELL), and remedial reading, language arts and math. If you feel that your child qualifies for any of these programs, please contact the district office.

Special Education

Special Education is an adaptive educational philosophy, which provides numerous services to children with varying degrees of academic, emotional, physical, psychological, or psycho-educational difficulties. Services are provided for students in kindergarten through grade twelve. Special education provides successful experiences for students by planning an individual educational program and ensures that parents must be in full agreement before any diagnosis or placement begins. A team effort is required for success. The team functions with members from the regular education staff, special education staff, administration, school psychologist, speech therapist and parents. The parent is the key person on the team, for without

parent permission and cooperation, no child can receive services from special education.

Speech

Speech therapy is offered as a service to any child in our school system needing assistance in this area. All kindergartners and first graders in the Graham County School Districts are routinely screened for articulation and language problems by the Graham County School Speech Department. Andrea Pritchard is our speech therapist. The speech therapist comes to Bonita at least once a week for classes.

Gifted

Students who display out-of-the average academic, creative, physical coordination, visual arts, performing arts, or leadership abilities shall be eligible for advanced education services. Bonita School's advanced studies program is a program with varying degrees of acceleration and modification based on content areas and needs of students.

The program at Bonita School is modified and open to all students who are potentially gifted to give every student an opportunity to demonstrate performance in a variety of academic, co-curricular, and extracurricular activities.

Students are screened at the beginning of each school year or within 45 days of their enrollment. Eligibility for individual testing will be determined by students' performance on standardized achievement tests, tests of academic aptitude, tests of general intelligence, end-of-program tests, test of academic areas and/or teacher or parent recommendation. Students scoring at or above the 85th percentile on an age-appropriate test from either of the two most recent administrations will be eligible for further within a two-year period of the screening will be considered.

All students will have an opportunity to be eligible for further testing regardless of primary language. If necessary, tests in the primary language will be used.

Placement: Students will be placed in a program for the gifted if one of the following criteria is met:

1. A score at or above the 97th percentile on a nationally normed test adopted by the Arizona State Board of Education.
2. An IQ score of 120 or above on the verbal qualitative sections of a test of reasoning ability.
3. Teacher recommendation with evidence of student performance.
4. Evidence of abilities and/or performing arts, physical coordination, and/or leadership.

The administrator, the special education teacher, and the student's classroom teacher(s) shall make

placements decisions. Parents shall be notified of their child's eligibility for this special program.

The program is conducted in the regular classroom with support as needed by the special education teacher.

English Language Learners (ELL/SEI)

The ILP program offers language instruction in English for students who test as either non-proficient in English or limited English proficient. In addition to instruction in English, tutorial service is available for students experiencing difficulty with the English language.

Extended Learning Program

Under current state law each school district must provide special academic assistance to students whose test results are two or more standard deviations above the norm on an approved test (97th percentile). Recognizing that approximately three percent of our students fall into this category, we have accepted the responsibility of extending learning opportunities to qualified students by providing opportunities for these students to experience enriched and accelerated activities.

Referrals for testing may be made by school personnel, parents/guardians of the students, representatives of community agencies, or by the student. Placement conferences will be held for the purpose of explaining the program to the parents and for obtaining written permission from parents to place the student in the program. Written permission from parents/guardians is required before participation can begin.

Title 1

Funding for our remedial programs is being provided through our local budget, state small school support and through the federal Title 1 program. The essence of the program is to provide help for those students who qualify in reading, language, and math.

Students are screened at the beginning of school or within 45 days of their enrollment. If eligible for remedial services, parents are notified and asked to sign a program entrance form. A progress report is sent home each semester, and when the student is ready to be dismissed from the program, parents again are notified.

This program operates as a resource program, with the remedial teacher either in the classroom offering assistance in addition to the regular teacher or in a

pull-out where the student attends small group or individual sessions.

District Intent to be in Compliance

The Bonita School District wishes to inform all who reside within district boundaries that it will comply with all local, state, and federal regulations regarding the operation of a school.

1. The district actively seeks any information regarding any special education or handicapped students between the ages of birth and 21. If you know of any student who may be qualified who is not attending school, please notify the school office.
2. The district wishes to notify parents that they have the following rights under the Family Educational Rights and Privacy Act (FERPA) and Board policy:
 - a) The right to inspect and review the student's educational records
 - b) The right to exercise a limited control over other people's access to the student's educational records.
 - c) The right to seek to correct the student's educational records.
 - d) The right to report violations of the FERPA to the Department of Health and Human Services.
 - e) The right to be informed about FERPA rights.

Confidentiality of School Records, Annual Notice

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include, but are not necessarily limited to:

1. identifying data;
2. report cards and transcripts of academic work completed;
3. standardized achievement test scores;
4. attendance data;
5. professional observations, and
6. verified reports of serious or recurrent behavior patterns.

These records are maintained in the administrator's office and are available only to the teachers and staff working with the student or to Department of Education compliance monitors. If your son/daughter should transfer to another school, these records will be sent to the new school upon request.

Eighth grade records are automatically transferred to the attending high school. In turn, progress reports, report cards, and other information of a legitimate nature are automatically available to the Bonita School from Willcox High School. This information is requested in order to monitor our graduate's progress and assure that special services are being provided as needed and to assist in evaluating our preparation program. Otherwise, records are not released to most agencies or persons without prior written consent of the parent or guardian.

Certain directory information may be released without prior permission, as in class lists to teachers and staff, and could include; name, name of parents, address, date of birth, class designation, extra-curricular participation, achievements and awards of honor, and the school or district student attended before enrolling at Bonita School. No other information will be released without prior permission.

Parents or guardians have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. The right to inspect and review educational records and the release of, or access to, such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code 1232G and 1232H, and with federal regulations issued pursuant to such act.

Parents wishing to review the child's records should contact the administrative office to make the request. School personnel will be made available to explain the contents of the records to you if desired. Copies of the records will be available to parents or guardians if requested.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If an agreement cannot be reached, you have a right to a hearing. You may make a hearing request by contacting the administrator.

Preschool Screening

Each spring, residents of the school district are notified of the opportunity to participate in the preschool screening program for children ages three-five who are not in kindergarten. The screening is conducted for the purpose of identifying children who may need special services before regular school entrance. Information on appropriate developmental stages in speech, language, motor skills, vision,

hearing, and cognitive skills is provided to the families who participate.

Homework

Homework and other forms of additional assignments contribute fundamentally to the mastery of academic skills. The Governing Board encourages the teachers to provide homework activities.

Services

Notary services are available at the office at no charge to community members. Copying and fax services are also available to community for a nominal fee. All services are available during school office hours only.

Pupil Evaluation and Grading

A report issued four times each year, is intended to keep parents informed of their child's progress in the areas of achievement, and the development of proper study habits and behavior. Deficiency reports are sent home mid-quarter if a student is performing unsatisfactory work in a class.

Achievement Grades 4,5,6,7, and 8

- A--This level of work is excellent.
- B--This level of work is distinctly above average. It implies satisfactory completion of all that is required and, in addition, a definite individual contribution.
- C--the average pupil who is industrious attains this level. It is satisfactory for all but the unusually able pupils.
- D--This level of work justifies promotion but indicates the minimum requirement of effort or achievement.
- F--This level of work is not sufficient to justify promotion.

Attitude

A pupil with a good attitude gives ready and sustained attention, shows initiative, is honest in his/her work, and assumes personal responsibility for successful achievement. The symbols, O, S, and U, used in rating attitude, show the teacher's estimate of the pupil's growth with reference to study habits, citizenship and character. These qualities are not the basis of determining promotion, but are intended to suggest progress in the growth of personal traits:

- O--Outstanding
- S--Satisfactory
- U—Unsatisfactory

Honor Roll

To be placed on the A's Honor Roll a student must have all "A's". To be placed on the A/B Honor Roll a student must have at "A's" "B's" and no "C's".

Promotion/Retention Plan

The Bonita School promotion and retention policy is based on the premise that students should possess minimal competencies at each instructional (grade) level in order to be promoted.

In grades K through eight, the student shall be promoted provided the student receives a recommendation from the teachers instructing these academic classes: Reading, English, Mathematics, Social Studies, and Science. Teachers must base their recommendations upon evidence indicating the two criteria listed below have been met. They are:

1. Completion of class assignments, projects, and tests. The minimum standard for promotion for Bonita School is 60 percent, or a D grade, on class assignments, projects, and tests.
2. Attendance at 85% of class sessions, chronic illness accepted by physician notice.

Eighth grade promotion certificates will be granted to students who adhere to the above qualifications and specifically:

1. have no failing average in any course, or combined failing average in courses taken during the same class period;
2. have demonstrated acceptable behavior throughout the school year on campus and on district transportation and field trips;
3. have been absent no more than 15% of the days they have been enrolled.

Special Education: Students enrolled in a special education program must meet the course of study and graduation requirements of pupils enrolled in special education. Students placed in special education classes in grades 4-8 are eligible to receive the standard certificate of promotion from eighth grade without meeting state competency requirements, but reference to special education placement shall be noted on student's transcript.

Review of Promotion/Retention Decision: ARS 15-521-10 states that every teacher shall make the decision for promotion or retention of student. Parents do not have the authority to overturn the decision of the teacher(s). Parents may request a conference with the teacher and the principal.

If a parent or legal guardian chooses not to accept a decision of the teacher(s) as provided in Section

15-521-10, the parent or legal guardian may request in writing that the governing board review the teacher's decision.

Parents or guardians will be notified, in writing, within two weeks after the end of the third grading period, when a student demonstrates inferior achievement and is indeed in danger of retention.

Conference(s) with the teachers should be requested by the parent of the "at risk" student upon receipt of a notice to ensure that the school and home are striving in the same direction, and with good understanding.

8th Grade Procedures

Being an eighth grader at Bonita carries many responsibilities, but it is also a lot of fun. Eighth graders look forward to the special activities reserved especially for them.

Graduation Requirements

Eighth grade graduation requirements are established by the State of Arizona and are driven by Arizona State Standards. If these requirements are not met, the student will not be offered a diploma. The law and District policies do contain provisions for extenuating circumstances.

Valedictorian-Salutatorian

District policy states that the valedictorian and salutatorian are selected based on cumulative grade point average for grades 6-8 in all academic courses, which are assigned a number grade, i.e. reading, language, spelling, mathematics, science, Spanish, and social studies, and computer science.

In order to be designated valedictorian or salutatorian, a student shall have at least a 3.5 or B+ average with no grade under C in work at or above grade level. The student with the highest average above 3.5 shall be designated the valedictorian and the student with the next highest average above 3.5 shall be designated the salutatorian.

In the case of a tie, the student who has earned the highest average in grades 7-8 shall be awarded the honor in question. If a tie still remains, grades previous to grade 6 will be considered. Before either honor is awarded, a student must have attended Bonita School for a minimum period of four semesters.

Fundraisers

In order to earn money to pay for certain extracurricular activities students may engage in fund raising activities. These activities will require prior approval and authorization from the District Administrator. All revenues from fundraisers are deposited in the Bonita Activity Fund. The Fund is maintained by District staff in order to keep a record of money earned.

8th Grade Class Trip

The 8th grade class may take a year-end trip. The trip can take place on a school day during the last days of the school year. The trip will be for one full day (no overnight stay) and must be within the state of Arizona. The eighth grade class will raise funds for the trip through concessions sold at home sporting events. Donations will be accepted as well. Only 8th grade students who have met all promotion requirements will be eligible to participate. A contract for 8th grade students and their parents will be given for students and parents to sign pertaining to the requirements of attendance, academics, and behavior. The District will provide the transportation and a certified bus driver if funds are available in the budget. All other expenses (food, admission fees, etc.) will be paid with the funds raised by the eighth grade class. Some of the funds raised are retained as a gift for the next eighth grade class

Promotion

The evening of promotion exercises is a very special community affair. Each eighth grader has a speaking part in the exercises. A special practice session is held on Joe Hundley Field Day, and attendance is required.

The seventh grade mothers are asked to be the special servers for the reception so the eighth grade families can visit with their friends and relatives on their child's special night.

There is no established dress requirement for the ceremonies. Formal attire is recommended. It is suggested that families need not go to the expense of renting a tux or buying an expensive formal dress.

We depend on the eighth graders to set a behavior and academic example to the other students at Bonita School. They are the student leaders, and as such carry a great responsibility to always do their best.

Their last year in elementary school is an important step in their preparation for high school. We all want to make it their best!

Attendance Policy

The right and privilege of attending public schools carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship that exists between academic success and regular school attendance. ARS 15-802 states that every person who has custody of a child between the ages of 6 and 16 years shall send the child to a school full time (mandates school attendance). Compliance is ultimately the responsibility of the student and his/her parents (or guardians). Students, ideally, should remain in school. Only when absolutely necessary should they be absent, as much of the classroom activity cannot be duplicated or repeated. Regular attendance is the key too much of the success a student may gain from his/her middle school program. The Governing Board requires that students attend at least 85% of all school days the student is enrolled. Attendance is taken twice a day, morning attendance and afternoon attendance.

Attendance Policy Consequences

“Students will be allowed a maximum of 10 absences for which class work can be made up for a grade.” At that point, “... the school administration will review absences and consequences on a case-by-case basis.” Remember, other than school activities that take place away from school, AN ABSENCE IS AN ABSENCE WHATEVER THE REASON. ANY ABSENCES THAT EXCEEDS THE 10 ALLOWED PER SEMESTER MAY RESULT IN THE LOSS OF CREDIT FOR THAT SEMESTER. TO RECEIVE CREDIT AFTER MISSING 10 DAYS THE STUDENT MUST APPEAL TO THE SUPERINTENDENT.

Absentee

Parents/guardians are requested to call the office by 8:00 a.m. if a student is going to be absent for the day. If the district office has not been notified, an attempt will be made to contact the parent/guardian. ANY unexcused absence (no written or verbal contact from parent/guardian) may result in the student receiving a grade of “0” for each class not attended. The absence will be considered unexcused if no parental notification is received within 24 hours. Students are responsible for making up schoolwork for any days missed due to an absence. Students will be given one day per each excused absence date plus one day to make-up work. Students will be allowed a maximum of 10 absences per semester for which class work can be made up for a grade.

Exceptions

Exception to the above attendance policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the Superintendent or his/her designee.

Absences

Classification and Definition:

A student is considered absent if he/she is not present in his/her assigned classroom during the time he/she is assigned.

Absences shall be considered excused when they result from:

1. Personal illness verified by a note signed by the parent or guardian, or a telephone message from the parent or guardian.
2. Doctor or dental appointment verified with an appointment slip or note.
3. Serious family illness or bereavement verified by parental contact or note.
4. School related activities.
5. Recognized religious holiday.
6. The student is absent due to a prearranged event whereby the parent(s)/guardian(s) notified the school office of the date/time of the absence. However, these will count toward the overall absence of the student
7. It has been deemed prudent by the principal that the absence was in the best interests and served the general welfare of the student

Unexcused

1. Out of school suspensions are unexcused absences.
2. Absences due to truancy/ditching will be considered unexcused.
3. Other absences will generally be considered unexcused.

Student Planned Absence Request

State Statute places the responsibility for children being in school with the parent. Strictly interpreted, it is illegal for pupils to be out of school for any reason other than personal illness, death in the family, quarantine, detained by parent for necessary work, and religious holiday. It is therefore, the responsibility of the parent and child to make up all work missed.

For pupils who will be absent due to vacation (or similar reason), the following procedure is to be observed:

- A. Notify the school principal of the dates of absence at least three (3) days in advance of departure by completing this form.

Reason for request _____

Dates of requested absence _____

Parent's Signature

Student's Signature

- B. The student should make up as much of the work to be missed as possible before departure. The initiative for securing assignments from teachers rests with the pupil and parents. It is then the responsibility of the student to accomplish the work to be covered and to have it back to the teacher on the day they return from the absence.
- C. Signatures must be from the following: (1)teachers (2)parents (3)principal. Teachers will sign this form when arrangements for school work have been completed. Administrators may approve or disapprove the absence request depending on the student's grades and attendance.

Student planned absence request form available in district office.

Procedure

1. Parents/guardians are expected to notify the attendance office (828-3363) or (384-3237) each day a student is (or will be) absent.
2. Students returning from an absence from one or all classes must go to the attendance office for an admit slip prior to admittance to class (unless the parent/guardian has notified the school). Immediately upon their return to school, students must present a note to the attendance clerk from their parent/guardian stating the reason for the absence. Failure to verify absence by note or a phone call within five (5) school days will result in the absence being recorded as unexcused.
3. For school-related or community-related activities (i.e., field trips or athletics), the student is to have his/her teacher(s) sign a make-up slip prior to departure. This same procedure may be followed by students who anticipate being absent for other excusable reasons (pre-arranged absence).

Make-up Work from Absences

1. Students returning from an absence will have an amount of time equivalent to the number of days absent, plus one, to make up work assigned during the absence. If makeup work is not completed in the allotted time, students may be required to attend intervention:
K-2-[during recess]
3-6-[3:00-4:00 PM]
7-8[during PE time until work is completed]
Teachers will notify parents if a student is required to stay after school.
2. Homework requests for absent students will be accepted after the second day of absence. If the request is called in by 9:00 a.m. it will be available the following day.
3. When student informs teachers of his/her forthcoming absence and receives assignments prior to the days absent, those assignments are due the day the student returns to school.
4. Work missed because of a pre-arranged absence that occurs at the end of a grading period must be submitted before the absence (accompanied by a note from the parent/guardian). No make-up days beyond the close of the grading period will be granted for pre-arranged absences. No incompletes will be issued.
5. It will be the student's responsibility to make up missed work and assignments.

Tardy Policy

Students are expected to be on time for class. There are few justifiable reasons for a student to be tardy to class; therefore, few excused tardies are granted. Most will be unexcused. Should a teacher hold a student past dismissal time it is the holding teacher's responsibility to forward a note to the receiving teacher.

On the third (3rd) unexcused tardy, students will be referred to the Principal for disciplinary action. Parents will be notified in writing of each disciplinary action that is imposed.

Student Check Out Procedure

It is sometimes necessary for a student to leave school for part of a day. For the protection of all concerned, these rules will apply:

1. Each student leaving for part of a day must be signed out at the office by an authorized person, i.e. parent, legal guardian, or persons listed as emergency contacts

2. Notes will not be accepted giving permission for other people to check students out. If parents wish for someone else to take their student from the campus, a parent must come to the school sometime prior to this and inform the office who will be checking out the student.
3. Notes asking that a student be dismissed to walk to an off-campus destination will not be accepted. If a student has a standing doctor or dentist appointment on a regular basis, the parent is required to come to the office, state the dates of appointments, and give permission for the student to walk.
4. If special custody arrangements are noted on a separation or divorce decree, a copy must be on file at the school office to ensure proper release of a student or of student educational records. If a parent wishes to deny release to certain individuals, the school will do all in its power to honor the parent request as long as the named individual does not have legal claim to the child. Information on this issue is considered confidential and only those with a direct need to know for the benefit of the child will be informed.
5. The Principal must approve any exceptions to this rule.

Absence Notification

When a parent/guardian has not provided the school office with notification of the absence of a student, the school shall make a reasonable effort to notify those parents by 10:00 AM of the child's absence. The school has voice mail available for parents to call in absences prior to office hours if needed.

Truancy

1. Attendance records, which include the number and dates of both excused and unexcused absences, will be maintained for all students.
2. Student/parent contact records will be maintained for all students.
3. Whenever a student is absent without prior parent notification, the school will attempt to contact the parent.
4. Personal contact will be attempted on the day of the unexcused absence. A follow up letter will be sent to the parents not contacted.
5. Repeated unexcused absences will result in a student and parent conference.

6. Continued unexcused absences following the conference will result in the school attendance office filing truancy papers with the courts.
7. Students who are absent from school will not be allowed to participate in any school events or sports on the day of the absence.

CAFETERIA

Refrigerators and microwaves are not available to students; therefore all sack lunches should be non-perishable and ready-to-eat.

CAFETERIA RULES

1. Students are to eat at tables only.
2. Students are to gently place trash in cans when finished with their meal.
3. No running in the cafeteria.

Bonita School District Food Service Program

Bonita School District Food Service Program offers a Breakfast and Lunch daily.

Bonita School District Food Service Program is structured as a debit program. Deposits may be made for a minimum of one week. Deposits will not be accepted for a single meal. Overdrawn accounts and low accounts will receive notices.

Breakfast Program:

The Bonita School District offers a breakfast program. Menus are issued monthly and are also available on District website. The reduced price will be **\$3.00** per student; full price will be **\$2.00** per student. Adult price will be **\$3.50**

Hot Lunch Program:

The Bonita School District offers hot lunch program. Menus are issued monthly and are also available on District website. The reduced price for lunches will be **\$4.00** per student; full price will be **\$3.00** per student grades K-8. Adult price will be **\$4.00**. Students who bring their lunch and wish to purchase milk will pay **\$.35** per carton. **(Prices are subject to change)**

Special needs foods:

If a student has a certified special dietary need (a food intolerance), exception must be supported by a statement from a recognized medical authority.

Weather-Related and Emergency Closings

It is the object of the Bonita District to have school open at all times when scheduled. However, in the event of severe road conditions, school may have to be closed because of the potential danger of transporting students on a school bus. Parents will be notified by phone that school has been canceled because of weather or another emergency. Parents may tune to KHIL 1250 AM radio station to hear if school has been canceled. Their announcements are usually done before 6:30 A.M.

If the Superintendent determines a need to cancel classes for the day, the police and local radio stations will be notified and asked to assist in disseminating this information. The following procedure will be followed.

1. Students will be released from school only after the principal has ascertained that parents or guardians are home to supervise the students. The principal may release staff members when they are no longer needed to supervise students.
2. The principal will remain at the school until all students have departed.

Classroom Visitation

Parents or guardians are always welcome to visit classes while school is in session. However, prior to visiting a classroom we request that you please sign in at the office. Students are not permitted to bring guests as visitors on campus. This statement precludes relatives from out of town or friends from other schools from accompanying students to school.

For parents/guardians who desire a conference with a teacher regarding student progress or other reasons, it is suggested that the following procedure be followed:

- Contact the office and make a request for a conference.
- A message will be given to the teacher to set up a conference.

Parental Involvement

Parents' Access to Courses of Study and Learning Materials

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of Board Policy IG and supporting regulations.

Parental Objections to Learning Activities or Materials

Parents who wish to object to any learning activities or learning materials may do so under provisions of Board Policy IG and supporting regulations.

Governing Board Meetings

(BD, BDA, BDB, BDC, KBA)

The Bonita Governing Board meets the second Monday of each month in the District Office at 6:00 P.M. We invite you to participate in the business of Bonita School by attending the meetings and becoming involved. If you wish to present a request before the board, please call the office at least 72 hours in advance of the meeting so the item can be put on the agenda. No action can be taken by the Board on matters not listed on the agenda. Records of the proceedings of all meetings except executive sessions are available for public inspection by calling the school office.

The Board meetings are governed by the State of Arizona's open meeting law which sets forth guidelines for the conduct of business.

Policy Book and Education Laws

The Bonita school District is governed by Arizona Revised Statutes Title 15: Education Code and a local policy handbook. A complete copy of all state education laws and district policies is in the school library and in the administrator's office. These reference books contain the details of the items summarized in this handbook in addition to other related topics.

If you would like to review any policy or law on an issue of interest, please contact the school to make arrangements to do so. The books, however, cannot be removed from the school grounds.

Immunization and Communicable Disease

Subject to the exemptions provided by law, immunization against rubeola (measles), rubella (German measles), poliomyelitis, tetanus, pertussis, mumps, haemophilus influenzae (hib), hepatitis b (HepB), and diphtheria is required for attendance of any child in any public school.

A child'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. A student who fails to comply with the immunization schedule shall be suspended in accordance with policies of the District. 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.

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return. The school administrator or the county health director shall make the decision for exclusion or readmission.

Students with lice infestations shall be excluded from school until treatment specific for lice infestation has been initiated.

Administering Medicines to Students

When it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the frequency with which it is to be given.
2. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
3. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Students may not be in possession of either prescription or over-the-counter medications except to deliver them from home to the school office, or to take them from the school office to return them home.

Exceptions:

- Students who have been diagnosed with anaphylaxia may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self administration provided the pupil's name is on the prescription label on the medication

container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.

The District reserves the right, in accordance with procedures established by the District Administrator, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

Playground Safety

We believe that all students can behave on the playground. All students can accept personal responsibility for their actions and help keep the playground a safe place for everyone to be. Students will be expected not to:

1. fight or wrestle
2. intimidate or threaten another student
3. throw rocks or other hard objects
4. twist or swing sideways on the swings
5. walk up the slides
6. stand on the monkey bars
7. pick up or carry smaller students
8. walk or sit on wall
9. play tackle football
10. play dodge ball
11. play catch with hard baseball
12. climb trees any other unsafe activity. An adult shall determine the "safeness" of the activity.

How to Handle Complaints

Conflicts will arise between people in a school on occasion. Sometimes the problem is one of misunderstanding; it may be a personality clash; perhaps it is a problem of disrespect. Regardless of the reasons for the conflicts there are proper ways to resolve the issue. After initial discussions with staff members and the principal, you may want to pursue your concern. There is a board-adopted policy which outlines the procedure for such complaints about curriculum or instructional materials, facilities or services, and personnel. This policy will direct you through the process of following the "chain of command." See the principal for further information.

There are also avenues students may pursue for the purpose of dealing with school-wide concerns. It is the common goal for all students and staff that we

deal with such concerns before they become a major problem.

Student demonstrations that disrupt or interfere with the normal operation of the school are not permitted. If such a disruption occurs, students shall be directed to their regular classroom assignments. Students who are truant will be subject to disciplinary action, and disruptive students will be subject to suspension.

The district has an established process for a student who feels his constitutional rights, equal access to programs, discrimination, harassment or personal safety issues have been violated. Students may complain directly to the school principal or a teacher. Specific procedures, as set forth in district policy, can be found in Policy III. Appropriate forms may be obtained from your school office.

Physical Education and Interscholastic Athletics

Physical Education

1. Students who are in attendance in school must participate in physical education class. Students may be excused from physical education for a maximum of one day with a note from a parent or legal guardian. To be excused for periods of more than a day a physician's note is required. In order to return to class the teacher must receive a written release from their physician.

Interscholastic Athletics

Health and welfare of the athlete is the most important concern. We know that athletic participation enhances the learning environment of the campus. Every effort will be made to assure a healthy environment and safe training conditions for athletes.

Before athletes may participate in any aspect of interscholastic sports they must be academically eligible and must have proof of an annual physical exam on record.

Volleyball: Students supply their own shoes, socks, shorts, T-shirt, and towel. None marking tennis shoes are required.

Basketball: Students will supply own shoes, socks, shorts, T-shirt. None marking tennis shoes are required.

Track: Shorts, T-shirt, socks, shoes, and towels are the student's responsibility.

The District will supply uniforms.

Shower facilities are provided by the district. Student athletes are expected to shower following practice and games. Students will be supervised by an adult

of the same gender during shower time. Students need to bring their own toiletries and towel. For hygienic reasons no student is to wear another student's clothing or share a towel.

P.E./Athletic Lockers and Personal Property

2. Lockers and locks are assigned.
3. Students should keep their lockers locked at all times.
4. Lost locks will cost students \$6.00 each, payable in the office.
5. No student is to share a locker combination with another student.
6. Students are responsible for the care and cleanliness of their lockers.
7. Lockers are the property of the school district, and the school reserves the right to inspect student issued lockers at any time.
8. You are cautioned not to store valuable items or large sums of money in your locker.

Pupil Participation in Extra-Curricular Activities

Participation in extra-curricular activities is an integral part of the Bonita School program.

All interscholastic activities in grades 6-8 that are of a competitive nature and involve more than one school where a championship, winner, or rating is determined, and endeavors of an ongoing nature for which no credit is earned shall be conducted in accordance to the auspices of the Bonita School, and shall be supervised by the certificated individual responsible for the activity.

Extra-curricular activities shall function within a realistic framework of control. In order that over-enthusiastic students, coaches and/or parents do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

1. Eligibility for extra-curricular participation shall be based on classroom performance and parent consent.
2. Minimum performance requirements are as follows:
 - A. 60% grade average in core academic subjects, (math, language arts, social studies, and science)
 - B. Teachers will report student performance to Administration and coaches each Monday.
 - C. Student(s) who do not meet the minimum requirements will be ineligible for a one-week period.

- D. Student(s) eligibility will be reinstated when minimum eligibility requirements are met.
3. The responsibility for enforcement of the above rule rests with the Superintendent or designee.
4. Any student whose behavior presents a problem or jeopardizes school reputation will be ineligible for participation in extra-curricular activities until such time as his/her behavior warrants reinstatement, as determined by the coach(es), classroom teacher, and the principal.

Eligibility notices will be sent home as warranted. A student will be considered ineligible for the next scheduled event if the prior notice of ineligibility has not been returned. Please do not hesitate to contact the principal if you wish to check on your child's eligibility.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective student's Individual Education Plan.

1. The Superintendent shall establish regulations to ensure that: A) Necessary documents in support of this policy are provided to the Arizona Department of Education, B) Necessary data related to ineligible students are collected and reported as required by law, C) The cultural traditions of students are considered when establishing or enforcing rules related to participation in extra-curricular activities, and D) The requirements of this policy are met.
2. Students in limited PE shall not participate in after school activities.

Student Information Update

Each year, parents are requested to inform the school of current information about students, including address, phone numbers, and parents' place of employment, emergency medical information and emergency contacts when the parent is not available. It is also very important that parents notify the office of any changes in this information as they happen during the year. This is essential in case of any kind of an emergency.

Parent consent is necessary to allow the school to notify all appropriate personnel of such health conditions that could result in a need for medical

attention. Parents may also list any information on the update that they do not want released.

Resource Center Rules Governing Bonita School Students

The primary objective of a Resource Center is to provide a learning environment in which all persons can fulfill their educational needs and objectives.

1. An article may be checked from the library for a two-week period. At the end of the two-week loan period, the article may be re-checked for a second two-week period or returned.
2. A student with an overdue book will not check out additional books until the overdue book(s) is returned.
3. Lost books are to be paid for by the borrower.
4. A list of overdue books will be given to the office one week prior to the end of each nine-week grading period. A notice will sent home with the student's grade card for that period.
5. The librarian will supervise the checking out of all materials that leave the premises of the library.
6. Misbehavior, disrespect, careless use of facilities or materials, or the destruction of public property will cause the student to be suspended from using the facility for a specified time.
7. Suspensions will be assigned by the principal and for a specified time.
8. Computers are available for student use. Students, although supervised will have access to the Internet. Prior to a student using the computers we must have a parent/guardian sign a disclaimer. The school internet provider has a an internet filter that is intended to protect a child from pornography and other objectionable sites.
9. Students who knowingly and/or intentionally access inappropriate sites and/or materials will be in jeopardy of losing computer privileges.

Telephone

Telephone usage by a student will not be permitted without a note from a teacher stating the urgency of the matter.

Cell Phones

Cell phones may be in the possession of students but must be kept in backpacks and turned off during school hours. This includes time being transported on school buses. Students shall not have phones on their person during school hours. Students may be asked to surrender cell phones to staff upon request. Cell phones that are turned on or in a student's immediate personal possession without prior authorization will be confiscated and turned over to administrator. Student will be held accountable and will receive disciplinary consequences per handbook. Parent will be required to meet with administrator to retrieve phone.

General Rules

Bonita School has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of its students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines. The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, color, religion, national origin, handicap, pregnancy, or any other reason not related to the student's individual capabilities. Along with these rights, students have responsibilities that include respect for self and others, obedience to properly constituted school authority and compliance with the rules and regulations of the school

1. Fighting is prohibited. Any student who instigates a fight will be as much to blame as those fighting.
2. All students must receive permission from their teacher to be out of the classroom.
3. Littering on the school campus is prohibited.
4. Smoking or chewing tobacco, stealing, swearing, possession or use of drugs or alcohol is strictly prohibited.
5. All personal property such as clothing, purses, and bookbags are the students' responsibility. Do not bring large sums of money. Take care of your property.
6. Defacing or damaging school property will not be tolerated! The student will pay for damage and be subject to suspension and/or expulsion.
7. There will be no tackle football
8. There will be no running on sidewalks. It's too dangerous. Walk on sidewalks and not on the front lawn.
9. Insolence and disrespect towards adults will not be permitted.

10. Loitering in the school office or faculty room will not be permitted.
11. There should never be unnecessary or inappropriate display of affection between students.
12. K-1 grades will use the gym restrooms and the 2-8 grades will use the restrooms in the old building during recess. Grades 2-4 will use the "upstairs" restrooms. Grades 5-8 will use the "downstairs" restrooms.
13. The gym will be used for recess during inclement weather. No boots or black marking shoes are allowed on the gym floor. Snacks are eaten only while sitting at the lunch tables.
14. No gum, will be chewed, or eaten while on campus, unless special occasion merits same and teacher approval is granted.
15. The sale of any item (candy, pencils, etc.) is prohibited without the permission of the principal. Fund-raising activities by student organization must be approved by Student Council and the principal.
16. Students are not permitted to bring any motorized vehicle on the Bonita School Campus.
17. Students may not leave loose books outside at any time. Sturdy book bags may be used to hold and protect your books.

Expected Conduct at Assemblies

1. Movement to or from the auditorium should be orderly.
2. In the auditorium students will sit in assigned sections with homeroom teacher.
3. As soon as the student leader or speaker comes to the platform, give quiet and courteous attention to the speaker.
4. Remain seated until dismissed by adult in charge.
5. Attendance at assemblies is a privilege.
6. Misbehavior will result in disciplinary action.
7. Applause or clapping is the acceptable means of displaying praise to the speaker or performers. Yelling or whistling is not acceptable

To and From School

1. Students are required to be at school by 8:00 A.M. Students should not arrive before 7:50 A.M. or remain later than 4:10 P.M. as there

is no supervision prior to or after those times.

2. Students are not allowed to leave the grounds during school hours unless office personnel approve it. Check through the office for permission to leave for any reason.
3. Stay on the sidewalks and out of the streets when walking to and from school.
4. Do not be a "litterbug." Throw trash in the proper receptacles.
5. Return to your home immediately after school dismissal. Do not loiter on school grounds or between school and home.
6. Students are not allowed to loiter in the parking lot.

Grooming and Dress

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 appropriate and, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

1. Only tailored shorts and skirts that are hemmed and at least fingertip length or has a minimum 5" inseam may be worn. Prohibited clothing includes swimsuits, cut-offs, see-through clothing or gang-related clothing. Shirts must be tucked in, or no longer than fingertip length.
2. Bare midribs, halter-tops, spaghetti straps, slits or holes in clothing are not acceptable. Shoulder straps on shirts must be a minimum of 1 1/2 " wide. The arm hole gap on tank tops should not reveal the body, but can be worn with a t-shirt underneath. No cleavage should be showing on ladies attire. The belt line of the pants must fit snugly at the waist - defined as above the hipbone – and not be sagging or excessively baggy in the crotch. No headwear may be worn in a classroom, except for properly approved occupational safety headgear required for special classes. An exception to the rule will be during a pre-approved dress day.
3. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached
4. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.

5. In the interest of student safety, shoes must be worn at all times. Flip flops/thongs are prohibited at all times. Closed shoes are to be worn for any type of physical activity, such as physical education.
6. Jewelry shall not be worn if it presents a safety hazard. Additionally, no dangling articles (belts, chains, bib overall straps, etc.) are permitted.
7. Profane or defamatory writing on clothing or jewelry is not acceptable.
8. No bandanas of any color.

Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who volunteer for extracurricular activities, such as athletics, band, or chorus are subject to the standards of dress as defined by the sponsor of such activities.

Student Discipline

The following shows the types of disciplinary actions that may be taken with respect to problem areas. In each instance several actions are possible. If a student has demonstrated excellent behavior and then becomes involved in a problem area, school officials certainly would want to consider the record of that student's good behavior before any action is taken. If a student has continually been involved in problem areas, prior acts of misconduct or other violations of district policy, this, too, may be considered in determining an appropriate sanction. Such factors as the length of time since the student's last problem, his attitude, etc., may be taken into account before any action is taken. Disciplinary action will be at the discretion of the principal or designee.

This policy is intended to regulate conduct of a student when the student is:

1. On school grounds or at a school-sponsored event.
2. Traveling to or from school or a school sponsored event.
3. Engaged in conduct, which occurs off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district.

In determining the disciplinary action that a student may receive, the principal will refer to the student's discipline record for the past 9 months.

All disciplinary steps will be progressive, looking at previous disciplinary steps given during the past 9

months and going forward on the disciplinary plan, suspension or expulsion.

Severe, repeated mis-behavior may result in an individualized discipline plan.

Detention of Students

Teachers may keep students after school to make up work or for disciplinary reasons. The names of students to be kept after school will be reported to the school office not later than 4:15 p.m. each day.

Students may be kept after school only if prior notice has been given to their parents and transportation home has been arranged. Students may be assigned to clean up the campus of litter, etc., as an alternative to a regular administrative detention.

Reasonable detention during break-time, noon, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating. Detention should not exceed one hour per day.

On Campus Suspension (OCS) of Students

Following a series of small disturbances by a student or one of a major kind, or other action that is disruptive to the education (of the individual or the student body,) the principal may inform the pupil and parents that the student is remaining in school "Suspension." Written reasons for the OCS will be sent to the parents or guardians and made available to the student, along with the precautions concerning future conduct that might lead to suspension or expulsion.

Time-Out

Students may be removed from the classroom for a portion of the class period for a time-out. Students will be supervised in the office for time out. The student is responsible for any work assigned during that time and will return to class at the end of the time-out or the next day.

Time-out sessions are recorded in the student's discipline file.

Emergency Removal

An emergency suspension occurs when a student is removed from school without prior use of due-process procedures. An emergency suspension is allowed if the student's continued presence in the school poses a danger to person or property or an on-going threat of disruption to the academic process. (Note: As an emergency removal is an out-of-school

suspension, no credit will be given for the day(s) the student is removed.)

Misconduct and Responses

Within the following descriptions of misconduct and responses, there are two main levels of misconduct, named Class I and Class II. The Class I problem areas carry a minimum response of three days of in school suspension. The Class II areas carry other responses as listed.

The maximum response to any problem area after multiple violations of any rule is expulsion from school. A single incident of great magnitude and/or of multiple violations can also result in expulsion.

All problem areas which are violations of federal, state or local laws, including, but not limited to, possession, sale or use of weapons, possession sale or use of drugs, threats, assault, fighting or activating emergency alarms carry penalties which include long-term suspension or expulsion.

Such violations will be reported to the proper authorities

Suspension

The policy of Bonita School, which relates to student suspension, is in accordance with Arizona Revised Statute 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 good cause and shall be reported within five days to the Governing Board, by the person imposing it."

Expulsion

Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of 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.

POSSIBLE DISCIPLINARY/CORRECTIVE ACTIONS

A. Student Disciplinary Action Report

All staff members are required to complete and turn into the office a Student Behavior Disciplinary Action Report for any student disciplinary action taken. A copy of each report will be sent home to parent/guardian.

B. Teacher/Student Conferences

For appropriate violations, the teacher will talk to the student to try and reach an agreement on how a student should behave. This conference is to be recorded in the event that there is further disruption or problems created by the student.

C. Teacher/Parent Conference

When the teacher/student conference proves to be ineffective, the teacher may choose to notify the parent.

D. Administrative Referral/Conference

When a student is referred to the administration for disciplinary action, an administration referral conference will be held. This conference occurs when the student's conduct interferes with the educational process, and threatens the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of any penalty. The student will be given the opportunity to tell his/her side of the incident prior to the administrator imposing disciplinary action.

E. Suspension from Extra-Curricular Activities

A student's privilege to participate in or attend any extra-curricular activities and school-sponsored events will be suspended for a specified time. This will apply to both on-campus and off-campus suspension.

F. School Service

Students may be assigned to perform school service during detention time. School service may include but not be limited to sweeping sidewalks, picking up litter on school grounds, assisting in cafeteria cleanup after lunch, and assisting teachers in classrooms.

G. On Campus Suspension

Students are assigned to OCS for a part of a day or a number of school days for specified infractions. It is provided to take the place of an off-campus suspension and give the student the opportunity to remain under the supervision of the school and in the school setting.

Under normal circumstances, students assigned to OCS will not be permitted to leave campus after school has started. A student assigned to OCS is to get his/her

homework from his/her teacher so that he/she will be productively busy during the term of assignment.

- H. **Short-term Suspension**
Following an administrative conference, a student may be suspended up to nine (9) days depending upon the infraction.
- I. **Long-term Suspension**
The Superintendent or the Governing Board may impose suspension exceeding nine (9) days.
- J. **Emergency Suspension**
An emergency suspension occurs when a student is removed from school without prior use of due-process procedures. An emergency suspension is allowed if the student's continued presence in school poses a danger to person or property or an ongoing threat of disruption to the academic process.
- K. **Expulsion**
Conduct, which requires a formal hearing. The student will be allowed all rights as in a formal hearing. Only the Governing Board has the right to expel and will determine whether or not such punishment is applicable after the formal hearing.
- L. **Police Notification**
Police will be notified for specific infractions that are in violation of the criminal code. The school administration reserves the option of whether or not to press charges.
In the event a student has been suspended, either on-campus or off-campus, a phone call will be attempted to notify parents. In addition, parents will be notified by letter, which details the reason for the suspension. Students' suspended off-campus must have their parents return for a conference with the administrator before they will be readmitted to class.

Due Process

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

A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident the person initiating the referral must prepare a Student Behavior Disciplinary Action Report.

The student will be informed of the charges against him/her. He/she will then have the opportunity to respond. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

Appeal

In the event that a student feels he/she has not been dealt with justly or the proper process has not been followed, they may appeal the decision to the Superintendent. If an appeal is to be made, the student must inform the administrator within 24 hours of the assignment of the penalty.

EXHIBIT**EXHIBIT**

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings
and in student handbooks)

Students may present a complaint or grievance regarding one (1) or more of the following:

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

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

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

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 a school 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 Superintendent. *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 or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

EXHIBIT **EXHIBIT**

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

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

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

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

EXAMPLES AND CONSEQUENCES OF BEHAVIORAL VIOLATIONS

1. **Violation of Federal, State, or Local Law**
 A student shall not violate any Federal, State, or Local law.

Problem Behavior	Examples/Definitions	Possible Consequences
Other	Situations that are not listed in handbook that are in violation of Federal, State, or Local Law	Conference with Principal Restricted Recess Work Assignment In School Suspension Suspension Expulsion Police Referral Assigned individually as warranted

2. **Violation of School Policies and Rules**
 A student shall not violate any Governing Board policy, administrative regulation, or district school rule.

Problem Behavior	Examples/Definitions	Possible Consequences
Other	Situations that are not listed in handbook that are in violation of School Policies and Rules.	Conference with Principal Restricted Recess Work Assignment In School Suspension Suspension Expulsion Police Referral Assigned individually as warranted

3. **Possession, Use, or Being Under The Influence of Drugs or Alcohol or Drug Paraphernalia; Sale or Distribution of Drugs or Alcohol**
 The possession, use, or being under the influence of illegal drugs or alcohol, or being in possession of paraphernalia associated with drug use on school property, or at school-sponsored events, is prohibited. The sale or distribution of drugs or alcohol or look-alike products is prohibited at school or any school activity.
 A student shall not possess, sell, offer to sell, use, or be under the influence of alcohol or drugs (except medication prescribed by a physician and used in accordance with the prescription and Governing Board policies). For the purpose of this policy, drugs are defined as narcotic drugs, dangerous drugs, toxic substances, and marijuana as those terms are defined in A.R.S. 13-3401, and imitation controlled substances as defined by A.R.S. 13-3451. A student shall not possess or sell, offer to sell, or use drug paraphernalia as defined by A.R.S. 13-13411.

Problem Behavior	Examples/Definitions	Possible Consequences
Drug use, possession, distribution or paraphernalia	Coming to school after using drugs, bringing drugs to school to use or sell, bringing drug related items to school.	Immediate Suspension Expulsion Police Referral

4. **Defiance of Authority/Disrespect to District Employees**

A student shall obey the reasonable orders of teachers, administrators, and other District employees and shall respond to requests for information from these persons in a truthful manner.

Problem Behavior	Examples/Definitions	Possible Consequences
* Defiance	Refusing to do what a school adult tells you to do; leaving bench when put there at recess, without permission	Conference with Principal In School Suspension Suspension

5. **Assaults and Fighting**

Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreement, and inducing fear by intimidation either physically or verbally are considered to be violations. A violent physical or verbal attack so as to do or to threaten violence to another is considered an assault.

A student shall not physically abuse, assault, or engage in a fight with any student, school employee, or any other person.

Problem Behavior	Examples/Definitions	Possible Consequences
* Physical Assault of a Student	Hurting another student, hitting, pinching, pushing, spitting, throwing down, biting, twisting arms, etc.	Restricted Recess In School Suspension Suspension Police Referral
Verbal Assault of a Student	Name calling, taunting, saying mean things, teasing, hurting someone's feelings	Conference with Principal Restricted Recess In School Suspension
* Physical Assault of a Staff Person	Hurting a school adult on purpose	Immediate Suspension Expulsion Police Referral
* Verbal Assault of a Staff Person	Swearing at or threatening a school adult	Immediate Suspension Expulsion Police Referral

6. **Possession, Sale or Use of Fireworks or Explosives**

The possession of fireworks of any variety or any explosive device is prohibited at school or school activity. Any variety of fireworks or explosive device detonated, or caused to be detonated on campus or at school activities is prohibited.

A student shall not possess, use or sell fireworks or explosives. Any fireworks or explosives on school property shall be forfeited and turned over to law enforcement authority

Problem Behavior	Examples/Definitions	Possible Consequences
* Possession of Illegal or Dangerous Items	Bringing or having weapons, (something that can really hurt someone or that you say is to hurt someone), drugs, cigarettes, matches, lighters, firecrackers or other things that explode.	Confiscation and Parent Conference In School Suspension Suspension Police Referral Expulsion

7. **Possession and/or Use of Weapon(s)**

A weapon is defined as anything that can inflict bodily harm when on campus or during school sponsored activities in a manner such as to cause damage or to intimidate others. Typical instruments are defined, but not limited to:

- A. Knives
- B. Chinese stars
- C. Chains
- D. Tire irons
- E. Razor, razor blades
- F. Guns or ammunition
- G. Slingshots
- H. Clubs
- I. Other objects of a similar nature

A student shall not possess or use firearms, weapons, bullets, or any other instrument capable of harming any person or property or reasonably susceptible of creating the impression of such harm. Any weapon on school property shall be forfeited and may be turned over to law enforcement authority.

Problem Behavior	Examples/Definitions	Possible Consequences
* Possession of Illegal or Dangerous Items	Bringing or having weapons, (something that can really hurt someone or that you say is to hurt someone), drugs, cigarettes, matches, lighters, firecrackers or other things that explode.	Confiscation and Parent Conference In School Suspension Suspension Police Referral Expulsion

8. **Portable Electronic Devices (Including Cell Phones)**

Problem Behavior	Examples/Definitions	Possible Consequences
Unauthorized use of device during school hours.	Cell phones, iPods, MP3 players, CD Players and any/all similar devices. Unauthorized and/or misuse of device during school hours.	Confiscation and Parent Conference In School Suspension Suspension Police Referral Expulsion

9. **Emergency Alarms and Fire-Control Devices**

Activating or using any fire alarm or emergency control device is prohibited.

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists thereby justifying use of the device. A student shall not call 911, the emergency number, as a prank, on a telephone located on school property.

Problem Behavior	Examples/Definitions	Possible Consequences
* Incitement	Interrupting the entire school with false alarms of any nature, telling something to make one student mad at another one	Conference with Principal Restricted Recess In School Suspension Suspension Expulsion Police Referral

10. **Unauthorized Entry-Out of Area**

Any attempt to enter, or entry into, any unauthorized fenced area; building or student locker is prohibited. A student shall not gain, or attempt to gain forceful or unauthorized entry to school buildings or grounds. A student shall not be out of designated area without a pass being issued.

Problem Behavior	Examples/Definitions	Possible Consequences
Out of Area	Being where you are not supposed to be	Sit on bench Restricted Recess In School Suspension Suspension
* Destruction of Property	Breaking, tearing, or messing up something that does not belong to you	Restitution Restricted Recess Work Assignment In School Suspension Suspension Expulsion Police Referral

11. **Endangering the Health and Safety of Others and Self**

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons, or themselves.

Problem Behavior	Examples/Definitions	Possible Consequences
Misuse of Equipment, endangerment	Not following rules for safe use of playground equipment, not acting in a safe manner around other students or staff. Spitting on others.	Sit on bench Conference with Principal Restricted Recess Work Assignment In School Suspension Suspension

12. **Prohibited Items**

Tobacco Products

A student is not permitted to possess or use any form of tobacco products.

Items that are not allowed on campus or into the building:

- A. Water guns (of any type)
- B. Water balloons
- C. Skateboards/roller blades/roller skates.
- D. Any other items or toys of a disruptive or destructive nature
- E. Food, gum and drink (not in classroom)
- F. "Walkmans"/CD players/CD's & Tapes
- G. Laser pointers
- H. Hair paint
- I. Gum (anywhere on school campus or in school vehicles)

Problem Behavior	Examples/Definitions	Possible Consequences
* Possession of Illegal or Dangerous Items	Bringing or having weapons, (something that can really hurt someone or that you say is to hurt someone), drugs, cigarettes, matches, lighters, firecrackers or other things that explode.	Confiscation and Parent Conference In School Suspension Suspension Police Referral Expulsion

13. Portable Electronic Devices

USE OF PORTABLE ELECTRONIC DEVICES IN SCHOOL

Students may possess and use portable electronic devices, including but not limited to cellular telephones, MP3 and similar music players, radios, Walkmans, CD players, tape recorders and players, scanners, wireless e-mail devices, cameras, etc., subject to limitations of this and other policies of the District under the following conditions and guidelines:

Portable electronic devices shall not be turned on or used in any way during normal school hours or when their use is otherwise prohibited by school personnel. Normal school hours includes the time in transport on school buses and other times when students are participating in school activities (for example, during student assemblies, awards or other public ceremonies, etc.) If such portable electronic devices are used when prohibited by school personnel the device may be confiscated by school personnel. They may be obtained by the parent or guardian from a site administrator.

Students are required to turn portable electronic devices over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority and may be subject to disciplinary action up to and including suspension from school.

Portable electronic devices are allowed to be taken and used on school trips except that they may not be used during any instructional activity or at other times when school personnel prohibit their use. Coaches and sponsors are encouraged to set guidelines for their use.

Use of cameras or the camera features on a cell phone or other portable electronic device in a restroom or a locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.

The District administrator may establish and school personnel may enforce additional guidelines appropriate to district needs.

Students violating this policy may be subject to disciplinary action up to and including suspension from school.

There is, in certain instances, educational value in utilizing portable electronic devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class they are attending. Approval for students' use of such devices will be at the discretion of the classroom teacher and/or site administrator unless such device is mandated in the student's individualized education program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.

Problem Behavior	Examples/Definitions	Possible Consequences
Misuse of electronic device Inappropriate use of cell phone	Having electronic device on during school hours without permission. Using cell phone during instruction time without permission.	Confiscation and Parent Conference In School Suspension Suspension Police Referral Expulsion

14. **Disruption to the Educational Process of the School, Chronic Misbehavior**

A student shall not engage, or repeatedly engage in any conduct that violates district or school rules.

or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, distract, or inhibit the educational process or other school activities/events. (Offenses would include, but not be limited to :)

- A. Unnecessarily setting off fire alarms
- B. Bomb threats
- C. Actions that cause cessation of instructional activities
- D. Inciting to riot
- E. Encouraging fights
- F. Mischievous behavior
- G. Failure to do work as assigned

Problem Behavior	Examples/Definitions	Possible Consequences
* Continuous Classroom Disruptions or failure to do work as assigned.	Behaving so the teacher has to stop teaching and send you to the office for continuously not following classroom rules	Restricted Recess In School Suspension Suspension Expulsion

15. **Vandalism, Littering, Destruction of Property, and Arson**

The willful destroying, defacing, or otherwise damaging in any way property, real or personal, on school premises is prohibited. A student shall not damage, destroy, or deface any school property or property belonging to another person. Littering on school property or at a school event is prohibited. Student and/or Parent/Guardian will be responsible for damages. A student shall not start, attempt to start or promote the continuation of any fire or explosion.

Problem Behavior	Examples/Definitions	Possible Consequences
* Destruction of Property	Burning, breaking, tearing, or messing up something that does not belong to you	Restitution Restricted Recess Work Assignment In School Suspension Suspension Police Referral

16. **Profanity, Obscenity and Defamation**

A student shall not use profane, obscene or defamatory words or phrases or distribute profane, obscene or defamatory materials.

1. Profane words are those that debase, abuse, or treat with contempt that which individuals hold sacred. Obscene materials are those that an average person, applying contemporary standards of the school community, would find offensive, lack serious literary, artistic, political, or scientific value. The standard to be used of another, the school community, in recognition of the fact that school students are, as a group, younger and more sensitive than the general adult population.

Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction, and have tendency to impugn a person's occupation, business, or office.

Problem Behavior	Examples/Definitions	Possible Consequences
Obscenity or Profanity	Saying bad words, making obscene gestures	Conference with Principal Restricted Recess In School Suspension
* Ethnic/Racial Slurs	Saying or writing bad things about another person's racial/ethnic background	Conference with Principal Restricted Recess In School Suspension Police Referral

17. **Sexual Harassment**

A student shall not make statements of a sexual nature when the student knows or has reason to know that the statement is unwelcome and/or where it may reasonably be perceived to be insulting or demeaning to the recipient of the statement. A student shall not engage in conduct or threaten conduct of a sexual nature that is unwelcome, unappreciated, intimidating, and/or threatening to the recipient of the conduct.

Problem Behavior	Examples/Definitions	Possible Consequences
*Sexual Harassment	Touching another person/student and/or saying things to or about another person/student of a sexual nature that is embarrassing and makes them feel uncomfortable	Restricted Recess In School Suspension Suspension Expulsion Police Referral

18. **Dress and Appearance**

A student's dress and grooming must be such that it adheres to generally accepted standards, should not be offensive or pose a threat to public or personal health or safety and does not disrupt or distract from the instructional procedure of the school nor tend to diminish the disciplinary control of the teacher. Accordingly, the following are deemed inappropriate:

- Bare feet (no shoes).
- See-through clothing.
- Clothing with inappropriate or immodest slogans or pictures, which have profane, violent or sexual connotations, or endorse the use of substances illegal to minors.
- Spandex biking (bike) shorts.
- Shorts shorter than fingertip length or minimum 5" inseam; swimming suits.
- Cutoffs.
- Bare midriff clothing.
- School athletic gear.
- Sagging pants, baggy pants.
- Gang-related clothing.
- Slits and/or holes in clothing.
- Hats, hairnets or any other headgear in classrooms, gym, cafeteria, or auditorium are not acceptable.
- Shirts must be tucked in, or no longer than fingertip length.
- No spaghetti straps on dresses or T-shirts
- Hair paint

Problem Behavior	Examples/Definitions	Possible Consequences
Inappropriate clothing	Clothing appropriate for school must be worn at all times See grooming and dress section of handbook	Conference with Principal Change clothing Restricted Recess In School Suspension

19. **Forgery, Cheating, Plagiarism, Falsification and Lying**

Students shall not use, or attempt to use, the identity, signature, academic work, or research of another person and represent it as his/her own. A student shall not share his/her knowledge or work with another student on an individual assignment unless permitted by an instructor or during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher. A student shall not intentionally mislead, make false statements (written or oral), attempt to conceal information or deliberately distort facts from school officials.

Problem Behavior	Examples/Definitions	Possible Consequences
* Forgery, plagiarism, cheating	Writing or using another person's signature or initials Taking credit for another person's work. Use of unauthorized materials during testing.	Conference with Principal Restricted Recess In School Suspension Suspension Expulsion Police Referral

20. **Bullying, Intimidation, Threats, Harassment, Initiation and Hazing**

A student shall not participate or engage in initiations or hazing that involve actual or threatened verbal, physical, or sexual abuse. Such activities are absolutely prohibited. Initiations related to any school club, athletic team, or other groups are subject to the above prohibitions, whether or not the conduct occurs on school grounds. A student shall not bully, intimidate, threaten physical harm, or repeatedly do the same to the point of harassing another person. This also includes racial epithets and harassment.

Problem Behavior	Examples/Definitions	Possible Consequences
Verbal Assault of a Student	Name calling, taunting, saying mean things, teasing, hurting someone's feelings	Conference with Principal Restricted Recess In School Suspension
* Verbal Assault of a Staff Person	Swearing at or threatening a school adult	Immediate Suspension Expulsion Police Referral
*Sexual Harassment	Touching another person/student and/or saying things to or about another person/student of a sexual nature that is embarrassing and makes them feel uncomfortable	Restricted Recess In School Suspension Suspension Police Referral
Intimidation, Bullying Verbal and/or physical	Saying or writing something to or about someone that is a threat or makes them afraid	Conference with Principal Restricted Recess In School Suspension Suspension
* Incitement	Interrupting the entire school with false alarms of any nature, telling something to make one student mad at another one	Conference with Principal Restricted Recess In School Suspension

21. **Tardiness and Truancy**

A student shall not be tardy or truant to class or to any required school activity. Students are to be under supervision and in assigned areas at all times.

Problem Behavior	Examples/Definitions	Possible Consequences
Out of Area	Leaving area of supervision without permission.	Sit on bench Restricted Recess In School Suspension Suspension

22. **School Bus Rules**

A student shall abide by all school rules regulating the student's conduct while in a school bus or other school vehicle and shall obey the directives of school bus drivers or any other school personnel.

Problem Behavior	Examples/Definitions	Possible Consequences
* Bus Misconduct	Failure to follow bus rules as and/or failure to follow instructions of bus driver.	Conference with Principal Work Assignment Loss of Bus Privileges Suspension Expulsion Police Referral

23. **Public Display of Affection**

A school student shall not engage in public display of affection.

Problem Behavior	Examples/Definitions	Possible Consequences
Public Display of Affection	Overt displays of affection i.e.: Holding hands, walking with arm around another, kissing, other acts of a sexual nature	Conference with Principal Restricted Recess In School Suspension Suspension

24. **Misrepresentation, Extortion and Theft**

A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property. A student shall not take, use, or borrow any property by misrepresentation or deception or by expressing an implied threat.

Problem Behavior	Examples/Definitions	Possible Consequences
Intimidation, theft, extortion	Saying or writing something to or about someone that is a threat or makes them afraid, taking or threatening to take another person's personal property or money.	Conference with Principal Restricted Recess In School Suspension Suspension Expulsion Police Referral

*** Items marked with asterisk may also be a violation of Federal, State, or Local Law.**

CARE OF SCHOOL EQUIPMENT AND FACILITIES

You are all citizens of Bonita Elementary School and as such are entitled not only to the privileges of attending this institution, but are also obligated to certain responsibilities that are dependent upon an enjoyment of the privilege. Particularly important is the actual physical care of the grounds and buildings. As a citizen, you are obligated to take good care of the buildings and grounds by disposing of litter and trash properly and by not marking or defacing any part of the buildings, as well as by discouraging others from doing so.

Willful damage or destruction to school property is classified as vandalism, and in accordance with Board policy, may be reason for your expulsion. Students caught vandalizing the school may be suspended and the recommendation made that the student be expelled. Cash reimbursement or other equitable compensation through a work program by the student may be an additional penalty for acts of vandalism or criminal damage to district property.

Theft of school property is grounds for immediate suspension and a recommendation for expulsion may be made to the Governing Board. Criminal charges may also be brought through the local police.

Textbooks

Students are responsible for their books. Individual teachers will issue textbooks. Books must be returned in like condition, allowing for normal wear and tear. It will be the student's responsibility to clearly examine the issued books. Damage to any book, not previously noted, must be reported immediately upon receiving the book, or book damage charges will be assessed to the holder upon the return of the book. Students are advised to cover their books with a book cover.

Students will be charged the full price of the book regardless of the age if any damage appears to be intentional, flagrant, or if any vulgar writing or pictures appear. Any lesser damage will be assessed according to the severity. This includes the students' handbook.

INTERROGATIONS AND SEARCHES

Interrogations

The District has legal custody of students during the school day and during approved activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement

officials. A parent may, or a school administrator will be present during these interrogations, except when interviews are conducted by a Child Protective Services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2).

When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents/guardians. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a child has been taken into custody. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

Searches

The administration may approve the search and seizure of property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, or welfare of the student(s) exists.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and school personnel may inspect lockers, desks, storage areas, etc., at any time, with or without reason, or with or without notice and without permission of the student or his/her parent or guardian.

Student Conduct on School Buses

The Board requires students to conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student does not conduct him/herself properly, the bus driver will inform the principal of the misconduct. The student's conduct may then be brought to the attention of the parents.

Misconduct on the bus or at the bus stop that endangers others or disrupts student transportation can result in discipline including suspension or expulsion from school. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation

with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Arriving at Pickup Point

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

Boarding the Bus

1. Line up single file, with younger children in front, so they can board first.
2. Wait until the bus comes to a complete stop before attempting to get on board.
3. Board the bus quickly but without crowding or pushing.
4. 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.
5. Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
6. 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

1. The bus will not move until all passengers are seated.
2. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
3. Keep your books and parcels on your lap or put them under the seat.
4. Keep the aisle clear.
5. Do not talk to the driver except in case of emergency.
6. Avoid doing anything that might disturb the driver or interfere with his/her work. Refrain from loud talking or yelling.
7. Never stick hands, arms, head, or feet out of the windows of the bus.
8. 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.
9. Do not touch the emergency door or exit controls or any of the bus safety equipment.

10. Do not discard refuse in the bus. Eat at home or school, but not on the bus.
11. Food & drinks are not allowed on the bus.
12. Obey promptly the directions and instructions of the school bus driver.

Prohibited Items

1. Tobacco is not allowed in a school bus.
2. Alcoholic beverages shall not be carried onto a school bus.
3. Insects, reptiles, or other animals shall not be transported in a school bus. (A.A.C. R17-4-507 (G) (7))
4. No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the Bus

1. Students may not be dropped off the bus or released to ride with someone else without written permission or a phone call from the Parents or guardians.
2. Remain seated until the bus has reached its destination and comes to a complete stop.
3. Do not push or crowd when leaving the bus.

Crossing the Highway

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

Riding a Different Bus

1. If a student needs to get off the bus at other than his designated stop, ride a different bus, or stay after school for other activities and not ride the bus, a written note or phone call from the parent or guardian is required. If no permission is given, the child will be sent home on his regular bus. It may not always be possible for your child to ride a different bus. Please confirm space on the bus prior to the end of the day.

Consequences of Misbehavior on Bus

The bus drivers will have the responsibility of providing all students a safe trip to and from school and activities. An assertive discipline plan for students who do not follow school rules will be followed. This plan will include:

- a) Verbal Warning.
- b) **First** Write-up-Written referral from driver and the student will meet with the principal for possible consequences and bus warning sent home.
- c) **Second** Write-up-Written referral from driver, student will meet with principal and may result in one-day bus suspension for the student.
- d) **Third** Write-up-Written referral from driver which may result in a three-day bus suspension or permanent expulsion from the bus depending upon the infraction and *administrative decision*.

When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason, 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.

When a student is put off one bus, all drivers will refuse him transportation for the specified period of time.