

BABOQUIVARI MIDDLE SCHOOL

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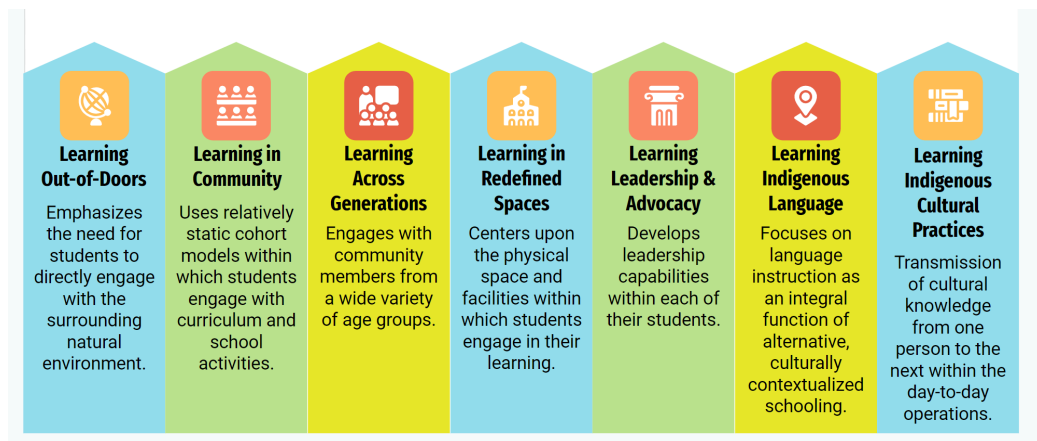
**Student & Parent
Handbook
2025-2026**

Stretch Goals

- ❖ 80% or our students will have reached 70% mastery on the state standards within the next three years.
- ❖ Students will reach a 90% attendance rate within the next three years.

7 Learnings Towards Indigenizing School Practices

This will be the framework for our school year to help as a base to be used in all of our classrooms.



This will be the framework for everything we do in the classroom for our students.

BABOQUIVARI UNIFIED SCHOOL DISTRICT 40 GOVERNING BOARD

Mr. Juan Buendia, President
Ms. Kathleen Vance, Board Clerk
Ms. Sylvia Hendricks, Board Member
Ms. Jessica Miguel, Board Member
Ms. Annamarie Stevens, Board Member

SUPERINTENDENT

Mr. Rubén Díaz



BABOQUIVARI SECONDARY CAMPUS ADMINISTRATION

Principal

Ms. Constance Onsae
consae@busd40.org

Assistant Principal of Curriculum and Instruction

Mr. Alan S. Dalton
asdaltont@busd40.org

Assistant Principal of Operations and Student Services

Mr. Robert Russell
rrussell@busd40.org

SCHOOL CONTACT INFORMATION:

Physical Address

Indian Route 19, Mile Marker 19.5
Topawa, Arizona 85634

Mailing Address

P.O. BOX 248
Sells, Arizona 85634

Front Office Phone Number

(520) 719-1250

Fax Number

(520) 719-1259



DISTRICT VISION STATEMENT

Our students will be loved, encouraged, and prepared to take on the world by embracing our Himdag.

DISTRICT MISSION STATEMENT

We Create:

Health
Inspiring
Motivating
Developing,
Achieving
Graduates

BABOQUIVARI SECONDARY CAMPUS VISION STATEMENT

Our graduates will: acquire the knowledge and skills to excel, develop their strengths, embrace their individual and cultural identities, and lead their communities.

BABOQUIVARI SECONDARY CAMPUS MISSION STATEMENT

To realize our vision, we will:

- Espouse a holistic student-centered learning environment,
- Utilize a socio-culturally responsive pedagogy and method of service,
 - Provide critical multicultural curriculum,
- Create and engage in meaningful partnerships with families and community,
 - Advocate for student and staff well-being,
 - Implement innovative strategies and technologies,
- Build on the foundation of Himdag, s-wagima and other cultural traditions to create an atmosphere of respect, inclusion, and trust that promotes intellectualism and cultivates a love of learning
....So that all of our graduates are college and career ready.

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Equal Educational and Employment Opportunity

It is the policy of Baboquivari Unified School District to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any District program or activity on the basis of race, color, ethnicity, national origin, gender, religion, disability or sexual orientation.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under the applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct record(s) which they believe to be inaccurate or misleading. If the school decides not to amend the record(s), the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record(s) setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school (see Students Rights).

ATHLETIC FEES

The current athletic fee to participate in athletics is **\$40 per sport OR \$110 for the year (if playing fall, winter, and spring sports)**.

The fee must be paid during the clearance process for each sport to the Athletic Director's Office. Once the fee has been paid, the fee is non-refundable. Fees not paid will accrue. Failure to pay accrued fees may result in not participating in 8th grade promotion or high school graduation.

Assistance: Student athletes may receive assistance through JOM monies allocated by the Tohono O'odham Nation Education Department (TONED). Please contact the TONED office at (520) 383-8650 for more information.

If financial assistance through JOM, TONED, or your District is unavailable, a waiver is available upon request at the Secondary Campus.

CAMPUS BOUNDARIES

Once students arrive on campus for the academic day, they are required to remain within the academic building area. Students may not be in any parking lots, around the Fine Arts Building, or on the north or west side of the gymnasium building. Students may not be behind the cafeteria or on any of the athletic fields. These areas are off limits unless accompanied by an employee.

CHILD ABUSE REPORTING

Per state law, and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to Department of Child Safety (DCS) and/or local law enforcement agencies. Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, volunteer and school personnel shall follow reasonable notification procedures.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Schools shall comply with requests by DCS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. (A.R.S. §13-3620).

CLOSED CAMPUS

The campus is closed to all students throughout their scheduled day, including lunchtime. Students who need to leave for medical reasons or special circumstances must obtain administrative permission in advance and may not leave campus without a pass from the front office or the nurse's office.

The principal (or designee) will have discretion to grant students permission to leave the campus during the school day. Consequences for violation are determined by the administration.

CUSTODY

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent, or parents having joint custody, to provide the school with the most recent court order.

DRESS CODE

Student dress and grooming are generally a matter of personal choice. However, the District recognizes that there is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff, and the accomplishments of the curriculum goals and educational objectives.

Accordingly, Baboquivari Secondary Campus' dress and grooming standards prohibit student dress or grooming that, in the judgment of the school administration:

- A. Presents a risk to the health, safety or general welfare of students, staff, or others.
- B. Interferes with or disrupts the educational environment or process.
- C. Is counterproductive to curriculum goals or educational objectives.
- D. Produces disorder or creates an atmosphere of threat, intimidation or undue pressure.
- E. Causes excessive wear or damage to school property.

Student dress that violates these standards includes, without limitation, apparel that

- a. Displays or suggests obscene language or symbols,
- b. Presents undergarments or sleepwear as outerwear, or
- c. Exposes the back, chest, abdomen, midriff, genital area, or buttocks.

Other areas of particular concern include the following:

Dress that Advocates Drugs, Alcohol, or Tobacco:

A.R.S. §15-712 permits instruction on the nature and harmful effects of alcohol, drugs, and tobacco. Clothing or accessories that display these substances or are deemed to advocate or encourage the use of these substances are counterproductive to the District's curriculum goals and educational objectives. These items are, therefore, prohibited.

Headwear:

Students may wear hats, visors, beanies and hoodies that do not otherwise violate the student dress code, but only when outdoors. Students shall remove their head-wear when indoors and upon request by an administrator, teacher or staff member.

Gang-Related Apparel/Grooming:

The Governing Board desires to keep District schools and students free from the threat of harmful influences by any group or gang that advocates drug use or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of other students.

Consequences for Violations

In addition to any disciplinary action taken by the teacher, Dean of Students or Principal, students who violate the dress standards may be asked to do any of the following, depending up the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.

ELECTRONIC DEVICES

Baboquivari Secondary Campus is trying to minimize distractions and interruptions in the classroom, allowing our students to focus on learning. We place the utmost importance on instructional time; therefore, phones, electronic devices and headphones/earbuds cannot be used or visible during instructional/ classroom time.

Personal electronic devices may be used ONLY before school, during lunch and after school. During these times students should refrain from taking pictures or video recording as it violates other's right to privacy.

Portable speakers are not allowed on campus. These devices will be confiscated if brought to campus.

Students bringing electronic devices to campus do so at the risk of the student and parent/guardian. Baboquivari Secondary Campus cannot ensure the devices will be returned nor will the Campus be responsible for lost or stolen electronic devices, even if confiscated.

Faculty/staff members can confiscate any electronic device at any time they are disrupting the educational process. Violation of the cell phone/electronic device rule as stated above will result in the confiscation of the device according to the following steps of disciplinary action:

- **First offense** - confiscated device will be held in an Administration office until the end of the school day.
- **Second offense** - confiscated device will be returned to the parent/guardian at the end of the school day.
- **Third offense and subsequent offenses** – could result in the device being returned at the end of the semester or school year. This will be at the discretion of the administrator.
- Electronic devices allegedly used for criminal violations/school policy violations such as recording a fight, bullying, etc., may be held or given to District administration. Devices may also be given to law enforcement for evidence.

Failure to surrender the device when directed to do so is in violation of our school JK-R *Engages in behavior that is insubordinate, failing to comply with lawful directions of a teacher, school administrator or other school employee* and could result in suspension or loss of privileges to participate in school activities.

FIRE, LOCKDOWN & BUS EVACUATION DRILLS

Each year, Baboquivari Secondary Campus will hold a variety of drills to practice safe and orderly procedures in the event of an emergency and to assess the emergency readiness and preparedness of our school. Some drills will be announced and some will be unannounced. In all of these, the primary concern of any drill is the safety of all students and staff.

Fire Drill

In the event of a fire threat, students are escorted from their classrooms to a designated area outside, safely away from the building.

These drills are conducted in collaboration with the Tohono O'odham Fire Department (TOFD). TOFD monitors and evaluates each drill to ensure that our campus evacuates and all students are accounted for in a timely and orderly fashion.

Lockdown Drill

In the event of an *imminent* threat to the campus, teachers secure the classrooms and gather students in an area of the classroom/building where everyone is to remain quiet.

These drills are conducted in collaboration with the Tohono O'odham Police Department (TOPD). TOPD monitors and evaluates each drill to ensure that our teachers and staff have followed proper protocol for lockdowns. These drills may include an active shooter drill, where TOPD's SWAT Team evacuates each classroom to a safe location on campus.

Bus Evacuation Drill

In the event that there is a need to evacuate a school bus, the BUSD Transportation Department conducts bus evacuation drills so that students are aware of the proper procedures to evacuate in a safe and orderly manner.

GENERAL INFORMATION

All students participate in the bus evacuation drills, regardless of whether or not they ride the bus to school. This is because students may be on a field trip or on travel with athletics. Our goal is to ensure the safety of our students so it is important for students to know the proper procedures for a bus evacuation.

GRADING / ASSESSMENT SYSTEMS

BOARD POLICY IKA-R © GRADING / ASSESSMENT SYSTEMS

Subject Grade

The subject grade should be based upon pupil mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects. If at any time the teacher is in doubt that this standard is either too high or too low, the teacher should discuss the matter with the principal.

The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter equivalents. The following scale will serve as a guide for the distribution of grades but reasonable alternative letter grades may be approved at the District level:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- Below 60% = F

The following should be observed in implementing a grading system:

- A. The grading system should be consistent within the class for the entire year.
- B. The student should understand the system thoroughly, such as, the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
- C. If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.
- D. Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or upheld based upon disciplinary problems, work habits, or conduct.

Report Cards and Records

An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject. Average numerical values for the nine (9) weeks will also be recorded in the grade book.

Grade reports to the parents are made on a nine (9) week basis. Report cards include an explanation of the system of marks used. Before cards are distributed each nine (9) week period, the teacher should explain the marking system to the students.

Cards are sent home according to a schedule which is developed at the beginning of the school year.

LAW ENFORCEMENT OFFICERS

If a law enforcement officer requests an interview with a student regarding a criminal investigation, the school administrator shall make reasonable efforts to notify the student's parent of the interview request, unless the law enforcement officer deems that notification would interfere with the investigation.

GENERAL INFORMATION

If the law enforcement officer refuses to allow notification prior to the interview, either the law enforcement officer or representative of the District will notify the student's parent within a reasonable time after the interview. Unless otherwise directed by the law enforcement officer, a school official may be present during the interview.

If a student is taken into custody (arrested) while on campus, the arresting officer will be asked to notify the student's parent or legal guardian. In addition, the school administrator shall make reasonable efforts to ensure the student's parent or legal guardian has been notified that the student has been taken into custody. The personnel of the District shall cooperate fully with law enforcement officers. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

MEDICATIONS

When it is necessary for a student to take medication during school hours, school personnel may cooperate if the following conditions are met:

All Medications:

- A. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- B. 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.
- C. 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.

Exceptions:

- A. Students who have been diagnosed with anaphylaxis 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;
- B. 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.
- C. Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

Prescription Drugs

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

Administration by school personnel:

- A. The medication must be prescribed by a physician.
- B. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- C. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- D. An administrator may designate a school employee to administer the medication.

GENERAL INFORMATION

- E. Any medication administration services specified in the child's diabetes medical management plan shall be provided.
- F. Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist:
 - a. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.
 - b. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.
 - c. The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. 15-344.01.
 - d. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
 - e. The training provided by an appropriately licensed health professional must include all of the following:
 - i. An overview of all types of diabetes.
 - ii. The symptoms and treatment of hyperglycemia and hypoglycemia.
 - iii. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
 - iv. Techniques for recognizing the symptoms that require the administration of glucagon.
 - v. Techniques on administering glucagon.
 - f. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
 - g. The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.
- G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- H. Drugs must be kept in their original containers in a locked medicine cabinet.

Student Identification Badges (IDs)

All students are required to wear their school-issued student ID visibly at all times while on campus. IDs must be worn around the neck on a lanyard or clipped to the upper body so they are easily seen by staff. This policy is in place for the safety and security of all students and staff.

Failure to wear your student ID may result in the following:

- You will be required to wait for security to escort you to the restroom or other areas of campus.
- Additional disciplinary action may be taken if the issue continues.

Lost or damaged IDs must be replaced promptly at the student's expense. (\$5 Replacement fee)

PASS POLICY

Every student outside of the classroom during the class period must have a **visible** and valid school pass in his/her possession.

There are three types of passes that will be used on campus.

- * **Pink Pass:** Given by the Main Office secretary when a student arrives at school after the start of the school day.
- * **Yellow Pass:** Given by teachers, counselors, or support staff only when a student has a specific destination and purpose.
- * **Restroom Pass:** Each teacher will issue this pass to any student leaving a classroom to go to the restroom. All students will be required to sign out and in when using the restroom during class time.

SCHOOL DANCES

Everyone planning to attend a school dance should be aware of the following school dance policies:

1. No elementary or high school students will be admitted into the middle school dances. **NO EXCEPTIONS.**
2. Student guests from other school districts must be approved by Administration prior to the dance.
 - a. Once approved the BMS student is responsible for the behavior of their guest.
3. Students must remain in the dance area unless special permission is given by a chaperone.

GENERAL INFORMATION

4. Public displays of affection will not be tolerated and may result in the loss of dance privileges.
5. Students are responsible for their own personal property.
6. Failure to adhere to the school rules and/or the directions of a chaperone will result in the student calling his/her parent/legal guardian to pick him/her up.
7. Students who leave early for any reason may not re-enter the dance.

SITE COUNCIL (A.R.S. 15-351)

A. The purpose of this section is to ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process.

B. Each school shall establish a school council. A governing board may delegate to a school council the responsibility to develop a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization. The school council shall take into consideration the ethnic composition of the local community and, except as provided in section 15-352, shall consist of the following members:

1. Parents or guardians of pupils enrolled in the school. A parent or guardian who is employed by the school district may serve as a member of the school council if the parent or guardian is not employed at the same school where the parent or guardian's child is enrolled.
2. Teachers.
3. Non Certified employees.
4. Community members.
5. Pupils, if the school is a high school.
6. The principal of the school.

C. Each group specified in subsection B of this section shall select its school council appointees and shall submit the names of its respective representatives to the principal. The initial representatives shall be selected at public meetings held at the school site, and, thereafter, representatives shall be selected by their groups in the manner determined by the school council. Schools shall give notice of the public meeting where the initial representatives of the groups shall be selected, clearly stating its purpose, time and place. The notice shall be posted in at least three different locations at the school site and in the community and shall be given to pupils for delivery to their parents or guardians.

D. The governing board shall determine the initial number of school council members. Thereafter, the school council shall determine the number. The number of teachers and parents or guardians of pupils enrolled at the school shall be equal. Teachers and parents or guardians of pupils enrolled at the school shall constitute a majority of the school council members.

E. The school council shall adopt written guidelines that specify the number of school council members and the methods for the selection of school council members.

F. The principal shall serve as chairman of the school council unless another person is elected by a majority of the school council members.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- B. 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.

GENERAL INFORMATION

A complaint or grievance may be raised regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. 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.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. Concern for the student's personal safety.

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 or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS (Board Policy JIH)

Interviews

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or 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 expectation of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

- A. **Student's Person and Personal Belongings**: Students have a reasonable expectation of privacy in the personal belongings they carry with them at school on their person or in items such as backpacks and purses. However, a search of a backpack, purse, or similar item is permissible when school authorities have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches of a student's person are also permitted, based on reasonable suspicion.
- B. Such searches may include a request to empty one's pockets or a request to remove outer garments such as jackets or sweaters, but a search will not include removal of other clothing. Strip searches are prohibited.

Vehicles in School Parking Lots (Board Policy JLI-E-R): Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The school is not liable for items left in vehicles.

STUDENT ORGANIZATIONS

Each organization must have a constitution and functions under the auspices of the Student Council. The stated goals of the Student Council are to foster school spirit and to govern student activities.

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For coordination purposes, the Student Council must approve activities in written form and obtain prior approval by the Principal. Students interested in joining one or more of these organizations are invited to contact the Principal for further information.

There is a club fee of **\$10 per club**.

If financial assistance through JOM, TONED, or your District is unavailable, a waiver is available upon request at the Secondary Campus.

SURVEILLANCE

Baboquivari Unified School District authorizes the use of surveillance cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities vehicles and equipment. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, during certain circumstances, may become a part of a student's educational record.

TECHNOLOGY AND NETWORK RESOURCE POLICY

Personal Responsibility

Each student will be loaned a student device (laptop) to enhance his/her education. The laptops are property of Baboquivari Unified School District. Laptops must have the protective covering on them at all times. **The parent/legal guardian will be responsible for paying for damages to the laptops incurred by their student, as well as paying for a replacement if the device is lost. Additional fees for broken components will be invoiced.**

Students will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below. The District is not responsible for loss, damage or expenses incurred through the use of personal computing devices by a student.

Acceptable Use Guidelines

1. **Students will** use computers, network resources, and personal technology devices for educational purposes only.
2. **Students will not** submit, publish, display, retrieve, distribute, or attempt to retrieve or distribute any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually-oriented, racially offensive, or illegal material.
3. **Students will abide** by all copyright and trademark laws and regulations.
4. **Students will not** reveal logins or passwords, nor will attempt to discover the login or password of others nor enter, modify or delete unauthorized computer files.
5. **Students will not** reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
6. **Students will not** use the network in any way that would disrupt the use of the network by others.
7. **Students will not** use the network to earn money.

8. **Students will not** attempt to harm, modify, add or destroy hardware or software, nor interfere with system security, including but not limited to, uploading or creating computer viruses, using an anonymizing proxy site or software to bypass content filtering.
9. **Students understand** that using non-educational gaming sites or making credit card purchases is prohibited.

Privilege

The use of District computers and network resources is a privilege, not a right, and may be revoked at any time.

GENERAL INFORMATION

Service

Baboquivari Unified School District reserves the right to monitor use of District computers and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, files may be deleted. All files are public record.

Baboquivari Unified School District is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the District.

Baboquivari Unified School District may impose additional rules as needed for the operation of the system.

Consequences

Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion.

TOHONO O'ODHAM NATION HEALTH CARE COLLABORATION

Baboquivari Secondary Campus has partnered with Tohono O'odham Nation Health Care to deliver the flu vaccine and perform STD/STI screenings.

Influenza (flu) and sexually transmitted diseases (STDs) are important health issues in young people. Flu causes many missed school days and lost days from work for parents. STDs can cause infections of the reproductive organs, spread and even cause later problems with child bearing. Prevention is the best way to avoid these problems.

The Tohono O'odham Nation Health Care (TONHC) Public Health Nursing department conducts annual school clinics for flu vaccine and to screen students for sexually transmitted diseases. **Your child can receive an influenza vaccination during school hours when the clinic is held. A consent form will need to be completed prior to the scheduled clinic. The STD screening includes a collection of blood and urine samples, and health education is provided. Students can opt to participate in the STD screening and no parental permission is needed.** These services are free and completely voluntary. For any questions or concerns, please contact the Public Health Nursing office at 520-383-7205.

Health Awareness Information

- Half of all new STD cases [are in youth ages 15 to 24](#).
- [One in four youth](#) will contract an STD each year.
- Chlamydia is the highest ranked STD on Tohono O'odham Nation. Gonorrhea being the second highest ranked.
- Many STDs have no signs or symptoms and can spread silently.
- Young people face numerous barriers in accessing medical care, especially for sexual health. Partnerships between schools, public health and TONHC, can help knock down barriers young people often face. Barriers such as inconvenient hours or locations, fear of testing, lack of awareness about STDs, and stigma, can be mitigated by providing STD screening programs in schools.
- Opportunities to provide youth with information and access to testing right at their fingertips and empower them to make healthy decisions.

TONHC public health will continue to provide annual presentations and updates to the school board meetings to maintain partnership and collaboration.

VISITOR/GUEST PASSES

All visitors during the school day must report to the school office upon arrival, must sign in on the visitor's log, and must obtain a visitor's pass. Visitors must provide identification upon request in order to obtain a visitor's pass. "Visitors" include (1) persons not enrolled in or employed by the District (including relatives of District employees), (2) District

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ATTENDANCE

employees, when not working on District business, and (3) District students, when they are not at the site at which they are enrolled. All visitors are required to adhere to current safety protocols.

Arizona law requires students between the ages of six and sixteen to attend a school. The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students.

School attendance is ultimately the responsibility of the student and his/her family. Students should be absent from school only when absolutely necessary, as much of the classroom activity cannot be made up; the benefits of lectures, discussion and participation is lost forever to those who are absent. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of the student. Regular attendance is the key to much of the success a student may gain from his/her educational program.

It is the obligation of the parent/legal guardian of the absent student to contact the front office prior to or on the actual day of the absence.

DEFINITIONS

- a. Tardy is defined as arriving after the start of the regular school day at the assigned location ready for classroom activity. Tardy is also defined as arriving after the start of the class period at the assigned location ready for classroom activity. The teacher must admit all tardy students upon arrival to class.
- b. Absent is defined as a student not being present in his/her assigned classroom during the assigned period.
- c. Single Period Absence is defined as missing one period during the school day. No absence will be excused without the student first checking out at the school office and returning with written verification of an appointment (i.e., medical, dental, or legal).
- d. Unexcused Absence is any absence from one or more class periods which has not been excused by a parent according to the procedures listed below. **A.R.S. §15-901(A)(1) mandates that ten (10) consecutive unexcused absences constitutes a mandatory withdrawal from school retroactive to the last day attended.**
- e. Excused Absence is any absence from one or more class periods, which has been excused by a parent according to the procedures listed below. Excused absences shall also include any school sponsored event which causes students to miss class, such as field trips, early dismissals from athletics, etc. No student may be excused from class by a parent and still remain on campus.
- f. Truant is an unexcused absence for at least one class period during the day (A.R.S. §15-803(C)(2)).
- g. Habitually Truant means a child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. §15-803(C)(1)). Arizona law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless exempt under section 15-803(A). If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor (A.R.S. §15-802(E)).
- h. Withdrawals include students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences as identified by the department of education. For computation purposes, the effective date of withdrawal shall be retroactive to the last day of actual attendance of the student.
- i. Excessive Absences - Per A.R.S. §15-803(B), absences may be considered excessive when the number of absent days exceeds ten percent (18 days) of the number of required attendance days prescribed in A.R.S.

§15-802(B)(1). Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences.

ATTENDANCE

BOARD POLICY JH © STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

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

When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

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

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

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

NOTIFICATION OF STUDENT ABSENCES

Parents/Guardians must notify the Front Office (520-719-1250) within 24 hours to report an **excused** absence. Notification can be made via phone, email, in writing and/or walk-in.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

For emails and notes, please address them to our Attendance Clerk:

Alivia Lewis
ajlewis@busd40.org

LATE STUDENTS

Students, including those 18 and over, arriving after 10:00 a.m. must be checked in by an adult or he/she will not be permitted on campus.

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TARDY PROTOCOL & DITCHING PROTOCOLS

Tardy Protocol (LESS than 10 minutes late)

- **1st & 2nd Tardies:**
 - Addressed by the teacher with a verbal reminder or brief conversation.
- **3rd Tardy:**
 - Teacher addresses the student and contacts the parent or guardian.
- **4th & 5th Tardies:**
 - Student is referred for lunch detention, and the teacher contacts the parent or guardian.
- **6th Tardy and Beyond:**
 - Student is referred to administration for further intervention, such as a parent meeting, behavior plan, or additional disciplinary action.

Tardy Sweeps

Tardy sweeps are unannounced and take place during passing periods. Students caught arriving late during a sweep will be given a lunch detention slip and sent back to class.

Ditching Protocol (MORE than 10 minutes late)

Being out of class without permission is not only a violation of school expectations—it also creates a serious safety concern. When students are unsupervised on campus, staff cannot ensure their wellbeing or respond effectively in an emergency. For this reason, ditching class is addressed promptly and seriously.

1st Offense

- Student is referred to administration, and meets with the Behavior Interventionist
- Parent/guardian is contacted.
- Student serves lunch detention

2nd Offense

- Student is referred to administration.
- Student meets with the Behavior Interventionist to create a support plan.
- Parent/guardian is contacted.
- Student serves 3 lunch detentions.
- Student may lose privileges (e.g., participation in activities or events).

3rd Offense

- Student is referred to administration for additional disciplinary action, up to and including out-of-school suspension.
- Parent/guardian is contacted.
- Support plan is reviewed and adjusted as needed.

STUDENT DISCIPLINE

BOARD POLICY JIC © STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- A. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- B. Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- C. Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- D. Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- E. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- F. Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- G. Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- H. Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

I. Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.

J. Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.

K. Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

STUDENT DISCIPLINE

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 15-341, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

BOARD POLICY JK © STUDENT DISCIPLINE

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. 15-843.

The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils are distributed to the parents of each pupil at the time the pupil is enrolled in school.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- A. Rules established for the referral of students.
- B. The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the

STUDENT DISCIPLINE

threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

JK-R © REGULATION STUDENT DISCIPLINE

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

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - Fighting or engaging in violent behavior.
 - Making unreasonable noise.
 - Using abusive or obscene language or gestures.
 - Obstructing vehicular or pedestrian traffic.
 - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
 - Selling, using, or possessing obscene materials.
 - Using profane, vulgar, or abusive language (including ethnic slurs).
 - Gambling.
 - Hazing.
 - Engaging in lewd behavior.
 - Engages in any of the following forms of academic misconduct:
 - Lateness for, missing, or leaving school or class without permission or excuse.
 - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
 - Plagiarism.
- Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.
- Has a record of excessive absenteeism.

- Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

STUDENT DISCIPLINE

Permissible Penalties

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

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

DRUG AND ALCOHOL USE BY STUDENTS

BOARD POLICY JICH © DRUG AND ALCOHOL USE BY STUDENTS

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

The nonmedical use, possession, distribution or sale of

- alcohol,

- B. drugs,
- C. synthetic drugs,
- D. counterfeit drugs, or
- E. imitation drugs,

on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

STUDENT DISCIPLINE

For purposes of this policy, "drugs" shall include, but not be limited to:

- A. All dangerous controlled substances prohibited by law.
- B. All alcoholic beverages.
- C. Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- D. Hallucinogenic substances.
- E. Inhalants.
- F. Synthetic, counterfeit or imitation drugs.

A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

THREE-STRIKE DRUG PROTOCOL

Baboquivari Unified School District has a ZERO tolerance Drug Policy. Any student found to be in possession of drugs or paraphernalia, as defined by board policy JICF, or to have used, sold or with intent to sell, any drug or drug paraphernalia of any kind will be subject to the following consequences:

1st offense - Five (5) day suspension

2nd offense - Ten (10) day suspension

3rd Offense - Long-Term Suspension (pending hearing and due process)

SECRET SOCIETIES/GANG ACTIVITY

BOARD POLICY JICF © SECRET SOCIETIES / GANG ACTIVITY

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

BOARD POLICY JICK ©

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

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

STUDENT DISCIPLINE

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

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

Definitions

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

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

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

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

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

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

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

Prohibitions and Discipline

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

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

STUDENT DISCIPLINE

FIGHTING PROTOCOL

Fighting is unacceptable for any reason at Baboquivari Secondary Campus and will not be tolerated. A fight is defined as a physical altercation occurring between two (2) or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking and pinching.

All fights will be thoroughly investigated by an administrator to determine whether a student's participation will be considered self-defense. If the administrator deems the actions as self-defense, then lesser punishment will be issued to that participant. The administrator's decision is final.

Listed below are the consequences that Baboquivari Secondary Campus will enforce.

Involvement in a Fight

If a student is involved in a fight, then the following disciplinary procedures will be followed:

1. A long-term suspension hearing will be held with a recommended **out-of-school suspension of at least thirty (30) days or placement in an alternative to suspension program for the remainder of the school year.**
2. The student will be suspended indefinitely from all school related activities, including athletics, 8th grade promotion activities (awards, banquet, dance and promotion ceremony) and senior class activities (awards, banquet, dance, senior trip and commencement ceremony).
3. The student **cannot** return to school until the parent/guardian and student meet with the Assistant Principal of Operations and Student Services and/or Behavior Specialist.
 - a. The student and parent/guardian must sign a Behavior Contract that the student must adhere to in order to return.
 - b. Should the student NOT meet the requirements set forth in the Behavior Contract, the student will be recommended to the Superintendent for expulsion.
4. Upon the student's return, the student will:
 - a. Participate in the Nurture Groups facilitated by the Behavior Specialist for a minimum of three (3) months.
 - b. Perform sixty (60) hours of community service, which must be approved by administration.

Recording a Fight

The act of recording/videoing a fight between other students is not permitted. Sharing, posting or sending the video of a fight is not permitted. Being in possession of a video of a fight between other students is not permitted.

If a student is caught recording a fight with their cell phones, or in possession of such a video, then the following disciplinary procedures will be followed:

1. The phone/device will be confiscated until the end of the current school year at which time it will be returned to the student's parents upon their request.
2. The video will be deleted from the cell phone.
3. The person responsible for recording the fight will receive an out-of-school suspension for five (5) days.

4. Anyone who is caught in possession or sharing the video to other students/persons will be suspended for an additional five (5) days.
5. The student will be suspended indefinitely from all school related activities, including athletics, 8th grade promotion activities (awards, banquet, dance and promotion ceremony) and senior class activities (awards, banquet, dance, senior trip and commencement ceremony).
6. The student **cannot** return to school until the parent/guardian and student meet with the Assistant Principal of Operations and Student Services and/or Behavior Specialist.
 - a. The student and parent/guardian must sign a Behavior Contract that the student must adhere to in order to return.

STUDENT DISCIPLINE

- b. Should the student NOT meet the requirements set forth in the Behavior Contract, the student will be recommended to the Superintendent for expulsion.
7. Upon the student's return, the student will participate in the Nurture Groups facilitated by the Behavior Specialist for a minimum of three (3) months.

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8. Any student who posts the video on YouTube, Facebook or any other social networking page will be suspended for the remainder of the school year.

BULLYING PROTOCOL

Bullying is unacceptable for any reason at Baboquivari Secondary Campus and will not be tolerated. Baboquivari Unified School District has specific policy addressing and defining student violence, harassment, intimidation and bullying, which is listed below. Any violation of this policy will be strictly enforced.

If a student commits a bullying offense, then the following disciplinary procedures will be followed:

1. The student will be issued an out-of-school suspension:
 - a. **1st incident:** An out-of-school suspension for five (5) days
 - b. **2nd incident:** An out-of-school suspension for ten (10) days.
 - c. **3rd incident:** A long-term suspension hearing will be held with a recommended out-of-school suspension of at least thirty (30) days or placement in an alternative to suspension program for the remainder of the school year.
2. The student will be suspended indefinitely from all school related activities, including athletics, 8th grade promotion activities (awards, banquet, dance and promotion ceremony) and senior class activities (awards, banquet, dance, senior trip and commencement ceremony).
3. The student **cannot** return to school until the parent/guardian and student meet with the Assistant Principal of Operations and Student Services and/or Behavior Specialist.
 - a. The student and parent/guardian must sign a Behavior Contract that the student must adhere to in order to return.
 - b. Should the student NOT meet the requirements set forth in the Behavior Contract, the student will be recommended to the Superintendent for expulsion.
4. Upon the student's return, the student will participate in anti-bullying classes with the Guidance Counselor for a minimum of (3) months.
5. Upon the student's return, the student *may* be issued up to sixty (60) hours of community service.

OFF CAMPUS INCIDENTS

Any off campus incidents that are reported to Baboquivari Secondary Campus may be subject to any or all consequences listed above.

TOBACCO USE BY STUDENTS

BOARD POLICY JICG ©
TOBACCO USE BY STUDENTS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- A. School grounds.
- B. School buildings.
- C. School parking lots.
- D. School playing fields.
- E. School buses and other District vehicles.
- F. Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

STUDENT DISCIPLINE

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

WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of Baboquivari Unified School District or Baboquivari Secondary Campus.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator or designee. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies. He/she shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing School Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one, (1), or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy a weapon means any of the following:

- A firearm.
- A knife, other than a folding pocket knife with a blade length of not more than 2-1/2 inches that cannot be locked in an open position.
- A destructive device.
- A dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearm means any of the following:
 - ✓ Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - ✓ The frame or receiver of any such firearm.
 - ✓ Any firearm muffler or silencer.
 - ✓ Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (¼) ounce, mine, or similar device.
 - ✓ Any combination of parts that could be readily assembled to form a firearm.

“**Destructive Device**” means any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection

of parts that could be readily assembled to form a destructive device.

“Dangerous Instrument” means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury. (Examples of this may include but not limited to sports equipment such as baseball and softball bats.) These items may be taken by school officials and returned at the end of the day to the student or parent/guardian.

“School Premises” means the school, school grounds, school buses, school vehicles, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (athletic games/competitions, music competitions, etc.) are held away from District property.

“Deadly Weapon” means any weapon designed for lethal use, including a firearm.

STUDENT DISCIPLINE

THREE-STRIKE DISRESPECT, DISRUPTION, AND DEFIANCE PROTOCOL

Baboquivari Unified School District has a ZERO tolerance for disrespect, disruption, and defiance.

1st offense – 3- to 5-day suspension

2nd offense – 5- to 7-day suspension

3rd offense – 7- to 10-day suspension

- If there is a 10-day suspension it will result in a long-term hearing and possibly alternative placement will be implemented.

STUDENT SUSPENSION

BOARD POLICY JKD © STUDENT SUSPENSION

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the Principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings.

Regular Education Students

Suspension for ten days or less:

- Step 1:** The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - After having received notice, the student will be asked for an explanation of the situation.

- b. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. *Step 2: Following Step 1:*
 - a. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - i. Suspend the student for up to ten (10) days.
 - ii. Choose other disciplinary alternatives.
 - iii. Exonerate the student.
 - iv. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
 - b. When suspension is involved:
 - i. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ii. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - iii. No appeal is available from a short-term suspension.

STUDENT DISCIPLINE

Suspension for over ten days:

- A. *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.
- B. *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
 - a. The charges and the rule or regulation violated.
 - b. The extent of the punishment to be considered.
 - c. The date, time, and place of the formal hearing.
 - d. A designation of the District's witnesses.
 - e. That the student may present witnesses.
 - f. That the student may be represented by counsel at the student's expense.
 - g. If a hearing officer has been designated, the name of the hearing officer.
- C. *Step 5:* A formal hearing will be held, during which the student will be informed of the following:
 - a. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 - b. The student is entitled to a statement of the charges and the rule or regulation violated.
 - c. The student may be represented by counsel, without bias to the student.
 - d. The student may present witnesses.
 - e. The student or counsel may cross-examine witnesses presented by the District.
 - f. The burden of proof of the offense lies with the District.
 - g. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 - h. The District has the right to cross-examine witnesses, and may be represented by an attorney.
- D. *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
 - a. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

- b. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- c. The decision of the Board is final.

Special Education Students

Suspension for ten days or less. Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

- A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - a. After having received notice, the student will be asked for an explanation of the situation.

STUDENT DISCIPLINE

- b. The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.
- B. *Step 2:* Following Step 1:
 - a. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - i. Suspend the student for up to ten (10) days.
 - ii. Choose other disciplinary alternatives.
 - iii. Exonerate the student.
 - iv. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
 - b. When suspension is involved:
 - i. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ii. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - c. No appeal is available from a short-term suspension.

Suspension for over ten days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

- A. *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.
- B. *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

- C. *Step 5*: If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.).

STUDENT DISCIPLINE

DISCIPLINE OFFENSES AND CONSEQUENCES MATRIX

The disciplinary offenses are listed below. Administration may exercise discretion when determining consequences between minimum and maximum depending on the severity of the infraction. The principal is the highest level of appeal for a suspension of 10 days or less. Parent notification will occur for infractions receiving consequences.

In determining how to best address inappropriate behaviors and conduct, it is necessary to evaluate case by case, student by student. It is important to understand all circumstances surrounding the incident. Please understand that this evaluation will be applied to determine appropriate disciplinary measures. All disciplinary measures will fall under the school board policies.

Factors that may be taken into consideration:

1. the student's age and maturity.
2. the student's disciplinary record (including the nature of any prior misconduct, the number of prior instances of misconduct, and the disciplinary and guidance intervention measures applied for each);
3. the nature, severity and scope of the behavior.
4. the circumstances/context in which the conduct occurred.
5. the frequency and duration of the behavior.
6. the number of persons involved in the behavior.
7. the student's Individualized Education Plan (IEP), Behavioral Intervention Plan (BIP), and/or 504 Accommodation Plan, if applicable.

Intervention Key

Tier 1	Tier 2	Tier 3
Verbal warning	Suspension for 5 to 7 days	Long-term suspension for 10 days or more, <i>pending a hearing</i>
Written warning	Suspension from transportation	Involuntary transfer
Written notification to parents	Suspension from athletics participation	

Probation	Suspension from social / extracurricular activities	Alternative to suspension
Community Service	Suspension from other privileges	Expulsion
Detention	Exclusion from a particular class	Alternative to expulsion
	In-school suspension (when applicable)	

STUDENT DISCIPLINE

List of Infractions, Definitions and Possible Consequences

Infraction	Definition	Potential Consequences
Aggravated Assault	A person commits aggravated assault under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 4. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 5. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school.	Tier 3 - - Long-term suspension of 10 days or more, <i>pending a hearing</i> - Involuntary transfer - Alternative to Suspension Program - Expulsion - Alternative to Expulsion Program
Alcohol (use or under the influence of)	The unlawful distribution, use, possession and sale, manufacturing of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school events and school transportation.	Tier 2 - Suspension 1st offense - 5 days 2nd offense - 7 days Tier 3 - Long -Term Suspension - Long-term suspension of 10 days or more, <i>pending a hearing</i> - Involuntary transfer - Alternative to Suspension Program - Expulsion - Alternative to Expulsion Program

Arson	Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Assault	A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such a person.	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Bullying	Bullying is repeated acts over time that involves a real or perceived imbalance someone's things, throwing objects); verbal (e.g., making threats to cause harm, taunting, teasing, name-calling); someone's things, throwing objects); verbal (e.g., making threats to cause harm, taunting, teasing, name-calling); making people feel frightened, putting others down, sarcasm.)	The student will be issued an out-of-school suspension: • 1st incident: 5 days • 2nd incident: 10 days. • 3rd incident: A long-term suspension hearing will be held with a recommended out-of-school suspension of at least thirty (30) days or placement in an alternative to suspension program for the remainder of the school year.

		The student will be suspended indefinitely from all school related activities, including athletics, 8th grade promotion activities (awards, banquet, dance, and promotion ceremony) and senior class activities (awards, banquet, dance, senior trip, and commencement ceremony). The student cannot return to school until the parent/guardian and student meet with the Assistant Principal of Operations and Student Services and/or Behavior Specialist. • The student and parent/guardian must sign a Behavior Contract that the student must adhere to return. • Should the student NOT meet the requirements set forth in Behavior Contract, the student will be recommended to the Superintendent for expulsion. Upon the student's return, the student will participate in anti-bullying classes with the Behavior Specialist or Guidance Counselor for a minimum of (3) months. Upon the student's return, the student <i>may</i> be issued up to sixty (60) hours of community service.
Cheating/Plagiarizing	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the internet, use of cell phones for transmitting test items or other secured information, or securing teacher material or work in a dishonest way or unauthorized way.	Minimum Penalty: Conference and loss of credit for assignment
Computer or Internet Misbehavior	Not following the designated rules for use of a school computer or visiting sites that are banned or deemed inappropriate by the school administrator.	Minimum Penalty: Warning and conference Maximum Penalty: Loss of privileges
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment. (Determined by the school administrator)	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation

		• Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Cyberbullying	Any act of bullying committed by use of electronic technology or electronic communication devices; telephone; social networking, internet on school computers, networks, forums and mailing lists, or other district-owned property, and by means of an individual's personal electronic media and equipment.	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Dangerous Items / Weapons	A dangerous item used to cause bodily injury. (Determined by the school administrator)	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation

		• Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Defiance of Authority, Disruption and Disrespect	Refusal to comply with reasonable requests of school officials or refusal to obey classroom and school rules.	1st offense – 3- to 5-day suspension 2nd offense – 5- to 7-day suspension 3rd offense – 7- to 10-day suspension
Disorderly Conduct	Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by: *Fighting or engaging in violent behavior. *Making unreasonable noise. *Using abusive or obscene language or gestures. *Obstructing vehicular or pedestrian traffic. *Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose and procedures. While it is popular for students to post material to social media, please be aware that if material posted, either at home or school, is viewed as inappropriate, harassing, or disruptive to the educational environment, students will be subject to disciplinary action	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Fighting	Mutual participation in an incident involving physical violence where there is no major injury. Verbal confrontation alone does not constitute fighting	A long-term suspension hearing will be held with a recommended out-of-school suspension of at least thirty (30) days or placement in an alternative to suspension program for the remainder of the school year.

		The student will be suspended indefinitely from all school related activities, including athletics, 8th grade promotion activities (awards, banquet, dance, and promotion ceremony) and senior class activities (awards, banquet, dance, senior trip, and commencement ceremony). The student <u>cannot</u> return to school until the parent/guardian and student meet with the Assistant Principal of Operations and Student Services and/or Behavior Specialist. 1. The student and parent/guardian must sign a Behavior Contract that the student must adhere to in order to return. 2. Should the student NOT meet the requirements set forth in the Behavior Contract, the student will be recommended to the Superintendent for expulsion. Upon the student's return, the student will: 1. Participate in interventions by the Behavior Specialist or Guidance Counselor for a minimum of three (3) months. 2. Perform sixty (60) hours of community service, which must be approved by administration.
Firearm	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles, or shotguns.	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program

Gangs (Negative Group Affiliation)	An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying and/or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Harassment	Intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs, and graphics; harassment, direct or indirect, may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by using social media.	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Hate or Bias Related Incidents (Racial Slurs)	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention

	manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way	<u>Minimum</u> Penalty: Tier 1 – Conference and warning Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension
Minor Aggressive Act	Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention Tier 2 - v • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension

Photographing / Videotaping / Digital Recording or Viewing	The unauthorized act of photographing, videotaping, filming or digitally recording by cell phone, iPod, iPad, or any other electronic device.	Tier 1 - • Verbal warning • Written warning • Written notification to parents • Probation • Detention Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension
School Threat or Interference with and/or Disruption of Educational Institution	Any threat (verbal, written, or electronic) by a person to cause property damage or to harm students and staff. Includes bomb threat, fire alarm misuse, calling 911 for false report.	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
Sexual Harassment	Unwelcome conduct (verbal or physical) of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in school programs/activities/education.	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i>

		● Involuntary transfer ● Alternative to Suspension Program ● Expulsion ● Alternative to Expulsion Program
Theft of Property (School-Related)	The unlawful taking, carrying, leading, or riding away with property of another person without threat, violence, or bodily harm. This also includes possession, sale, or attempted sale of another's property.	Tier 2 - ● Community Service ● Suspension for 5 to 7 days ● Suspension from transportation ● Suspension from athletic participation ● Suspension from social / extracurricular activities ● Suspension from other privileges ● Exclusion from a particular class ● In-school suspension Tier 3 - ● Long-term suspension of 10 days or more, <i>pending a hearing</i> ● Involuntary transfer ● Alternative to Suspension Program ● Expulsion ● Alternative to Expulsion Program
Vandalism or Destruction of Property (School-Related)	The willful or malicious damage, destruction, injury, disfigurement, or defacement of school or personal property without consent. This includes bombing, arson, and graffiti. Computer hacking and other acts that cause property or personal damage.	Tier 1 - ● Verbal warning ● Written warning ● Written notification to parents ● Probation ● Detention Tier 2 - ● Community Service ● Suspension for 5 to 7 days ● Suspension from transportation ● Suspension from athletic participation ● Suspension from social / extracurricular activities ● Suspension from other privileges ● Exclusion from a particular class ● In-school suspension Tier 3 - ● Long-term suspension of 10 days or more, <i>pending a hearing</i> ● Involuntary transfer ● Alternative to Suspension Program ● Expulsion ● Alternative to Expulsion Program

Weapon Violation (<u>not</u> Firearm, Explosive Device, Knife) Dangerous instrument / Combustible	Any instrument or object possessed or used to inflict harm on another person or to intimidate another person. This may include but not limited to: nunchucks, brass knuckles, Chinese stars, Billy clubs, knives, razors or blades, electrical weapons, or devices. Weapons are strictly prohibited.	Tier 2 - • Community Service • Suspension for 5 to 7 days • Suspension from transportation • Suspension from athletic participation • Suspension from social / extracurricular activities • Suspension from other privileges • Exclusion from a particular class • In-school suspension Tier 3 - • Long-term suspension of 10 days or more, <i>pending a hearing</i> • Involuntary transfer • Alternative to Suspension Program • Expulsion • Alternative to Expulsion Program
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INTERVENTION PROGRAM

Intervention may take the form of a short suspension combined with a counseling program in place of a long-term suspension or Alternative Educational Placement.

Upon receiving a recommendation for long-term suspension, the student and parent/guardian are provided the opportunity to meet with the superintendent or designee to discuss the situation.

If the superintendent or designee determines that good cause exists for a long-term suspension, the superintendent or designee may assign the student to an alternative educational program in place of long-term suspension, with or without the agreement of the student or parent.

If a student is assigned to an alternative program in place of long-term suspension, there is no right to a formal hearing on the incident.

Additionally, under Arizona Revised Statutes 15-841, the district may reassign, to an alternative educational program, any student who refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators, or the Governing Board.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS) and MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

PBIS

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings. PBIS is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.

STUDENT DISCIPLINE



I am Safe	I follow the rules and procedures. I make decisions that do not threaten or put myself or others in harm's way.
I act With Respect	I respect my school and my teachers. I respect myself and my peers.
I am Accepting	I accept others' ideas and views. I accept and appreciate others for who they are.
I am Grateful	I appreciate the time and effort of those around me. I am thankful for my educational opportunities
I am Innovative	I challenge myself to think outside the box. I develop new and novel ideas.
I have Meaning	I am important. I am a valuable member of the community.
I am Ambitious	I set goals and work hard to achieve them. I do my personal best every day.

MTSS

Our goal is to ensure that all students are equipped with the necessary tools for success while on campus. The Multi-Tiered System of Supports (MTSS) provides a framework for identifying students who require additional support. We want to ensure that students have access to academic, behavioral, and social interventions as soon as those needs are identified.

The MTSS committee consists of a variety of administrators, teachers, and staff whose focus is on evaluating student data to identify students that are in need of additional interventions and support, which will, in turn, have a positive impact on their success in school.

MTSS and PBIS create a system that encourages students to engage in positive behaviors through additional interventions and supports as soon as they can be identified and reinforced.

BUSD Board Approved on 5/13/2025

BUSD CHROMEBOOK REPLACEMENT FEES

Total Loss of Device - \$389

All Repairs - \$80

Cleaning Fee

Removal of stickers and Graffiti - \$25

ID Card Replacement - \$5

Charger - Lost or Damaged - \$49

BUSD MIFI HOTSPOT

LOST OR DAMAGED - \$149

For more information on fees please

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The following pages
must be
completed,
signed
and
returned
to the Secondary Campus Office.

TECHNOLOGY

IJNDB-E ©

EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

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

Terms and Conditions

Acceptable use. Each user must:

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

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

- A. Maintain supervision of students using the EIS.

- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

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

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- A. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- B. *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- D. *Observe the following considerations:*
 - 1. Be brief.
 - 2. Strive to use correct spelling and make messages easy to understand.
 - 3. Use short and descriptive titles for articles.
 - 4. Post only to known groups or persons.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____
(Student or employee)

Date _____

School _____

Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District

responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____

Date _____

TRANSPORTATION EXPECTATIONS

BABOQUIVARI UNIFIED SCHOOL DISTRICT #40

Transportation: **BABOQUIVARI UNIFIED SCHOOL DISTRICT #40** **School Bus Agreement Form** **2025–2026 School Year**

Transportation is a privilege extended to students in the school district. It is the responsibility of both the driver and student(s) to do everything possible to make it a safe ride. The privilege of a student to ride the school bus is contingent upon continuous observation of the safety rules and acceptable behavior.

SCHOOL BUS SAFETY RULES

BUS RULES 100% Be Safe, No Exceptions.

1. Assigned seats may be issued, Am/Pm.
2. Keep head, hands and feet inside the bus at all times
3. Route switching is not permitted
4. Blankets or personal pillows are not permitted

10. Public Display of Affection (PDA) will **NOT** be tolerated.

Consequences for General Bus Rule Violation

- 1ST Offense** Parent/Guardian and school notified.
2nd Offense Parent/Guardian and school notified.
One day bus suspension.
3rd Offense Parent/Guardian and school notified.
One week bus suspension.

GENERAL SCHOOL BUS SAFETY RULES

1. Nothing is to be thrown in or out of the bus.
2. Pushing and fighting prohibited
3. Profanity is prohibited.
4. Do not bring pets on the bus
5. Do not bring glass containers on the bus.
6. Use of tobacco of any kind is prohibited.
7. Illegal substance is prohibited on the bus.
Immediate expulsion from bus privileges.
8. Do not tamper with the emergency windows or equipment.
9. Do not bring flammable material or weapons on the bus. Immediate expulsion from bus privileges.

Severe Clause; Fighting, Illegal substances or activities, and Gross disrespect to staff and students may result in immediate expulsion from ALL bus privileges. School Administrators and/or Law Enforcement may be involved.

Parents/Guardians are responsible for ensuring they arrive 10 min prior to pick up/ drop off times. student(s) are to be at their assigned bus stop ten (10) minutes before the scheduled pick up time.

I understand that the school administration and the transportation department work together to determine appropriate action for the violation of the rules, including the loss of bus riding privileges.

Student Signature

Date

Parent / Guardian Signature

Date

This page is deliberately left blank.

BABOQUIVARI UNIFIED SCHOOL DISTRICT

STUDENT RELEASE FORM

(This release section is necessary to meet the requirements of state statute A.R.S. §15-142.)

THE PURPOSE OF THIS FORM IS TWOFOLD: (1) TO GIVE THE PARENT OR GUARDIAN AN OPPORTUNITY TO OPT OUT OF ANY OF THE ITEMS LISTED BELOW AND (2) TO AFFIRM ACKNOWLEDGEMENT OF THE CODE OF CONDUCT (**AVAILABLE ON THE BABOQUIVARI MS & HS WEBSITE WWW.BHSWARRIORS.COM**). IF BUSD DOES NOT RECEIVE THIS FORM WITHIN FOURTEEN (14) CALENDAR DAYS FROM YOUR RECEIPT OF THIS FORM, BUSD WILL ASSUME CONSENT TO THE RELEASE OF THE CATEGORIES OF INFORMATION CONTAINED IN THIS FORM.

STUDENT DIRECTORY INFORMATION RELEASE

This gives consent for the release of student directory information as it applies to school related activities such as: athletics, musical programs, honors and awards, drama productions, commencement, etc. This release shall not apply to confidential student records such as test scores, transcripts, and evaluations. Consent will remain in effect for the current school year or until permission is revoked by the parents, requesting in writing such a revocation. Details of Governing Board policy as to the release of directory information may be secured by contacting the school office or visiting the District's website at www.busd40.org. Directory information includes the student's name, the parents' names, email addresses, home addresses and telephone numbers; class/grade level; weight and height if the student is a member of an athletic team; awards received; extracurricular participation; honors and achievements.

€ I DO NOT Give Consent _____ Initial

HIGH SCHOOL – GRADES 11-12

According to state and federal law, the above-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. ***** If you do not object to the release of any OR all of the above designated information in writing, then the school must provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.*** Under the Elementary and Secondary Education Act and No Child Left Behind Act of 2001, as amended, school districts are required to comply with a request from a military recruiter for names, addresses, and telephone listings for each student who is 17 years of age or older or in the eleventh grade (or its equivalent) or higher, even if a school district has a policy of not disclosing such directory information. Additionally, a student's GPA and Class Rank may be requested by educational, occupational or military recruiting representatives. If you agree to the release of GPA and Class Rank to educational, occupational representatives we are required to provide the same information on an equal basis to military recruiting representatives.

€ I DO NOT Give Consent _____ Initial

STUDENT PHOTO/VIDEO RELEASE (all school sponsored activities except athletics)

This gives consent for my student's photo/video to be used in school-related activities by representatives of the media (which could include television) and for use of the school district in various media, such as newspapers, broadcasts, news releases, school/district newsletters, District website, and social media sites, i.e., (Facebook, Twitter), school plays and contests. This does not include athletic events, which are considered public events.

€ I DO NOT Give Consent _____ Initial

YEARBOOK RELEASE

This gives consent for my student to be photographed and identified by his or her name to be used in school-related activities which include the yearbook.

€ I DO NOT Give Consent _____ Initial

PARENT/GUARDIAN SIGNATURE REQUIRED BELOW

The information I have provided on this form is accurate and true. I hereby certify that I am the parent or legal guardian* (with legal custody, if separated or divorced) of the above named student. ***Copy of Court paperwork is mandatory. I hereby acknowledge that I have read the Baboquivari Middle School Student & Parent Handbook and agree to abide by the rules and expectations contained therein.**

Parent/Guardian Signature

Date

Print Parent/Guardian Name

STUDENT SIGNATURE REQUIRED BELOW

I hereby acknowledge that I have read the Baboquivari Middle School Student & Parent Handbook and agree to abide by the rules and expectations contained therein.

Student Signature

Date

Print Student Name