

**MOUNTAIN VISTA**

# **Pre-K - 8 School**

**2017-2018**

## **STUDENT HANDBOOK**

**2618 El Paseo**

**Oracle, Arizona 85623**

**Office 520-896-3000**

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**Toll Free 1-877-229-0023**

**[www.osd2.org](http://www.osd2.org)**







**MOUNTAIN VISTA**  
**Pre-K - 8 School**

**THIS HANDBOOK BELONGS TO**

Name \_\_\_\_\_

Homeroom \_\_\_\_\_

IF FOUND PLEASE BRING TO THE  
MOUNTAIN VISTA SCHOOL OFFICE.

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### **Governing Board Members**

President: Jeff McClure	jmccclure@osd2.org
Vice President: Steve Brown	sbrown@osd2.org
Member: Linda Lyon	llyon@osd2.org
Member: Jeri Taylor	jtaylor@osd2.org
Member: Gary Terrell	gterrell@osd2.org
Superintendent: Dennis Blauser	dblauser@osd2.org
Ast. Principal: Crystle Gallegos	cgallegos@osd2.org
District Office	520-896-3071
School Office	520-896-3000

Eighth Grade Promotion	May 23
Last Day of School	May 23

### **Early Release Days**

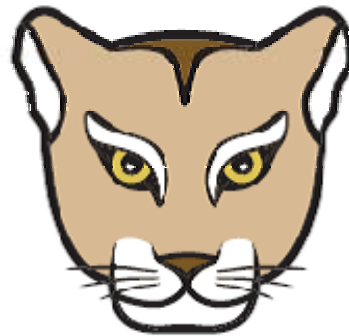
The Oracle School District has an excellent staff development program. In order to accommodate staff development and common planning time, EVERY WEDNESDAY is early dismissal for all students. Please note dismissal times listed above.

### **Visitors**

Visiting parents, guardians and community members are always welcome to the campus. It is the responsibility of every student to treat visitors with respect and courtesy and to make them feel welcome.

**All visitors must come to the Mountain Vista office, sign-in, and receive a visitor's badge. Mountain Vista does not allow school age visitors. All students are to go directly home when classes are dismissed at the end of the day unless enrolled and participating in after school programs.**





**MOUNTAIN VISTA**  
**K-8 School**

**Parent/Student Handbook Agreement**

**School Year 2017-2018**

Teachers, please return this handbook page to Mrs. Frost in the front

office. Important reminder: All email received by the Oracle School District #2 will be archived for a minimum of three (3) years.

We have received and read the Mountain Vista Handbook and agree in partnership with the school to ensure that Mountain Vista remains a safe and successful learning environment. Please sign and return to your child's homeroom teacher.

_____	_____
Parent or Guardian	Date
_____	_____
Student Signature	Date





**Oracle School District # 2 Calendar**  
**2017-2018 School Year Board Adopted February 16, 2017**

**July '17**

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August '17**

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September '17**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October '17**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	<del>4</del>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November '17**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December '17**

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**January '18**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	<del>24</del>	25	26	27

**February '18**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

**March '18**

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

28 29 30 31

April '18

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25 26 27 28

May '18

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- School Days
- School Holidays/Vacation (district open)
- Teacher Inservice Days

#### Holidays and Special Days

July 4	Independence Day
September 4	Labor Day
October 16-20	Fall Break
October 25-27	Parent/Teacher Conf.
November 10	Veterans' Day
November 22-24	Thanksgiving
Dec 25-Jan 5	Winter Break
Jan 10-12	Parent/Teacher Conf.
January 15	Martin Luther King Day
February 23	Rodeo Day
March 19-23	Spring Break
March 28-30	Parent/Teacher Conf.
April 2	Easter Break
May 28	Memorial Day

- Early release days
- Paid Holidays/Vacation (all district facilities closed)
- X

 40th and 100th days
- New teacher reporting day

#### Grading Periods

1st	Aug 9 - Oct 13	47	days
2nd	Oct 23- Dec 22	41	days
3rd	Jan 8- March 16	48	days
4th	March 26 - May 23	42	days
Total: 178 days*			

#### Teacher Days

Aug 3, 2017 New Teacher Reporting  
August 4 All Teachers Reporting

**\*\*If there is need of a snow/emergency day it is possible that May 24th etc. could become school days.**

\*Instructional time equivalent to more than 180 days

## Daily Bell Schedules

<p>Preschool</p> <p>Monday, Tuesday, Thursday, and Friday</p> <p>8:00-10:30 AM (morning)</p> <p>12:15-2:45 PM (afternoon)</p> <p>No school on Wednesday</p>	<p>Kindergarten through Sixth Grades</p> <p>School begins at 8:00 AM</p> <p>School ends at 2:45 PM</p> <p>Early Dismissal on Wednesdays at 12:45 PM</p>	<p>Seventh and Eighth Grades</p> <p>School begins at 8:45 AM</p> <p>School ends at 3:45 PM</p> <p>Early Dismissal on Wednesdays at 1:45 PM</p>
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Regular Day Schedule 2017-2018 Grades 7-8		Regular Day Lunch Schedule 2017-2018	
8:45-9:40	First Period	Kindergarten	11:00-11:25
9:43-10:38	Second Period	First Grade	11:10-11:35
10:41-11:26	Third Period	Second Grade	11:50-12:15
11:29-12:24	Fourth Period	Third Grade	11:40-12:05

12:27-1:07	Lunch	Fourth Grade	12:00-12:25
1:07-2:02	Fifth Period	Fifth/Sixth Grade	11:20-11:40
2:05-2:45	AR Reading or Technology	Seventh/Eighth	12:27-1:07
2:50-3:45	AR Reading or Technology		



## **Meet the Assistant Principal, Ms. Crystle Gallegos**

Welcome to the 2017-2018 school year! My name is Crystle Gallegos and I'm honored to be the new assistant principal at Mt. Vista Pre-K-8 School. Our superintendent, Mr. Dennis Blauser and I are excited to work together as we focus on innovative curriculum, quality instruction, and the daily operations of our school. I look forward to working primarily with our Pre-K through sixth grades while Mr. Blauser will primarily oversee seventh and eighth grades.

I strongly believe that providing our children with a quality education is the greatest investment we can make in both our community and in our collective future. As a school leader, it is my responsibility to ensure that all students at Mt. Vista Pre-K-8 School are safe, respected, academically challenged, and provided opportunities to discover their individual strengths and interests.

This school year we are proud to introduce Tech Academy, our newest class offering for all students in Kindergarten through eighth grade. I encourage our families to ask students, "What did you do in Tech Academy today?" Their responses might include, "I learned how to use the 3D printer and look what I created!" "I wore the Virtual Reality glasses, let me tell you about what I saw!" "I started to write programming code and I drew my ideas on the giant whiteboard with my classmates!" The Tech Academy will be instructed by our very own Mrs. Shannon Soulé and we cannot wait to see our students grow as readers, writers, and strengthen their math skills as they use their hands and minds to experience the most

readers, writers, and strengthen their math skills as they use their hands and minds to experience the most innovative technology programs available.

We are also excited to continue the implementation of our Positive Behavior Interventions and Supports (PBIS) Program. Last school year we introduced the PBIS Program and focused primarily on Tier I, positive reinforcement strategies to benefit our school as a whole. This school year we will continue to utilize Tier I strategies as we introduce Tier II, with the goal of decreasing specific behavior disruptions and increasing academic achievement and social awareness. Our successes with the PBIS Program belong to our committed staff, students and PBIS Team. I look forward to working with our school community as we promote respectful, responsible and honest behaviors campus-wide.

Communication with families, the community, our staff, and students is of great importance to me. I can be reached via e-mail at [cgallegos@osd2.org](mailto:cgallegos@osd2.org) and in the Mt. Vista Office at 520-896-3003.

I look forward to meeting you soon and an exceptional school year!

Kindly,



Crystle Gallegos  
Assistant Principal



## **Meet the Superintendent,**

### **Mr. Dennis Blauser**

At the beginning of the last school year I expressed how optimistic I was about the creative energy, and innovation our small but mighty school district is experiencing. I also talked about the new and exciting things we are doing that will enhance the huge steps forward that we have made over the past few years.

One of our areas of focus has been to use our resources and “in-house” talent to continuously improve the physical learning environment for our students. I can’t tell you how many people come up to me and rave about how awesome our facilities look. From our athletic facilities to our classrooms we have painted, remodeled and even done some rebuilding to help make our campus more beautiful and inviting. We have even bigger future plans and I am 100% confident that in the next five years you will be amazed at what a small and progressive school district can do when we work together.

Last year we rolled out our Positive Behavior Intervention and Supports (PBIS) program which has helped us have a more consistent and positive system for managing student behaviors that can interfere with learning and school climate. This is an ongoing process which we are absolutely committed to. This school year we will fully implement our Tier 2 interventions which will focus on anti-bullying and will include a school wide character education program.

Another area of focus for us is improving early childhood literacy in our district. To accomplish this we implemented a new literacy program in grades K-5 and started an intensive intervention program for

struggling readers. Already we are seeing positive results and expect this trend to continue. One of our major priorities was to work with the Oracle Schools Foundation to make quality preschool more accessible to our students. For the first time ever, preschool in the Oracle School District is tuition free. There is an enrollment cap of fifty students. Students will be placed in our three and four year old programs on a first come, first served basis. To learn more about the Oracle Schools Foundation visit [oracleschoolsfoundation.com](http://oracleschoolsfoundation.com).

Our biggest and boldest move yet is that this school year we are unveiling a one of a kind **Technology Academy** available to all of our students. As part of the regular school day we will be teaching computer programming in all grades. Not only will our students learn to program, we have built a state of the art “Makers Space” room that is part of this new class. This year students will have access to robotics, virtual reality, 3-d design and printing, piloting programmable drones (we have three!) and even designing and building video games. No school has a program quite like ours! We pride ourselves in having global expectations in a small school setting!

Sincerely,

Dennis Blauser

Superintendent Oracle School District # 2

[dblauser@osd2.org](mailto:dblauser@osd2.org)

## Mountain Vista Staff

Dennis Blauser	Superintendent	Cheryl Clinton	Cafeteria Manager
Crystle Gallegos	Assistant Principal	Mary Halliday	Cafeteria
Darlene Cavanaugh	Reading Specialist	Flora Silva	Cafeteria
Karen Small	Pre-School	Rosa Pinedo	Cafeteria
Theresa Rodriguez	Pre-School	Maria Croci	Transportation/SpEd Secretary
Chantel Sloan	Kindergarten	Marie Huff	Speech and MIPS
Windy Messing	Kindergarten	Penny Parra	Library
Amy McDonald	First Grade	Amber Wick	8th Grade Paraprofessional
Christine Maki	First Grade	Suzie Fairbanks	Title I Paraprofessional
Katrina Telles	Second Grade	Dolores Garcia	Title I Paraprofessional
Janice Vigil	Second Grade	Erica Flores	Title I Paraprofessional
Kristin Moreno	Third Grade	Delfina Guisinger	Title I Paraprofessional
Monique Lopez	Third Grade	Dana Keilman	Bus Monitor
Rosalie Sanchez	Fourth Grade	Jessica Nehrmeyer	Pre-School Paraprofessional
Julie Formo	Fourth Grade	Latryce Rodriguez	Pre-School Paraprofessional
Joanna Soule	Fifth Grade	Claudia Gutierrez	SpEd Paraprofessional
Patricia Carrillo	Fifth Grade	Mary Hurtado	SpEd Paraprofessional
Lisa Villanueva	Sixth Grade	Veronica Sanchez	SpEd Paraprofessional

Alli Hendrix	7/8 Literature	Mechelle Egan	SpEd Paraprofessional
Amber Cruea	7/8 Math	Alicia Allemendinger	SpEd Paraprofessional
Jenny Kime	7/8 Writing	Bernadette Machado	SpEd Paraprofessional
Dale Tom	7/8 Social Studies	Patricia Ellis	SpEd Paraprofessional
Verdean Smith	7/8 Science	Terry Corona	Bus Driver
Greg Reiser	PE/Athletic Director	Elina Salazar	Bus Driver
Kaitlyn Miller	Music/Orchestra	Letha Miller	Bus Driver
Shannon Soule	Tech Academy	Rhonda Waltermire	Bus Driver
Tori Johnson	Special Education	Georgina Gaona	Bus Driver
Nancy Ritchie	Special Education	Terry Ellis	Bus Driver
Katherin Argentati	Special Education	Alex Connolly	Bus Driver
Gloria Horn	SpEd Assistant	Frank Gallardo	Maintenance
Sharlene Stager	Speech	Claude Huffman	Maintenance
Suzanne Robertson	Occupational Therapist	Leo Martinez	Bus Mechanic
Terry McGovern	Technology Director	Mark Lee	Custodial
Brandon Small	Technology Assistant	Charles Franco	Custodial
Rosa Flores	ISS/Community Schools		
Barbara Frost	Administrative Office		
Lydia Smith	Health Tech/Attendance		

# JOIN PTO

- Mountain Vista School's PTO is active and plays an integral part in decision-making.
- Great people and great ideas make our PTO worth joining.
- PTO meetings are held the second Tuesday of each month at 5:30 in the Teacher's Lounge.

# PTO Officers

President: Jessica Dale

Vice President: Ana Cano

Treasurer: Joanna Soule'

Secretary: Sherry Kaplan

Please plan to attend the first PTO meeting of the year on August 15th

[oracleschoolspto@yahoo.com](mailto:oracleschoolspto@yahoo.com)



## PROGRESS REPORTS AND CITIZENSHIP

### PROGRESS REPORTS

During the fifth week of each nine-week period, 5th—8th grade teachers will prepare and mail notices to the parents of all students who are failing or in danger of failing a class. Mid-term notices are sent with the goal of encouraging students to improve their academic performance and will be used in helping to determine eligibility.

Throughout the school year, parents are encouraged and welcomed to contact the classroom teacher to inquire about the academic progress of their children.

### ACADEMIC PROGRESS NOTICES

Academic progress notices are sent home to

### ACHIEVING GOOD CITIZENSHIP

#### *Respect -*

- Courteous and polite
- Turn off and store electronics
- Keep hands and feet to self
- Keep area clean
- Use appropriate language

#### *Responsible -*

- Arrive on time
- Be on task
- Follow directions
- Complete and hand in assignments
- Use time wisely
- Use materials appropriately

parents/guardians each Wednesday. These notices are not report cards, they are simply meant to allow better communication with parents/guardians in regard to their child's progress.



#### **Honesty -**

- Reports issues
- Accepts consequences for actions
- Tell the truth

#### **CITIZENSHIP AWARD**

A Citizenship award shall be granted to students for achieving an average of **3.8** or better in Citizenship for all classes. Students are automatically disqualified from citizenship awards for the quarter if they have been suspended out of school or in school.

#### **CITIZENSHIP GRADES HAVE BEEN CHANGED IN ORDER TO BE CONSISTANT WITH STATE STANDARDS**

- 4** Student **Exceeds** school citizenship standards
- 3** Student **Meets** school citizenship standards
- 2** Student **Approaches** school citizenship standards
- 1** Student **Falls below** school citizenship standards

## REPORT CARDS & HONORS

### REPORT CARDS

Report cards are issued four times a year. Report cards are a continuous record of the evaluation of students' academic progress for the year. Mountain Vista school will issue report cards that are based on the Arizona Academic Standards.

4 Student **Exceeds** State Standards

(90-100%)

3 Student **Meets** State Standards

(72-89%)

2 Student **Approaches** State Standards

(60-71%)

1 Student **Falls below** State Standards

(59% and below)



### HONOR ROLL

An Honor Roll program was established to recognize excellence by students.

At the end of each grading period, Honor Roll lists are published for students enrolled in grades 4-8.

*Principal's Honor Roll*

Grades

80% - 89%

- \*Students are not e  
their grades are low  
high enough.
- \*Students are not e  
earned a 1 or 2 in c

80% - 8

\*Student  
their gr  
high en

\*Student  
earned

- \*Students who were below their grade level in 2013 were high enough to be placed in the next grade level
- \*Students who were below their grade level in 2013 earned a 1

\*Students are not eligible for either honor roll if they have earned a 1 or 2 in citizenship.

nd family are welcome to join  
at the conclusion of each qu  
that achieve excellence. Not  
cluded in the calendar found  
k.

## CAMPUS PROCEDURES

### MOUNTAIN VISTA IS A CLOSED CAMPUS

Students are not permitted to leave campus for lunch. Students may not make arrangements from school to go home with another student. Because of the busy status of the office, students may use the phone only for emergencies. Phone calls asking to stay after school or to visit a friend are not allowed.

### ALTERNATE TRANSPORTATION

If a student is to go home after school by a different bus or get off at a stop not designated at registration, a note from a parent must be submitted to the front office. The front office will issue a bus pass that must be given to the bus driver.

If a student is to ride home with anyone not designated on the registration card, a note from the parent must be submitted to the office that day.

### LEAVING THE SCHOOL CAMPUS

It is recommended that appointments be made during

### DRUG FREE CAMPUS

Oracle School District has been designed as a safe and drug-free zones. State and federal statutes requires that anyone bringing illegal substances, alcohol, drugs, tobacco, and weapons onto campus or distributing illegal substances on or within 1000 feet of campus be arrested. This includes adults as well as students of any age. In addition, district policy states that students and employees are forbidden to be under the influence, to use, to have in possession, or distribute in any way, drugs and alcohol on school property or at school sponsored activities away from school property. This policy is enforced 24 hours a day, seven days a week.

### OUTLINE FOR SUCCESS

#### FROM OUR PBIS MATRIX

##### Be Respectful

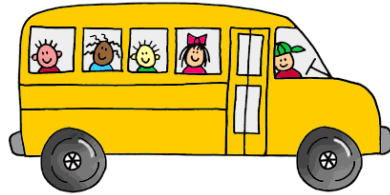
- Use courteous and appropriate language
- Keep hands, objects, and feet to self

It is recommended that appointments be made during non-school hours. However; if a student must leave the school grounds at any time during the day, for necessary appointments such as dental or medical, the student must report to the office. They must do the following:

1. **Bring a signed note from home with time and date of appointment.**
2. **Meet parents in the office to sign out and be picked up.**

### **RETURNING TO SCHOOL GROUNDS**

If a student returns to school after an appointment, he/she must be checked in by a parent or guardian in the front office. An admit slip will be issued to allow the student into class.



Keep hands, objects, and feet to self.

- Turn off and store electronics
- Include and allow everyone to participate or play
- Know and follow all school rules

### **Be Responsible**

- Keep area clean
- Arrive on time
- Use materials appropriately
- Be on task and complete assignments
- Keep the area clean
- Keep surfaces graffiti free

### **Be Honest**

- Report issues
- Accept consequences for your actions
- Tell the truth
- Ask valuable questions and for help

### **MISSED ASSIGNMENTS AND LEARNING**

It is the student's responsibility to check with each teacher for work that was missed during an excused absence.

Your parent may request homework the second day of absence. If requested in the morning, homework will be ready to be picked up at the end of the school day. Upon return, students will have the same number of days out plus one day to make up missed work. The only exception to this rule is at the end of the quarters because of grade reporting time restrictions.

### **HOMEWORK**

Work done outside the classroom is necessary and valuable. It is a tool which teachers use to help students become confident and independent learners and thinkers. Therefore; it is essential that the students complete their homework assignments carefully, on time, and with their best efforts.

Students learn best when they, their parents, and their school work together. Homework is one way family and school can cooperate to improve student

### **STUDENT WITHDRAWALS**

If your family is relocating in an area outside of the Mountain Vista School boundaries, the parent/guardian must come to the school office to withdraw the student from the school. Once you withdraw from Mountain Vista, your grades/files will be mailed to your new school.

If your family moves within the Mountain Vista boundaries, it is very important that you or your parents notify the office of your new address and phone number.

### **GOOD WORK HABITS**

The characteristics demonstrated in completing quality work successfully in a timely manner:

It is the responsibility of all students to have supplies such as pens, pencils, paper, folders and their handbook with them when they go to their classes.

### **POSITIVE WORK HABITS**

- **Uses time wisely** - is on time to classes; works on appropriate assignments at proper times.
- **Self - directed** - initiates appropriate work; prepared

family and school can cooperate to improve student learning.

### **AFTER SCHOOL AND MORNING TUTORING**

Mountain Vista School offers homework support for students after school. Students are welcome to attend and use the time to complete their homework or get assistance from teachers or other students. Bus riders may take the activity bus home. Middle School Students have tutoring available at 7:45 in the morning on Monday, Tuesday, and Thursday.

### **SCHOOL DAY TUTORING**

Mountain Vista School offers one-on-one tutoring during the school day in reading and mathematics. All tutors are highly qualified and trained in the area they are helping.

with materials and homework for classes.

- **Cooperates** - completes his/her own part (s) for the class' or group's tasks; works with class/ group towards common goals.
- **Demonstrates pride in quality work** - work submitted exhibits pride in its quality (neatness, completeness).

***Parents, please do not bring your children to school earlier than 7:30 am as there may not be any supervision for them until that time.***

### **Parents Can Review Courses of Study and Materials**

Courses of study and materials are available for parents to review.

An appointment with the teacher or principal to review materials can be arranged by calling the school office.



## **CHILD ABUSE**

According to state statute (ARS 13-3620.B) if a teacher or any other school employee has any reason to suspect that a child is a victim of physical, sexual or emotional abuse, he/she is required to notify the proper school personnel (principal, counselor or school health paraprofessional). If, after inspecting the child, the principal or health paraprofessional feels that child abuse has occurred, he/she shall immediately report the information to the proper authorities. If the teacher feels that proper action was not taken, he/she is obligated to notify Child Protective Services personally (1-888-SOS-CHILD).

## **PROMOTION AND RETENTION**

Students in **grades 1-5** will be promoted to the next grade based upon a demonstrated mastery of grade level curriculum, state standards, and the recommendation of the teacher. The teacher evaluation/recommendation is based in part, but

All special education students will be evaluated by their Individual Education Plans following all IDEA laws and regulations. Students and parents will be informed in writing by the end of the third quarter of a possible retention. Parents of students who fail three or more subjects will receive written retention notices by May 22nd. Students who fail three or fewer subjects may choose a suitable summer school program. Parents are responsible for finding a suitable summer school program that would satisfy passing requirements. **Students failing four or more subjects will be required to repeat the current grade.**

## **Move on When Reading**

All third grade students must approach, meet, or exceed on the standardized reading test in order to be promoted to the fourth grade unless a student has an IEP that indicates an exemption to the law.

evaluation/recommendation is based in part, but not solely, upon achievement of class assignments, projects, and tests, and student must pass all subjects with at least a grade of 60% . All special educational students will be evaluated by their Individual Education Plans following all IDEA laws and regulations. Students in danger of not meeting promotion standards will be identified by the end of the first semester and a conference will be held between the teacher, parent and possibly the student. A final meeting will be held before the end of the year to review the student's performance. The teacher, as established by state law, will make a decision for retention or promotion at that time. If a parent or legal guardian chooses not to accept the teacher's decision, he/she may request in writing that the Governing Board reviews the teacher's decision.

Students in **grades 6-8** must have a passing yearly average of 60% in **ALL** subjects in order to be promoted to the next grade.

### **Parent and Community Volunteers**

Mountain Vista welcomes and **always** needs volunteers! Volunteers serve to enrich the educational opportunities for children, improve the effectiveness of the program delivery, and help build community awareness in school matters. If you would like to volunteer please contact the school office. Volunteers can help by working with children in need of assistance and also working outside the classroom (e.g., playground, fields, office help, copy room etc.). Regular volunteers are required to have fingerprints on file in the district office. Please contact Toni Parkhurst at 896-3072 if you have questions about fingerprinting.

### **STUDENT HEALTH INSURANCE**

The district offers personal student insurance. This program is optional, but is recommended if students are not covered by private insurance.



### **Monthly Calendar - Cat Tracks**

A monthly calendar is sent home in Cat Tracks, the monthly school newsletter before the first day of each month. Important information and dates families need regarding school activities are contained in the calendar and attached newsletter. If you have not received one within a few days after the first of each month please ask your child or stop by the front office, the office staff will be glad to provide you with another one.



### **Telephone/Cellular Phone Usage by Students**

Students who need to contact their parents in the case of an emergency will be allowed to do so. Forgotten homework, field trip permission slips, movie permission slip, musical instruments, books, etc. do not necessarily constitute an emergency and, therefore, office/teaching staff may choose not to give permission. Direct contact with students should be initiated through the front office at (520) 896-3000 \*

We understand and appreciate that students possess cell phones for very legitimate reasons. However, cell phones are a huge source of educational distraction. Texting, bullying, and inappropriate cell use are major issues in today's schools. All students are required to hand their cell phones in to their teachers at the beginning of the day. Phones will be locked in a secure cabinet and will be returned before students leave for home at the end of the day.

Students ARE permitted to use their phones when the final bell at the end of the day.

**-3150 JICJ**

**Oracle School District**

**Student use of cellular phones**

Students may possess and use cellular telephones subject to limitations of this and other policies of the District under the following conditions and guidelines:

- ◆ Written parental permission is required and shall be kept on file in the school office
- ◆ Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon
- ◆ Such devices shall not be turned on or used during instructional time or in the passing time between classes
- ◆ Use of the camera and text messaging features on a cell phone are strictly prohibited at all times
- ◆ The principal may establish additional guidelines appropriate to campus needs
- ◆ The District assumes no responsibility for loss or damage to personal property of students, including cell phones
- ◆ Students violating the policy may be subject to disciplinary action

**The following items are generally not allowed on campus:**



**Cell Phones**

**Water Toys**

**Laser Pens**

**Video Games**

**Electronic Devices**

**Cameras**

**Skate Boards**

**Or any item that may disrupt the educational process.**

Due to our concern about damage, storage, and security, these items, if brought to school, will be confiscated until a parent comes to school to claim them.

- ◆ Teachers and coaches may make exceptions on personal music devices on away trips and field trips.
- ◆ Personal music devices (NOT CELL PHONES) are generally allowed during outside breaks at the discretion of

the duty teacher.

### **Lost and Found**

Students are urged to label all clothing (jackets, sweaters, shoes, P.E. uniforms), and all school supplies (textbooks, notebooks, rulers, calculators, etc.) Don't forget the backpack too. In the event items are lost or misplaced, they can be promptly returned if they have a name on them.

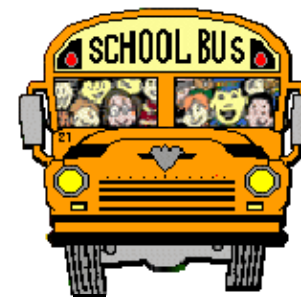
The best course of action to take in recovering lost articles is to check in the ISS Room.

*Remember, if items are found with names, they are much easier to return.*

Items that are unclaimed are donated to a charitable organization such as Goodwill.

### Bus Stops

Students behavior at bus stops falls under the same rules as at school. Many problems started at the bus stops are continued on the buses, at school or in the neighborhood. Parental supervision at the bus stop can significantly decrease problems and resulting difficulties. Students need to be at the bus stop at least **5 minutes before** schedule suggests (bus could arrive early).



### Medication

State statute requires only employees who have been designated by the Administration may dispense all student medications to the students. This only includes the Health Paraprofessional and her substitutes. Students are not allowed to keep their medications with them while at school.

*Medications must be in their original containers with a written*



*and signed note stating dosage amount and times are to be given to the school health paraprofessional. For further information please contact health care paraprofessional Lydia Smith at (520) 896-3000.*



### **School Lunches**

Oracle School District provides both a breakfast and lunch program for students in all grades K-8. Students are welcome to purchase a breakfast and/or lunch from the cafeteria on a daily, weekly or monthly basis. Students may either bring their lunches to school or purchase a prepared hot lunch from the cafeteria. Milk may be purchased separately.

THE SCHOOL MAY NOT ALLOW STUDENTS TO CHARGE A SCHOOL LUNCH. A sandwich will be available for students who forget to bring money or lunch from home.

Breakfast costs \$ 1.00 (\$.30 reduced) Lunch costs \$2.20 (\$.40 reduced)

Adults: Lunch \$3.50, Breakfast \$2.00.

Guidelines for eligibility for free or reduced price lunches are available at the school office and application may be made at any time.





## Oracle Dress Code

### Kindergarten-8<sup>th</sup> Grade

It is the responsibility of the parents to see that their student comes to school clean and dressed appropriately.

The District recognizes that within certain limits, each student's dress and grooming are a reflection of personal style and individual preference. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The District will not interfere with the ability of students and their parents to make decisions regarding their appearance ***except when their choices affect the educational process of the schools or the health and safety of others.***

The purpose of the student dress code is to encourage students to “**dress for success**” and to come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty appropriate for a school

- Shoulder straps less than two inches wide unless worn with an appropriate garment underneath.
- Visible clothing considered to be undergarments.
- Clothing exposing the midriff (shirt must cover midriff ) or upper torso. (no visible cleavage)
- Halter tops and dresses exposing front or back.
- Shorts that are more than six inches above the knee **or** above the finger tips when arms are extended.
- Skirts or dresses that are more than three inches above the knee.
- Designs shaved into hair cuts that are in any way questionable (gang related, profane etc.)
- Permanent Tattoos are not permitted. If by chance a student has a tattoo they must be covered at all times.

Present a physical safety hazard to self or others in the school.

*Some examples are:*

observe standards of modesty appropriate for a school setting in their dress, to be clean in appearance and to wear footwear for reasons of health and safety.

Safety standards established for physical education, and other lab/art classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

**The type of dress, accessories, or grooming displayed by the student shall not:**

Materially interfere with schoolwork, create disorder, or a hostile classroom environment, or disrupt the educational program.

*Some examples are:*

- Excessively tight fitting or provocative wording or images.
- Pajamas, house Slippers, dangerous or distracting body wear, jewelry etc.
- Boys must wear shirts with sleeves
- Mesh sports jerseys, mesh pants or muscle shirts without under garments.

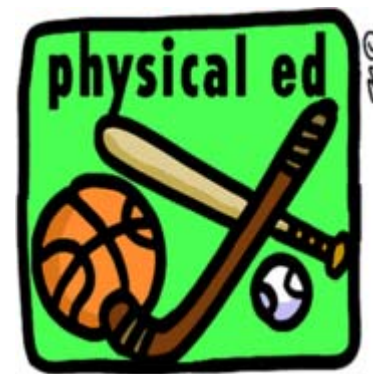
- Wallet chains
- Hanging belts
- Jewelry that is a safety hazard to self or others
- Pants that drag on the ground and/or do not fit in the waist

Create an atmosphere in which the well being of others is hindered by undue pressure, intimidation, or threat of violence.

*Some examples are:*

- Bandannas, hair nets, scarves as headgear except for religious purposes.
- Gang related personalization on hats or shaved into hair, items of clothing, accessories, belt buckles or on one's self.
- Obscene or offensive language or pictures.
- No body piercing other than ears.
- Display profanity or profane/obscene gestures or promote alcohol, drugs, or tobacco in their logo.

If a student's dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction and counsel the student about potential issues related to appropriate/inappropriate dress. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take disciplinary action only after the opportunity to comply with the student dress code has been provided to the student, with the exception of incidents involving indecent exposure, in which case disciplinary action will be taken immediately.



### **Physical Education Attire**

All students, grade 1-6, are required to dress appropriately for PE class (e.g., wear sneakers or tennis shoes, girls are encouraged to wear shorts or slacks or dresses with shorts worn

## Hats

Hats inside school buildings are permitted on the Mountain Vista Campus. However, hats may not be worn in a non-traditional fashion (sideways, backwards etc.)



underneath). Students who are not dressed appropriately and cannot participate in the activities because of their clothing may have their grades lowered.



## **ATTENDANCE AND TARDINESS**

To help ensure accurate attendance records and to help protect the safety of your child please call the attendance line, at 520-896-3001 by 9:00 am on any day your child will not be able to attend school or will be late.

If a student is absent and we do not receive a call from home, we will call the parent within two hours to establish that your child is, in fact, at home and safe.

When students are tardy, they must report to the office to obtain an admit slip before going to class. A written excuse needs to accompany student on the day they are tardy or be turned into the office by the following day to excuse the tardy.

### **A.R.S. 15-803: SCHOOL ATTENDANCE**

- A. It is unlawful for any child between 6 and 16 years of age to fail to attend school during the hours school is in session.
- B. A child who is habitually truant may be adjudicated an incorrigible child.

## **ABSENCE FROM SCHOOL**

Regular attendance is the key to much of the success a student may gain from his or her school program. Students should remain out of school only when absolutely necessary; the benefit of lectures, discussion and participation is lost forever to those who are absent.

### **Excused Absence defined:**

Any absence due to illness, death in the family, religious observance, accident or other unusual circumstance, will be excused provided:

1. A telephone call from the parents or guardian is received in the school office within 24 hours of the student's return to school after an absence.
2. Prior teacher and administrative approval is given for missed classes to attend school activities.

### **Field Trips**

**If a parent wishes to take his or her child from a field trip, that student must be signed out with the teacher**

C. As used in this section:

1. “Habitually truant” means a truant child who is truant for 10 days within a school year.
2. “Truant child” means a child between 6 and 16 years of age who is not in attendance at a public or private school during the hours that school is in session.

D. After 1 unexcused absence, the school will mail the parent (s) or legal guardian the advisory letter of intent to take action and enforce the truancy laws. After 3 unexcused absences, the school will forward a completed copy of the Truancy Referral form, the student’s school records and an affidavit from the school custodian of records to the PCAO for prosecution.

**IMPORTANT ATTENDANCE RULES TO FOLLOW.**

1. Be on time to all classes.
2. Do not leave school during the day without first checking out through the office.
3. Contact the school office if your child is experiencing problems with truancy or tardiness.

or through the front office. Teachers will have a sign-out sheet with them on the fieldtrip. *This is very important for the school’s attendance records.*

**“The Writing Road to Reading”**  
**Spelling/Writing/Reading Curriculum**  
**(Pre-K – Third Grade)**

**Spalding Method**

Mt. Vista has adopted the Spalding Method; “The Writing Road to Reading”. This is a program which helps to develop skilled readers, critical listeners and accomplished writers and spellers. The Spalding Method is a research-based method that has helped millions of children significantly improve spelling, writing and reading test scores and classroom performance for more than fifty years. This program will be implemented in Kindergarten through third grade. All classroom teachers are certified and are highly-qualified to teach this program. More information will be provided by Mrs. Cavanaugh, your child’s teacher and our school website.

The three major components of the Spalding Lessons are:

**Spelling Lesson**

English is a phonetic language and spelling lessons start with the student’s oral language; then explicitly and systematically teaches the letters and letter combinations (phonograms) that represent speech

and systematically teaches the letters and letter combinations (phonograms) that represent speech sounds; then teaches how to use the phonograms to say, write and read high-frequency words.<sup>1</sup>

### **Writing Lesson**

Written Composition develops an understanding of sentence structures starting at the simplest and moving to the complex. Children are taught the meaning, usage, parts of speech and structure of the words most needed for speech, writing and reading.<sup>1</sup>

### **Reading Lesson**

Reading is an essential element in which the children learn literary appreciation, discuss the elements of literature, read quality literature, learn about the text structures and author's purpose and, most importantly, learn to comprehend the different types of text they read.<sup>1</sup>

<sup>1</sup>Bishop Spalding, R. (2012). *The Writing Road to Reading* (6th ed.). New York, NY: HarperCollins



## Mountain Vista School - Library Media Center

### Policies and Procedures

**Mission Statement:** The mission statement of Mt. Vista School Library Media Program is to ensure that students and staff are effective users of information resources and ideas that will enable them to be lifelong learners.

#### **Library Hours:**

##### **Monday –Tuesday –Thursday –Friday**

7:30 a.m. until 4:00 p.m.

##### **Wednesday**

7:30 a.m. until 2:00 p.m.

Students are invited to visit during their lunch to work on individual projects and information search.

The library is open to individual students during regular class time to work on classroom assigned work only.

#### **Checkout/Checking Procedures:**

It is a privilege to check out materials from the Library. Teachers, students and parents are responsible for any items checked out to them. Books may be checked out and returned whenever you need a new book and the library is open.

#### **General Reminder of Good Library Use:**

- Always walk in the library
- Respect others right to read by using your quiet voices
- Teachers may send two students at any time to check-out books during the day or they may bring their whole

Teachers may send two students at any time to check out books during the day or they may bring their whole class during a scheduled time.

- Please wait your turn quietly.
- Never horseplay in the library. We want you to be safe at all times.
- Clean up any area when you leave. This means pushing in chairs, throwing away trash, and putting books/magazines in proper places.

**Tips for Proper Care of books:**

Our library depends on you to return books on time and in good condition. Here are a few reminders to help our books last longer:

- Keep pencils, pens, markers, and other school supplies off of the library books at all times. If you are taking notes from a book, place your paper on the table or desk, not on the book itself.
- Use bookmarks to mark your place; don't dog-ear the pages.
- Turn pages carefully, using the corners.
- Be careful to keep your library books dry and safe. Carry books securely to keep them from falling on the ground. When it's raining, make sure to carry your library books in your backpack where they'll stay dry.
- Keep all library materials away from children too young to understand how to properly care for books.
- If you notice damage to library materials, please tell the library staff immediately. You will be asked to pay for any lost or severely damaged books.

**Book Donations:**

We welcome your donations of new, quality books to our library. Books are often donated for loved ones, birthdays, or other special events. Each book will be identified with a custom bookplate and a card acknowledging your gift will be mailed to the recipient that your request. For more information contact the library.

**Accelerated Reader:** Accelerated Reader is a motivational tool to promote the love of reading and to improve reading skills. Although the students earn points taking AR tests, the primary purpose is to make reading a good habit that will last a lifetime. Students may begin participating in AR when they are independent readers and can read books and take tests by themselves.

All Accelerated Reader tests may be taken during school hours, before and after school. This will insure that all students have equal access to taking tests and earning points.

A teacher or staff member is the only ones who can assist a student with a test.

**How Accelerated Reader Works!** The Accelerated Reader (AR) Program is the reading motivation program use at our school. The program is an easy-to use computer-based tool that inspires kids to read more and better books.

**Select a book.** Students make their own choice from the tiles on the Accelerated Reader book list.

**Read the book.** Students then read their books at their own pace. Teachers may elect to set aside time during scheduled class periods or assign independent reading time.

**Take the test.** Students love to take book tests on the computer! The 5, 10 or 20 question multiple-choice test is carefully designed to verify that the student has actually read the book. When the test is completed, the computer instantly reveals how many questions he or she answered correctly and awards reading points.

**Procedures for dealing with challenged materials:**

Those persons wishing to challenge material or resources in the Library will be asked to complete a Request for Reconsideration of Library Resources form (see Library Staff or on Website).

The completed form should be submitted to the Ms. Cavanaugh, who will then acknowledge receipt of the form via letter. The Request will then be considered by Ms. Gallegos, Ms. Cavanaugh and members of the Library Committee in light of the Library Bill of Rights and the principles of intellectual freedom. The person making the challenge will be notified in writing, by Ms. Cavanaugh of the decision and any action to be taken.

### **Move on When Reading (MOWR)**

Dear K-3 Grade Parents and Guardians,

This letter is to provide you with information on Arizona's Move On When Reading law and the importance it places on your child's ability to read at or above grade level. The MOWR law will apply to this year's **2017-2018 third graders**. Arizona Revised Statute § 15 - 701 states that if data on the third grade statewide reading assessment is available at the end of the 2016-2017 school year and demonstrates that a student scored "falls far below" or the equivalent level on the new AzMerit assessment the student shall not be promoted from the third grade.

There are three exemptions from ARS §15-701. In accordance with the law, a school district governing board or the governing body of a charter school is allowed to promote a student who earns a score of "falls far below" on the third grade statewide reading assessment only for the three following reasons:

- A third grade student is an English Language Learner or Limited English Proficient who has received less than two years of English instruction; or

- A third grade student with disabilities has an individualized education plan (IEP), and the IEP-team, which includes the student's parent/guardian, agrees that promotion is appropriate; or

A third grade student is in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia. (Dyslexia is defined as, a brain-based learning difference that impairs a person's ability to read and spell that is independent of intelligence and that typically causes a person to read at levels lower than expected.)

Amendments to S.B. 1461 can be found at the following website:

<http://www.azleg.gov/legtext/52leg/1r/adopted/s.1461edu.pdf>

If you have questions or need additional information please contact

Mrs. Darlene Cavanaugh  
Mt. Vista Reading Specialist  
520-896-3031

**SPECIAL EDUCATION RIGHTS OF PARENTS AND CHILDREN  
UNDER FEDERAL AND STATE REQUIREMENTS**

*To help you better understand Special Education rights and procedures,*

*Help is just a phone call or mouse click away:*

**Raising Special Kids  
2400 N. Central Avenue  
Suite 200  
Phoenix, AZ 85004  
Telephone 602-242-4366  
Fax 602-242-4306  
Toll Free 800-237-3007  
Email [info@raisingspecialkids.org](mailto:info@raisingspecialkids.org)  
[www.raisingspecialkids.org](http://www.raisingspecialkids.org)**

**Pilot Parents of Southern Arizona  
2600 N. Wyatt Drive  
Tucson, AZ 85712  
Telephone 520-324-3150  
Fax 520-324-3152  
Toll Free 877-365-7220  
Email [ppsa@pilotparents.org](mailto:ppsa@pilotparents.org)  
[www.pilotparents.org](http://www.pilotparents.org)**

**Parent Information Network  
Arizona Department of Education, Exceptional Student Services  
1535 W. Jefferson**

Phoenix, AZ 85007

Telephone 602-542-3852

Fax 602-542-5404

Toll Free 800-352-4558

Email [cvalenz@ade.az.gov](mailto:cvalenz@ade.az.gov)[www.ade.az.gov/ess/pinpals](http://www.ade.az.gov/ess/pinpals)

**Arizona Center for Disability Law**

**Special Education Hotline**

**3839 N. Third Street**

**Suite 209**

**Phoenix, AZ 85012**

**Telephone 602-274-6287**

**Fax 602-274-6779**

**Toll Free 800-927-2260**

**Email [center@acdl.com](mailto:center@acdl.com)**

**[www.acdl.com](http://www.acdl.com)**

**Arizona Center for Disability Law**

**100 Stone Ave.**

**Suite 305**

**Tucson, AZ 85701**

**Telephone 520-327-9547**

**Fax 520-884-0992**

**Toll Free 800-927-2260**

**Email [center@acdl.com](mailto:center@acdl.com)**

**[www.acdl.com](http://www.acdl.com)**





# **Form to Request to Review Teacher Qualifications**

**If you would like information regarding a Mountain Vista School Teacher's qualifications, please complete the following request and submit it to the Oracle School District Office. A copy of the teacher's qualifications will be made available to the person making the request at the district office ten dates from the date of the request.**

**Name of Person Making the Request:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Name of Teacher:** \_\_\_\_\_

**Grade Level or Subject Area:** \_\_\_\_\_

**Signature of Person Making the Request:** \_\_\_\_\_

## Positive Behavior Intervention and Supports (PBIS)

PBIS is a framework for providing research-based practices for improving academic and behavioral outcomes for all students. The focus of PBIS is to create a positive learning environment that teaches and reinforces positive social development and decreases the number, intensity and severity of challenging behaviors. The effectiveness of PBIS has been demonstrated in school and home settings, and across age levels.

### Teaching Expectations

Throughout the school year, students will be taught expected behaviors according to three expectations, be respectful, be responsible, and be honest. Teachers will help students learn what each expectation looks like in different settings during the school day. These lessons will be reinforced during the school year, and are a regular part of our

### **Be Honest**

- Report issues
- Accept consequences for your actions
- Tell the truth
- Ask valuable questions and for help

### Cougar Cards Recognition System

Acknowledging and reinforcing positive behavior is one of the best ways to encourage appropriate behavior and change inappropriate behavior. Students who display school wide expectations can be acknowledged through Cougar Cards. These tickets are given out by any adult to a student who is meeting the Mountain Vista Expectations.

**Classroom:** Students earn Cougar Cards throughout the day for demonstrating positive behaviors and meeting expectations. These cards are given to students

instructional program.

### **Mountain Vista Expectations**

#### **Be Respectful**

- Use courteous and appropriate language
- Keep hands, objects, and feet to self
- Turn off and store electronics
- Include and allow everyone to participate or play
- Know and follow all school rules

#### **Be Responsible**

- Keep area clean
- Arrive on time
- Use materials appropriately
- Be on task and complete assignments
- Keep the area clean
- Keep surfaces graffiti free

meeting expectations. The cards are collected each day by the homeroom teacher. At the end of each day, a card is drawn in each class and a small prize is awarded. The cards are collected each day. Paws are posted in the cafeteria each day.

**School-wide:** At the end of the *week*, all cards are placed in a collection area where 15 cards are drawn by the principal and prizes are awarded. *On the first day of each month* 10 cards are drawn for additional prizes and recognition. *At the end of each semester* 5 additional names are drawn for additional prizes.

**Staff:** staff are expected hand out at least 10 cards every day. At any drawing where a student is recognized, the referring teacher is also recognized.

### **Components of PBIS**

- Common purpose and approach to behavior management
- Clear set of positive expectations and behaviors
- Administrative support, participation, and leadership
- Procedures for teaching expected behavior
- System of procedures for encouraging expected behavior
- Procedures for ongoing monitoring

### **What are the benefits of PBIS?**

Schools that consistently implement PBIS experience these outcomes:

- Increased instructional time
- Increased academic achievement
- Improved staff and student attendance
- Increased parent participation and partnerships
- Improved community involvement and support

- Improved community involvement and support
- Decreased suspension and referral rates

### **Parents/Guardians and PBIS**

To be successful, our behavior program needs to be a partnership between home and school. We invited your comments, concerns, and ideas to make PBIS work at our school.

Please support PBIS at Mountain Vista by:

- Review behavior expectations with your child
- Use the three expectations at home
- Provide positive reinforcement at home
- Share comments with or ask questions from PBIS team members
- For more information, please visit:  
<http://pbis.org/family/default.aspx>

# Middle School

## Grades 7-8

### Procedures and Important Information

#### Student Responsibility

##### Class preparation

Students must have a writing utensil, paper, their planner, and any other necessary supplies.

##### Homework/Absent Work

Completed and neatly done homework is essential to middle school success. It is the students' responsibility to check with their teachers for any missed assignments while absent. Being absent does not excuse students from classwork.

# **Student Eligibility**

## **Eighth Grade Trip**

Students who have been assigned 10 or more days of ISS during the school year forfeit their right to attend the eighth grade trip.

## **Extra-Curricular Activities Eligibility**

Students must be passing ALL of their classes—including pride time and electives—to be eligible for extra-curricular programs. Any student with a failing grade forfeits their opportunity to participate in extracurricular activities for the period of one entire week (Wednesday through Tuesday). Eligibility will be determined with weekly progress reports.

## **Game Days**

A student must be in school for at least half of the school day to participate in a game that day. Absent students are not allowed to show up after school and participate.

*\*\*Students who are in ISS are not allowed to practice or participate in any extra-curricular activities on that day. NO exceptions.*



## **Accelerated Reading Program Guidelines**

### **Reading Goals**

Reading goals are assigned quarterly on an individual basis. Students **MUST** come prepared to Pride Time with an AR book and are required to read silently. Students who have not met the following goal deadlines will not be eligible for extra-curricular activities:

**Quarter 1 – 30% by September 1<sup>st</sup>**

**60% by September 22<sup>nd</sup>**

**Quarter 2 – 30% by November 10<sup>th</sup>**

**60% by December 1<sup>st</sup>**

**Quarter 3 – 30% by January 26<sup>th</sup>**

**60% by February 16<sup>th</sup>**

**Quarter 4 – 30% by April 5<sup>th</sup>**

**60% by April 26<sup>th</sup>**

## **Interventions for Struggling/Failing Students**

### **Mandatory Morning Tutoring**

To ensure the student success, those with a failing grade in ANY class will be required to attend mandatory morning tutoring. Students must report to tutoring promptly at 8:00 a.m. for the period of one week. Those who fail to show up for tutoring will be required to get their lunch a few minutes early and report to lunch tutoring that same day.

*\*\*Parents don't forget that academic progress reports are sent home EVERY Wednesday. You can also access your child's grades online through the school website.*

## **Connections**

Connections is a free evening tutoring program which meets on Monday, Wednesday and Thursday evenings in the library from 5:30 to 7:30. Check the front office or Cat Tracks for more information.

## **Food/Drinks**

### **Classrooms and Buildings**

Only clear water bottles are permitted in classrooms and the buildings.

*\*\*All food is to be consumed in the cafeteria.*

## **Passes**

**Students are required to have a signed pass to travel anywhere on campus.**

### **Restrooms**

Students are strongly encouraged to use the restroom during their passing periods between classes and at lunch time. One restroom pass will be allowed during the school day with a signed pass. Additional trips to the restroom will not be allowed for

day and written into their planner. Additional trips to the restroom can be traded for a 5-minute lunch detention with the teacher.

*\*\*If a student has a medical condition that requires additional restroom passes, the proper paperwork should be on file in the nurse's office.*

### **Pride Time**

To maintain a quiet reading environment, NO library or restroom passes will be given during Pride Time. Students should come prepared with an AR book. The library is open every day before school and during lunch.

### **Nurse/Office/Counselor/Library & Other Passes**

Students leaving class must have a signed pass in their planner. They are not permitted to leave between classes without permission. Students returning to class must also have a signed pass.

## **Dismissal**

### **Lunch**

Students are never allowed to leave before the lunch bell rings.

### **After School**

All students must leave the campus at the end of the school day. Only those participating in an afterschool extracurricular activity will be allowed on campus.

### **Between Classes**

Classes must never be released before the bell rings. Classrooms will not be released until the classroom is neat and orderly (trash picked up, supplies returned, desks straightened, etc.)

## **Tardies**

Arriving to class on time allows a student to be prepared for the day and sets the right tone for learning. Students must check in through the office and get a pass if they arrive late to school.

## **Parent Organized 8<sup>th</sup> Grade Events**

Each year, students and parents work hard to raise money in order to provide the 8<sup>th</sup> graders with an 8<sup>th</sup> Grade Trip and Promotion Reception. These are meaningful and long-standing traditions which are organized by parent volunteers and sponsored by the Oracle School District.

***If you would like to help coordinate either of these events,  
please contact the Principal as soon as possible.***

### **8<sup>th</sup> Grade Trip**

Parents involved in organizing will:

Meet to decide upon a destination & transportation

Approve all activities with the Principal

Organize fundraising

Coordinate student involvement

Secure chaperones

Follow through on reservations & payment

Create and collect signed parent permission slips with emergency contact information

Other duties that arise

## **8<sup>th</sup> Grade Reception following Promotion**

Parent involved in organizing will:

Organize fundraising

Provide and serve refreshments—cake and punch

Provide paper products – plates, napkins, utensils, cups, etc.

Decorate cafeteria

Take down decorations/clean cafeteria



## **Eighth Grade Promotion Ceremony**

We are proud to have one of the finest promotion ceremonies anywhere. Our staff takes great pride in our ceremony and makes every effort to ensure that it is memorable for students and their families. It is important for students to remember that it is a ceremony and that their behavior should be respectful.



### **8<sup>th</sup> Grade Promotion Ceremony**

#### **& Attire Guidelines**

Only 8<sup>th</sup> Grade students being “promoted” to the 9th grade are permitted to participate in the promotion ceremony. The Oracle District Governing Board established the following policy for promotion attire in 1998. Students not following this policy will not be allowed to participate in the ceremony or other promotion activities.

A Promotion Ceremony is a special event for out 8<sup>th</sup> Graders. We want all students to show respect for themselves and their school by wearing modest and appropriate clothing. We would like all of our students to wear clothing to express their uniqueness and at the same time realize the seriousness of the event.

**The following guidelines are considered appropriate dress (“Sunday Best” Clothing):**

- Dress length no shorter than two inches above the knee (including slits)
- Modest neckline
- Properly fitting attire
- Collared shirts
- Long Pants
- All undergarments covered
- Appropriate accessories
- Ties optional

**The following clothing/garments/accessories are not permitted at the Ceremony:**

- No halter tops, muscle shirts/tank tops, spaghetti straps or garments of a spandex or transparent material that reveal a bare midriff or cleavage. No hats or jeans during the ceremony.
- No dresses shorter than two inches above the knee.
- No low hanging or baggy pants, including exposure to any undergarments.
- No T-Shirts, muscle shirts/tank tops or garments of a transparent nature.
- No hanging wallet chains, hanging belt ends, chain belts or spiked/studded belts, bracelets or necklaces.

## Middle School Schedule 2017-2018

Monday, Tuesday, Thursday, Friday

	Core Curriculum Enrichment	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	Lunch	5 <sup>th</sup> Period	Character Development	Pride Time
	8:45 - 8:55	8:58 – 9:48	9:51 – 10:41	10:44 – 11:34	11:37 – 12:27	12:27 – 1:07	1:10 – 2:00	2:03 – 2:53	2:56 – 3:45
	10 min.	50 min.	50 min.	50 min.	50 min.	40 min.	50 min.	50min.	50 min.
AP Math N. Soulé,		7-B Algebra	8-B Geometry						
Reading Hendrix	7A-1	8-A	Plan	7-A	7-B	Lunch	8-B	8-A	7A-1
Math Cruea	8-B	7-B	8-B	8-A	Plan	Lunch	7-A	7-B	8-B
Writing Kime	7-B	Plan	7-A	7-B	8-B	Lunch	8-A	7A-2	7-B
Social Stud- ies Tom	8-A	7-A	7-B	8-B	8-A	Lunch	Plan	7A-1	8-A
Science Smith	7A-2	8-B	8-A	Plan	7-A	Lunch	7-B	8-B	7A-2

# Wednesday

	Core Curriculum Enrichment	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	Lunch	Pride Time
	8:45-8:55	8:58-9:37	9:40-10:19	10:22-11:01	11:04-11:44	11:47-12:27	12:27-1:07	1:10-1:45
	10 min.	39 min.	39 min.	39 min.	40 min.	40 min.	40 min.	35 min.
AP Math N. Soulé,		7-B Algebra	8-B Geometry					
Reading Hendrix	7A-1	8-A	Plan	7-A	7-B	8-B	Lunch	7A-1
Math Cruea	8-B	7-B	8-B	8-A	Plan	7-A	Lunch	8-B
Writing Kime	7-B	Plan	7-A	7-B	8-B	8-A	Lunch	7-B
Social Studies Tom	8-A	7-A	7-B	8-B	8-A	Plan	Lunch	8-A
Science Smith	7A-2	8-B	8-A	Plan	7-A	7-B	Lunch	7A-2

## Middle School Schedules

2017 – 2018



### Character Development/Leadership Technology

	Monday	Tuesday	Wednesday (Pride Time)	Thursday	Friday
S. Soule Technology	7A	8B	Plan	7B	8A
Cruea	7B	7B	8B AR Reading	Plan	7B
Tom	Plan	7A-1	8A AR Reading	7A-1	7A-1
Kime	Plan	7A-2	7B AR Reading	7A-2	7A-2
Hendrix	8A	8A	7A-1 AR Reading	8A	Plan
			7A-2		

Smith	8B	Plan	AR Reading	8B	8B
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## Pride Time – AR Reading

	Monday	Tuesday	Wednesday	Thursday	Friday
S. Soule	7B	8A	Plan	7A	8B
Cruea	8B	8B	Early Out	8B	Plan
Tom	8A	Plan	Early Out	8A	8A
Kime	Plan	7B	Early Out	7B	7B
Hendrix	7A-1	7A-1	Early Out	Plan	7A-1
Smith	7A-2	7A-2	Early Out	7A-2	7A-2

# *Extra-Curricular Activities*

A variety of after-school activities are offered for students beginning soon after the start of school. Parental permission must be obtained for students to participate in these activities. Some activities (sports and cheerleading) require that students have a physical taken each school year before trying out for the event. **There will be no exceptions to this requirement.**

## **Student Participation**

Students in grades 1-5 are eligible to participate in any school sponsored extra-curricular activities except league sports unless:

- 1) The student is receiving a failing grade.
- 2) The principal recommends non-eligibility.

Students in grades 6-8 are eligible as long as they are receiving passing grades in each and every

## **Community Schools and Extended Day Programs**

Extended Day Classes generally run from 2:45-3:45 pm and transportation is provided. Community schools classes and activities sometimes include nominal fees and usually do not include transportation. Please contact Rosa Flores for further information: (520)896-3050 or by email at [rflores@osd2.org](mailto:rflores@osd2.org).

## **Student Government**

Mountain Vista provides an opportunity for students to participate in the decision-making process through student council. Students are encouraged to participate in the student council and to make recommendations for the improvement of Mountain Vista School through their student representatives.

are receiving passing grades in **each and every subject., including AR Reading and electives.**

Students who are declared ineligible will be given the necessary help in the classes they are failing to bring the grade up to passing. This help will be made available either before or after school.

### **National Junior Honor Society**

Each year students in 7th-8th grades can become eligible for NJHS by being good students and citizens. If a student maintains a minimum 3.0 grade point average he or she can be eligible for NJHS consideration. To become NJHS members, students must fill out an application and then be selected by a teacher committee based on scholarship, citizenship, character, service, and leadership.

Students who have been absent during the school day are NOT ELIGIBLE to participate in any school activity which takes place after school on the same day. Also, any student who has been suspended (in-school or out of school suspension) from school may not participate in any after-school activity for the period of suspension. A student who has spent the day in a time-out setting may also lose the privilege to participate in any after-school activity that day.

During the year, the student council will sponsor or approve many of the activities in which Mountain Vista students will participate.





## **SCHOOL SPORTS AND ACTIVITIES**

### **Sports**

Mountain Vista has three sports seasons which include eight sports:

**Season 1: Tackle Football and Girls Volleyball**

**Season 2: Girls Basketball, Boys Basketball and Wrestling**

**Season 3: Track, Baseball and Softball**

We are members of the Central Athletic League. Students in the 6th through 8th grades are eligible to participate in league sports. Mountain Vista has excellent coaches and a large percentage of our students participate in our sports programs. Students must be passing all of their classes including electives and AR reading with a 60% or better to be eligible for athletics. We conduct weekly grade checks to determine academic

**Track    Softball**

**Volleyball    Wrestling**

**Tackle Football**

**Cheerleading**

**Basketball**

### **Field Trips**

Written Permission must be received from parents or guardians before students can attend field trips. All district field trips will be curriculum based. Information to the parents will include

weekly grade checks to determine academic eligibility. Behavior can affect athletic eligibility.



the date, purpose, destination and time of return to the district. An adequate number of responsible adult chaperons (one chaperone per ten students) must accompany the students. Parents/guardians are encouraged to volunteer to chaperone students. Since pre-school children are not covered by school insurance, they are not allowed to accompany parent chaperones.

### **School Dances**

The Student Council sponsors dances throughout the year for middle school students (6th-8th grades) attending Mountain Vista School. Outside visitors and High School aged students are never permitted to attend Mt. Vista school dances. The Student Council is required to have from six to ten parent and/or teacher sponsors for each dance.



## FIELD TRIP LIST



### **Preschool**

Reid Park Zoo

### **Kindergarten**

The Pumpkin Patch

Tucson Children's Museum

Tucson Village Farm

Live Theater

Reid Park Zoo

### **1st Grade**

Pumpkin Patch

Live Theater

Digital Theater

### **Fourth Grade**

Arizona Trail

Old Pueblo Archaeology Center

Casa Grande Ruins

Fishing at Silver Bell Lake

San Xavier Del Bac Mission

### **5th Grade**

Halle Heart Center (Tempe)

Flandrau Planetarium

Tucson Museum of Art

### **6th Grade**

International Wildlife Museum  
Flandrau Planetarium

### **2nd Grade**

Pumpkin Patch  
Live Theater  
Digital Theater  
Legoland Discovery Center  
Bean Tree Farm

### **3rd Grade**

Arizona Sonora Desert Museum  
Digital Theater  
Flandreau Science Museum  
Sea Life Aquarium  
Heard Museum

Renaissance Festival

Musicals and Plays

### **7th and 8th Grades**

### **Music**

Musicals, Operas, Plays

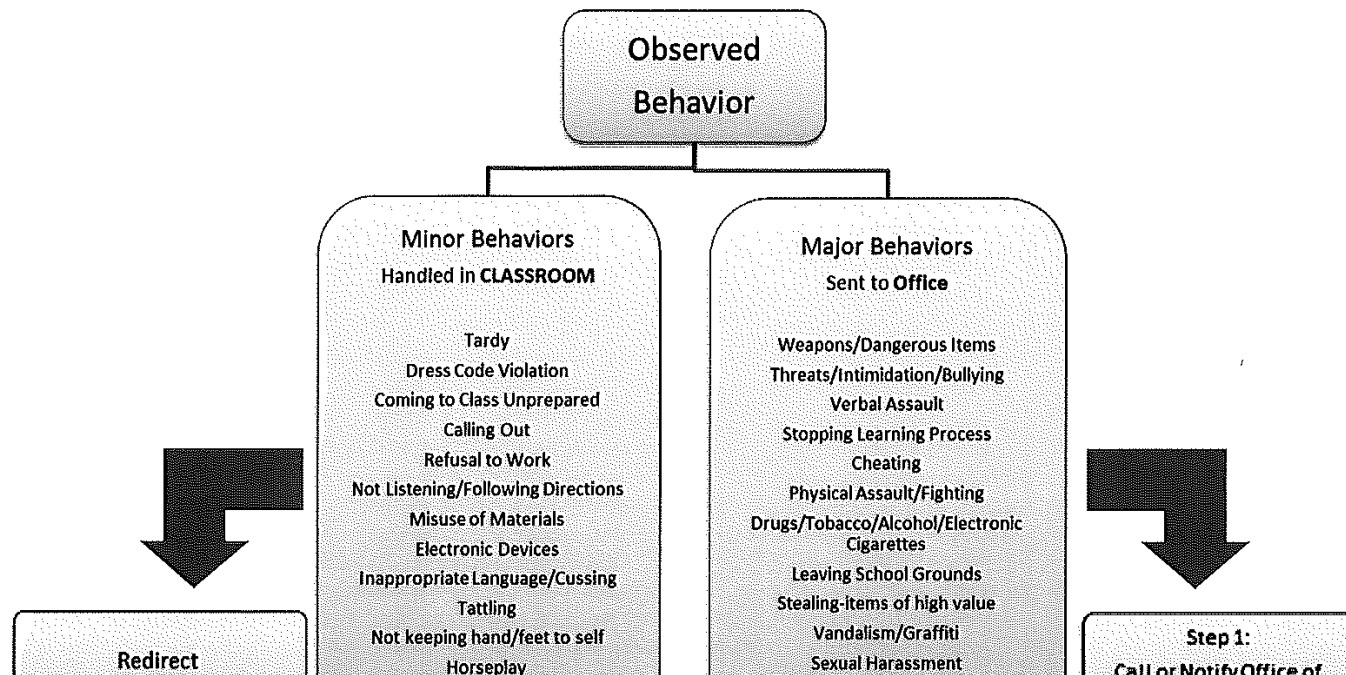
### **Honor Roll**

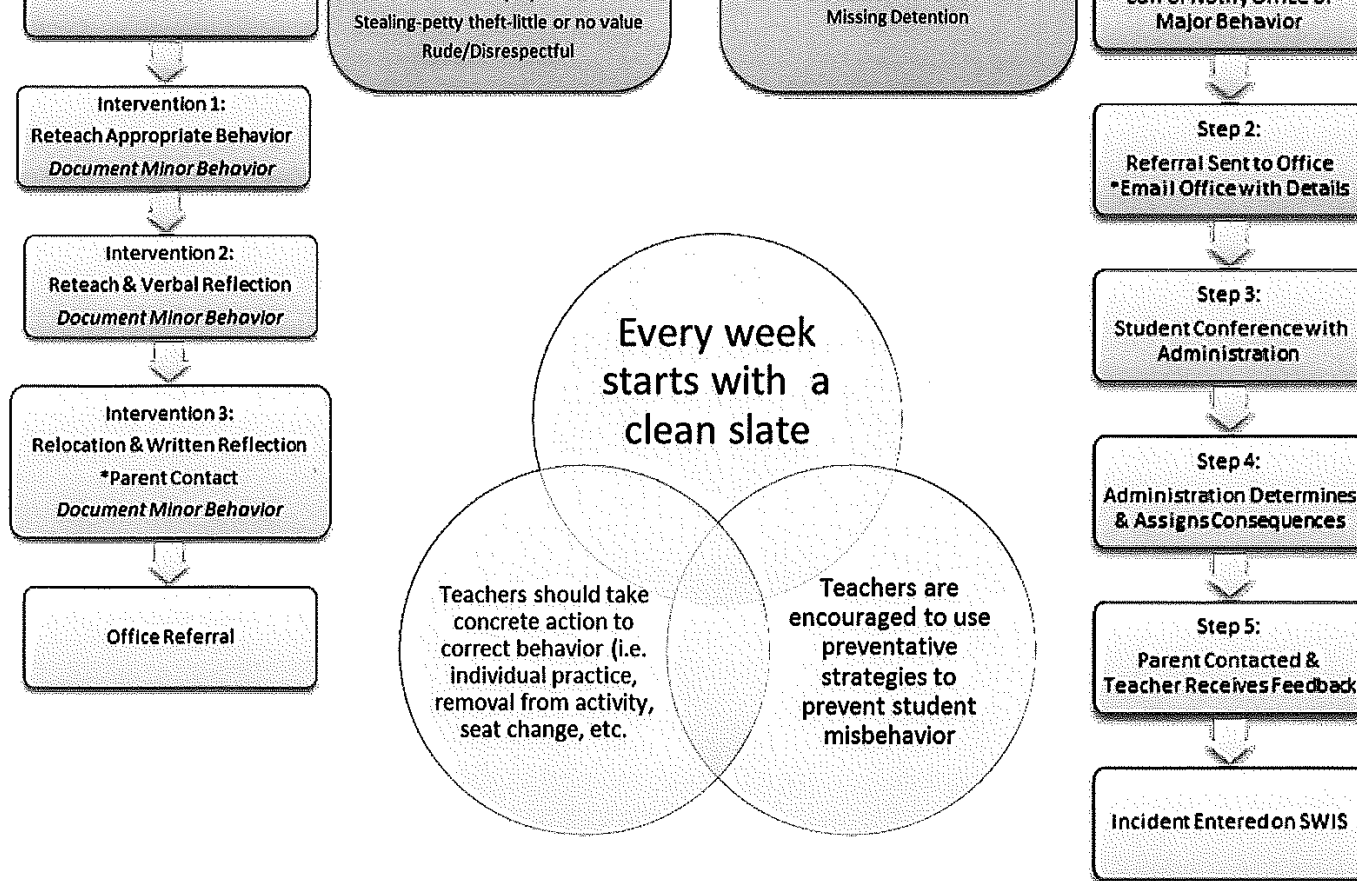
Students who earn honor roll at least three times during the year are eligible to attend the picnic in Peppersauce Canyon in May.

### **National Junior Honor Society**

East Coast Trip in June. Fundraising required.

# Mountain Vista Behavior Flowchart





## **STUDENT DISCIPLINE**

### **Teacher-Developed Consequences**

Teachers are encouraged to develop, inform students of and reinforce their own in-class consequences for student misbehavior. This may include a plan for lunch detention in the teacher's classroom with parent/guardian notification, loss of class privileges, and phone calls home to discuss student behavior issues.

### **Administrative Consequences (School Level Actions)**

A student may be sent to the front office by any teacher or staff member for chronic or severe misbehavior. A conference with Ms. Gallegos or Mr. Blauser will be held and a phone call home to explain the incident will be made. Appropriate disciplinary action as determined by Ms. Gallegos and Mr. Blauser will be taken. The following list of school based consequences may be assigned by school administration:

Reprimand: When deemed appropriate, a student may receive a verbal or written reprimand from school administration. The reprimand will be noted and recorded as part of the student's discipline record.

Community Service: A student may be assigned community service to be completed during the student's lunch recess time. Community service may include cleaning tables, dusting, picking up litter on campus, or completing a specific task in a classroom. The objective of community service is for students to give back to the Mt. Vista community.

Lunch Detention: A student may be assigned lunch detention to be served in the in-school suspension room.

Administrative Time-Out: A student may be assigned an administrative time-out for the remainder of a class

Administrative Time Out: A student may be assigned an administrative time out for the remainder of a class period, to be served in the in-school suspension room. Mainly for seventh and eighth grades, the student would participate in the remainder of their classes pending the time-out was successful and their behavior improved for the remainder of the school day.

In School Suspension: A student may be assigned in-school suspension as a temporary time-out from regular classes and school activities.

Short Term Suspension: A student may be suspended from school for serious violations of rules and policies. An administrator can short-term suspend a student from school for up to nine school days.

Long Term Suspension: Students may be suspended for longer than ten consecutive days under rare circumstances when a hearing officer accepts the recommendation. Long term suspensions may be up to one calendar or school year.

Discipline Contract: Upon return from a suspension, the student, parent/guardians, and administrator may meet to develop a written contract which outlines specific steps to help the student be successful at Mt. Vista School.

Expulsion: This is the most severe of disciplinary actions. The Governing Board may take action to permanently remove a student from Oracle School District.

***Remember, one of the greatest tools a teacher has to decrease negative student behaviors is to reinforce positive student behaviors at any given opportunity!***



**Mt. Vista K-8 School  
Oracle School District  
Student Code of Conduct  
2017-2018 School Year**

Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Aggression and Hostility</b>		
<b>1. Provocation</b> Challenging someone to fight, use of language or gestures that may cause others to fight.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> </ul>
<b>2. Minor Aggressive Act</b> Inappropriate physical contact which does not cause injury. May include but not limited to tripping, hitting, poking, pulling, pushing.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> </ul>
<b>3. Fighting</b> Mutual participation by two or more students involving physical violence with no major injury.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>
<b>4. Assault</b> Inappropriate physical contact causing injury to another person.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> <li>Law Enforcement Contact</li> </ul>

<b>5. Aggravated Assault</b> Assault of another person which causes serious injury, involves a weapon or dangerous item, is the assault of a school employee, or the assault of a law enforcement officer.	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
<b>Prohibited Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> or More Incident</b>
<b>Alcohol, Tobacco, Medications, Other Drugs</b>		
<b>6. Alcohol Use or Possession</b> Being under the influence of alcohol and/or possession of alcohol beverages while at school or on a school-sponsored activity.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
<b>7. Alcohol Distribution</b> Providing or selling alcohol beverages to another.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>

<p><b>8. Drug Use or Possession</b> Being under the influence of or possession of drugs/narcotic substances while at school or on a school-sponsored activity.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
<p><b>9. Drug Paraphernalia Possession</b> Possession of any drug paraphernalia.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
<p><b>10. Drug or Paraphernalia Distribution</b> Making, distributing, selling, buying, transporting, holding or giving any drug, narcotic substance, paraphernalia, prescription or over-the-counter medication for another student.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
<p><b>11. Tobacco Possession</b> Possession of tobacco and/or tobacco related products or any vapor releasing substance.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> </ul>

products, or any vapor-releasing substance including but not limited to e-cigarettes.		<ul style="list-style-type: none"> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>12. Tobacco Distribution</b> Providing or selling tobacco or tobacco related products to another.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>13. Medication Violation</b> Use or possession of prescription, over-the-counter or herbal medications at school without written permission.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Arson and Combustibles</b>		
<b>14. Arson</b> Damaging a structure or property by knowingly causing a fire or explosion.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>

<b>15. Combustibles</b> Possession or use of something capable of causing bodily harm or property damage of ignited. Possession or use of a smoke bomb or something similar that is capable of causing others to believe a fire is occurring.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Attendance Violations</b>		
<b>16. Tardy</b> Arriving at school or to class after the scheduled start time.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> </ul>
<b>17. Excessive Tardies</b> Arriving to school or to class after the scheduled start time five percent or more of the time. (Five tardies each semester or ten tardies in the school year.)	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
<b>18. Off Campus Violation</b> Leaving school grounds or being in an "off limits" area during regular school hours without permission from school administration.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> </ul>
<b>19. Unexcused Absence</b> Failing to attend school without an acceptable excuse for the absence.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>
<b>20. Excessive Absences/Truancy</b> Excessive absences or truancy as defined by state law.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>

<p>Failing to attend school, unless excused, for more than ten percent of the number of required attendance days. Nine days each semester or eighteen days throughout the school year.</p> <p>(A.R.S. §15-803)</p>	<ul style="list-style-type: none"> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>
Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Harassment, Threats, Bullying, Intimidation</b>		
<p><b>21. Harassment (Nonsexual)</b> Communicating in a manner that harasses or annoys another, repeatedly committing acts that harass another person, following another person for no legitimate purpose after being asked to stop, stalking a person, making repeated false reports about someone.</p> <p>(A.R.S. §13-2921)</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>

<p><b>22. Bullying and Cyberbullying</b>  Acting toward someone in an unwelcome and unprovoked manner, repeated over time, which exerts power over that person. Actions that contribute to a substantial risk of potential injury, mental harm, degradation, or societal exclusion or causes physical injury, mental harm, or personal degradation.</p> <p>Bullying includes actions that may include pushing, hitting, kicking, spitting, making threats, taunting, teasing, name-calling, spreading rumors, social exclusion, manipulating social relationships.</p> <p>Cyberbullying includes behavior that occurs through direct and indirect electronic acts (electronic mail, text messages, instant messaging, digital pictures or images, website postings, blogs, etc.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>23. Threats and Intimidation</b>  Threatening or suggesting, by words or conduct, the intention to cause physical injury or serious damage to a person or their property. Associating with or participation in a group which exhibits negative attitudes and actions toward others.</p> <p>(A.R.S. §13-1202)</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>

<p><b>24. Hazing</b> Acting against another student, where both of the following apply:</p> <ul style="list-style-type: none"> <li>• The act is in connection with initiation into, affiliation with, or membership in any school organization.</li> <li>• The act poses a risk of or causes injury, mental harm, or degradation.</li> </ul> <p>(A.R.S. §15-2301)</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>Prohibited Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> or More Incident</b>
<b>Academic Dishonesty</b>		
<p><b>25. Cheating</b> Claiming some else's information or school work for your own, recording and/or transferring information about tests or quizzes to another person.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>26. Forgery</b> Falsely or fraudulently making or altering a document, modifying a school-related document by any means without written permission.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>



<b>27. Lying</b> Making an untrue statement with intent to deceive, creating a false or misleading impression.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>28. Plagiarism</b> Stealing and passing off the ideas or words of another as one's own.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>Prohibited Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> or More Incident</b>
<b>Disruptions to the Academic Process</b>		
<b>29. Disruption</b> Engaging in behavior which causes an interruption in a class, activity, or school business. Any behavior that requires involvement of law enforcement personnel.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>30. Dress Code Violation</b> Wearing clothing or accessories which do not comply with the dress code guidelines stated by school and district policy, the failure to comply with dress code rules.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>31. Insubordination</b> Refusal to follow directions of school personnel, talking back or mocking school personnel, delivering socially rude comments or conduct toward school personnel.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>32. Inappropriate Language or Gestures</b>	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>

Verbal swearing, name-calling, or use of words in an offensive or demeaning manner. Making gestures toward others intended to offend or annoy the other person, making gestures that communicate a hostile or sexual message.		<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>
<b>33. Gambling</b> Playing games for chance of winning money or property.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>
<b>34. Pranks</b> Any act of mischief that disrupts or distracts from a class, school activity, or school event.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>
<b>35. Probation Violation</b> Violation of any term or condition of academic and/or disciplinary probation contract assigned by a school administrator or district hearing officer.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>

Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Threatening the School Environment</b>		
<b>36. Bomb Threat</b> Threatening to cause harm to property or person using a bomb, dynamite, explosive, or arson-causing device.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>
<b>37. Chemical or Biological Threat</b> Threatening to cause harm using dangerous chemicals or biological agents.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>
<b>38. False Fire Alarm</b> Intentionally ringing the fire alarm when there is no fire. Falsely reporting a fire.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> <li>Law Enforcement Contact</li> </ul>
<b>39. Other Threat to School</b> Any threat (not listed above) to cause damage to a school building, school property, or to harm students or staff.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>
Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Sexual Behaviors</b>		
<b>40. Sexually Inappropriate Materials</b> Possession of materials containing sexually explicit depictions. Includes but is not limited to photographs, drawings, recordings, written language.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>

<p><b>41. Inappropriate Physical Contact</b> An isolated incident of unwanted contact of a sexual nature.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>42. Sexual Harassment</b> Unwanted conduct of a sexual nature toward another person which occurs repeatedly, interferes with, or limits another person's participation in the educational process and school program. Includes unwelcome sexual advances, requests for sexual favors, teasing, jokes, and other verbal, nonverbal, or physical conduct of a sexual nature.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>43. Sexual Harassment with Bodily Contact</b> Sexual harassment (as defined above) that includes unwanted physical contact of sexual or non-sexual body parts.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>44. Indecent Exposure</b> Exposure of a person's own genitals, buttocks, or female areola.</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>

<b>45. Inappropriate Public Display of Affection</b> Affectionate behavior between two consenting students that would reasonably offend another person.	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>Prohibited Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> or More Incident</b>
<b>Technology Abuses</b>		
<b>46. Technology Safety Violation</b> Using district computers or other technology to post personal information about one's self or about others without prior permission from a teacher and parent to do so.	<ul style="list-style-type: none"> <li>• School Level Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>47. Misuse of Technology</b> Making unauthorized access to the Oracle School District Information System. Using the Information System to: <ul style="list-style-type: none"> <li>• Access any other computer system</li> <li>• Access any district-prohibited website</li> <li>• Perform any illegal or inappropriate acts</li> <li>• Destroy any district data</li> <li>• Spread viruses</li> <li>• Attempt to disrupt the Information System</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<b>Prohibited Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> or More Incident</b>
<b>Theft</b>		
<b>48. Theft</b> Taking money or property belonging to	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>

<p>taking money or property belonging to someone else with the intent to deprive the victim of the money or property.</p> <p>(A.R.S. §13-1802)</p>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>49. Extortion</b> Obtaining or trying to obtain someone else's property by threatening to do any of the following:</p> <ul style="list-style-type: none"> <li>• Causing physical injury to someone</li> <li>• Causing damage to property</li> <li>• Accusing someone of a crime</li> <li>• Exposing a secret that would subject someone to contempt, hatred, or embarrassment</li> </ul>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b>50. Robbery</b> Using force to take money or property belonging to someone else with the intent to deprive the victim of the money or property.</p> <p>(A.R.S. §13-1902)</p>	<ul style="list-style-type: none"> <li>• School Level Actions</li> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Short-Term Suspension</li> <li>• Long-Term Suspension</li> <li>• Expulsion</li> <li>• Law Enforcement Contact</li> </ul>

Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Trespassing and Loitering</b>		
<b>51. Trespassing</b> Entering or remaining on campus without authorization, invitation, or lawful purpose.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>
<b>52. Loitering</b> Being on school property without a legitimate reason for being there. Refusing or failing to identify yourself while on school property.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> </ul>
Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Vandalism and Damage</b>		
<b>53. Vandalism</b> Destroying or defacing school or personal property.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> <li>Law Enforcement Contact</li> </ul>
<b>54. Graffiti or Tagging</b> Making drawings or writing words or symbols on the property of another by scratching, painting, writing, or other means.	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> <li>Law Enforcement Contact</li> </ul>
Prohibited Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>Weapons and Dangerous Items</b>		
<b>55. Weapon (Other Than Firearm)</b> Possession, transfer, concealment, sale, or use of any item that may be used for attack or defense that is capable of causing death or serious injury. Use of a dangerous item to	<ul style="list-style-type: none"> <li>School Level Actions</li> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> <li>Law Enforcement Contact</li> </ul>	<ul style="list-style-type: none"> <li>Short-Term Suspension</li> <li>Long-Term Suspension</li> <li>Expulsion</li> <li>Law Enforcement Contact</li> </ul>

threaten, intimidate, attack, or harm another. Includes but is not limited to knives with locking blades, knives with blades longer than 2.5 inches, brass knuckles, explosive or destructive device intended to use as a weapon, dangerous or hazardous object or substance intended for use as a weapon, nunchakus, poisonous gas.		
<b>56. Firearm</b> Possession, transfer, concealment, sale, or use of any weapon that is designated to expel a projectile by the action of an explosive or which may be readily converted to expel a projectile by the action of an explosive. Includes but is not limited to a handgun, pistol, revolver, rifle, shotgun, starter pistol.  (18 USC 921)	<ul style="list-style-type: none"><li>• School Level Actions</li><li>• Short-Term Suspension</li><li>• Long-Term Suspension</li><li>• Expulsion</li><li>• Law Enforcement Contact</li></ul>	<ul style="list-style-type: none"><li>• Short-Term Suspension</li><li>• Long-Term Suspension</li><li>• Expulsion</li><li>• Law Enforcement Contact</li></ul>
<b>57. Dangerous Item</b> Possession, transfer, concealment, sale, or use of anything that is readily capable of causing death or serious physical injury. Includes but is not limited to B.B or pellet guns, simulated firearms, knives with blade length of less than 2.5 inches, laser pointers, letter openers, pepper spray, paintball guns, razor blades, simulated knives, tasers, stun guns, tear gas. (A.R.S. §13-105.11)	<ul style="list-style-type: none"><li>• School Level Actions</li><li>• Short-Term Suspension</li><li>• Long-Term Suspension</li></ul>	<ul style="list-style-type: none"><li>• Short-Term Suspension</li><li>• Long-Term Suspension</li><li>• Expulsion</li></ul>



### **EXPECTED BUS BEHAVIOR:**

School buses and other district vehicles are provided as a service to district students and persons responsible for the students. Riding in the school vehicles is a privilege, not, a right. In order to ensure the safety of all passengers, proper conduct is required. Students failing to conduct themselves in an appropriate manner may lose riding privileges. A summary of rules and possible discipline consequences on school buses and other district vehicles is presented below. A full listing of conduct rules can be obtained from the school principal or the transportation department.

#### **Passenger Expectations**

##### **Respect**

- Use courteous and appropriate language
- Keep hands, objects and feet to self
- Use inside voices

### **POSSIBLE DISCIPLINE CONSEQUENCES:**

The driver has the authority to administer consequences individually based on the nature and severity of the offense. Special circumstances may require different consequences, at the discretion of an administrator. The school principal and person responsible for the students will be consulted when the driver judges the offense as serious (level 3) or very serious (level 4)

#### **Level 1**

Examples: Minor violations First time offenses, no safety problem

Action: redirect

#### **Level 2**

Examples: Moderate severity, repeat violation, conduct distracts driver

Action: reteach appropriate behavior; possible seat change

- Stay seated

### **Responsibility**

- Arrive on time
- Stay in designated waiting area
- Finish food and drinks before boarding
- Keep surfaces graffiti-free

### **Honesty**

- Report issues
- Accept consequences for your actions
- Tell the truth

**Students must have written permission to leave the school bus at a stop other than their usual stop. Bus passes must be obtained in the office prior to the end of the day.**

change

### **Level 3**

Examples: Serious or multiple violations, disruptive, safety problem

Consequences: Documentation; parent contact; office referral

No more than 2 bus conduct reports may occur at 3<sup>rd</sup> level before a suspension of riding privileges will occur.

### **Level 4**

Examples: Very serious, vandalism, drugs, alcohol, weapons, chronic violations

Consequences: Bus conduct report, suspension of riding privileges

Additional offenses may result in suspension from bus for remainder of the year.

## **STUDENT ANT-HAZING POLICY**

### **JICFA-EB HAZING**

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

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

### **Definitions**

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

The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.

The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"**Organization**" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

## **Directions**

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

Customary athletic events, contests or competitions that are sponsored by an educational institution.  
Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

## **Reporting/Complaint Procedure**

Students and others may report **hazing** to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a **hazing** allegation or their observation of an incident of **hazing** may subject the staff member to disciplinary action in accord with District policies.

#### **STUDENT ANT-HAZING POLICY, continued**

The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed **hazing** which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding **hazing** may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business

when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation.

Confidentiality of records and student information shall be observed in the process of making such a report.

The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

**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.

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

- 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.

in reasonable fear of harm or damage to property,

- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

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

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

*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.



## **BULLYING POLICY, CONTINUED**

*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.

## **Reporting Incidents of Bullying**

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

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

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

## **BULLYING POLICY, CONTINUED**

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

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

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

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

- occur during the first (1st) week of each school year,

- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

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

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

#### **BULLYING POLICY, CONTINUED**

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

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

13-1202

13-1203


13-1204

13-2321

13-2916

13-2921  
13-3506.01  
15-341  
A.A.C.  
R7-2-1308

# July 2017

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 	5	6	7	8


9	10	11	12	13	14	15
16	17 Mt. Vista Office Opens! 8:00 AM to 4:00 PM	18	19	20	21	22
23	24 Registration 9:00-1:00 and 5:00 to 7:00 PM	25	26	27	28	29
30	31					

Volleyball Camp—1:00 to 5:00 PM




# August 2017

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3 Welcome, New Teachers!	4 Welcome back, Teachers!  In-Service Day	5
6	7 In-Service Day  Registration 9:00-1:00 and 5:00 to 7:00 PM	8  In-Service Day	9  First Day of School!  Early Release	10	11	12


	Back to School Night 5:00 PM					
13	14	15 PTO Meeting 5:00 PM	16 Early Release	17	18	19
20	21	22	23 Early Release	24	25 Volleyball sponsored Dance 6:00- 8:00 PM in the cafeteria	26
27	28	29	30 Early Release	31		







# September 2017

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 	5	6 Early Release Jump Rope for Heart kickoff	7 1:15 Lawrence Lee Art Presentation 3rd-6th grades Cafeteria	8	9


	No School			Careteria		
10	11 Spirit Week	12 Spirit Week PTO - Title I Parent Meeting 5:30 PM	13 Spirit Week Early Release	14 Spirit Week	15 Spirit Week	16
	Fall Map Testing					
17	18	19	20 Early Release	21	22	23
	Fall Map Testing					
24	25 Book Fair	26 Book Fair	27 Book Fair Early Release	28 Book Fair Reading Under the Stars	29 Book Fair	30
	Fall Map Testing					

# October 2017

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Soctober: Collect socks for those in need 	3	4	5	6	7
8	9 Bus Evacuation Drill	10 PTO Meeting 5:00 PM	11	12 PBIS Student Celebration	13 HOPE Walk Early Release K- 8 students	14

					Students released at 12:45 PM	
15	16 Fall Break 	17 Fall Break 	18 Fall Break 	19 Fall Break 	20 Fall Break 	21
22	23	24 Hon. Breakfast K: 8:45 1st: 9:15 2nd: 9:45	25 Hon. Breakfast 3rd: 8:45 4th: 9:15 5th : 9:45	26 Hon. Breakfast 6th: 8:45 7th: 9:15 8th : 9:45	27 Fall Festival	28
29	30	31 Costume Contest Parade K-4 	Parent/Teacher Conferences—Early Release			

# November 2017

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Early Release	2	3	4
5	6	7	8 Early Release	9	10 No School 	11

						
12	13	14 PTO Meeting 5:00 PM	15 Early Release	16	17 Student Council Dance 6:00 to 8:00 PM	18
19	20	21	22 Thanksgiving Break No School	23 	24 Thanksgiving Break No School	25
26	27	28 Science Fair Projects Due 	29 Early Release	30		





# December 2017


SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7 Asiece Fair BBQ 5:30 PM	8 Santa's Visit 2:00 PM 	9

10	11 Spirit Week	12 Spirit Week PTO Meeting 5:00 PM	13 Spirit Week	14 Spirit Week Last day for Connections	15 Spirit Week PBIS Student Celebration	16
17	18 Santa's Workshop	19	20 Pre-School Holiday Program 9:00 AM in Gym	21 K-3 Holiday Program 9 AM, Grades 4-8 6:30 PM in Cafe	22 Early Release all students released at 12:45 PM	23
24	25 	26	27	28	29	30
31						

**Winter Break - No School**




# January 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
		<b>Winter Break - No School</b>				
7	8 School Resumes	9 Hon. Breakfast K: 8:45 1st: 9:15 2nd: 9:45	10 Hon. Breakfast 3rd: 8:45 4th: 9:15 5th: 9:45	11 Hon. Breakfast 6th: 8:45 7th: 9:15 8th: 9:45	12	13

		2nd: 9:45 PTO at 5:30 PM	5th : 9:45	8th : 9:45	Parent/Teacher Conferences—Early Release	
14	15 Civil Rights Day No School	16	17	18	19	20
21	22	23	24	25	26 Grades 4-8 Spelling Bee 	27
28	29 8th Grade Parent Orientation at CDO HS 6:00 PM in the MPR	30	31			







# February 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10

		Winter MAP Testing				
11	12	13 PTO at 5:30 PM	14 	15	16 Student Council Dance 6:00 to 8:00 PM 	17
		Winter MAP Testing				
18	19		21	22	23 Rodeo Day No School 	24
		Winter MAP Testing				
25	26	27	28			


# March 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9 PBIS Student Celebration	10


11	12 Spirit Week Book Fair 	13 Spirit Week Book Fair PTO at 5:30 PM	14 Spirit Week Book Fair	15 Spirit Week Reading Under the Stars	16 Spirit Week Book Fair Early Release at 12:15 PM for all students	17
18	19 Spring Break No School 	20 Spring Break No School 	21 Spring Break No School 	22 Spring Break No School 	23 Spring Break No School 	24
25	26	27 Honor's Breakfast K: 8:45 1st: 9:15 2nd: 9:45	28 Hon. Breakfast 3rd: 8:45 4th: 9:15 5th : 9:45 Parent/Teacher Conferences—Early Release	29 Hon. Breakfast 6th: 8:45 7th: 9:15 8th : 9:45	30	31



# April 2018



SUN	MON	TUE	WED	THU	FRI	SAT
1 	2 Easter Break No School	3	4	5	6	7
8	9	10 PTO at 5:30 PM	11	12	13	14

AzMERIT Testing

		AzMERIT Testing				
15	16	17	18	19	20	21
		AzMERIT Testing				
22	23	24	25	26 NJHS Induction 6:30 PM Cafeteria	27 Grades 1-3 Spelling Bee 	28
29	30					

# May 2018

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 Athletics Banquet  5:30 PM Cafeteria	3 Last day for Connections	4 Honor Roll Picnic	5
6	7	8	9 Pre-School Round-up  1:00-3:00 PM	10 Spring Orchestra Concert 	11	12

						
13	14	15 PTO at 5:30 PM	16	17	18	19
20	21 PBIS Student Celebration Kinder-4th	22 PBIS Student Celebration 5th-8th	23 Eighth Grade Promotion 5:00 PM in Gym  Last Day of School	24	25	26
27	28 Memorial Day 	29	30	31		

# June 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9

10	11 First Day of Summer School	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Last Day of Summer School	30

## **Important Numbers**

**Emergencies: 911**

**Oracle Fire Department: (520) 896-2980**

**Oracle Schools Transportation: (520) 896-3052**

**San Pedro Behavioral Health Crisis Line: 1-866-495-6735**

**Pinal Country Sheriff's Department: 1-800-420-8689 "press 0"**

**Department of Child Safety (DCS—Former CPS) Hot Line: 1-888-767-2445**





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**Oracle, Arizona 85023**  
**Office 896-3000 ♦ Fax 896-3062**  
**[www.osd2.org](http://www.osd2.org)**