



In Preschool we are working, learning, and playing together!

Bullhead City School District #15

Preschool classrooms are on the three campuses of:

Coyote Canyon School

Diamondback School

Sunrise Elementary School

Student/Parent Preschool Handbook

Mrs. Tammy Alvarez, Preschool Coordinator

Bullhead City Elementary School District #15

"Where Education is a Journey, Not a Destination"

Governing Board

Arizona law prescribes governing boards to be publicly elected. The elected board includes:

President

Melinda Sobraske

Members

Charlene Dias

Fred Rushton

Barbara Zarzycki

Dr. Sheila Barnett

District Staff

Dr. Carolyn Stewart, Superintendent

Mrs. Jennifer Lott, Director of Educational Services

Ms. Kate Hall, Special Education Director

Mrs. Amanda Amann, EL Director

This handbook is subject to change based upon decisions made by the Governing Board and/or policy changes.



Quality First Rating- 3 STAR

What Does This Mean?

Coyote Canyon School participates in the Quality First rating system. Three stars means that Coyote Canyon Preschool has been assessed and demonstrated a level of quality that provides an environment that is healthy and safe with access to developmentally appropriate materials. Curriculum is aligned with the State of Arizona Early Learning Standards. Interactions between adults and children are enhanced. Staff qualifications exceed state regulatory requirement. This assessment took place at Coyote Canyon in the Spring of 2022. It is valid for 2 years.



Preschool parent responsibility and involvement:

Responsibilities expected of parents or guardians are:

- **Provide an adequate size backpack that has a full set of clothes for your child.** This backpack needs to be big enough to place a full change of clothes, a water bottle, and a snack.
A full change of clothes means weather appropriate clothing of shorts or pants, school uniform shirt, underwear, socks, and shoes.
- **Toys, books, stuffed animals may not be brought to school.** The Preschool classrooms have a large amount of these items for the children to use.
- **If your child is still in diapers or pull-ups, you will need to provide diapers or pull ups and wipes.** We are not allowed to share wipes between children. Please send enough for the week and mark them with your child's name. We will store them for your child in the changing room
- Provide support and encouragement toward the education of your child.
- Support the Preschool program and the school. When parents believe that what is happening for their child at school is what they expect, they need to provide support from home. When parents think that what is happening is not correct, they need to come to school or phone to discuss the situation calmly with the teacher. If they still feel that their concerns are not being addressed, they should call to make an appointment to speak with the Preschool Coordinator.
- School attendance. Research shows that children who do not attend school fall behind their peers and it is difficult for a child to always be playing catch up. **We are an academic preschool and attendance is mandatory for children on First Things First Scholarships, High Quality Early Learning (HQEL), and Title 1 scholarships. Letters have been signed by you that you understand this policy.** Please refer to your preschool agreement letters regarding attendance policies. Children with poor attendance (less than 85%) will lose their scholarship and it will be assigned to a student on the waiting list.
- Telephone the school office (928) 758-4909 if the child must be absent from preschool. **The parent also needs to send a note the day after an absence explaining the reason for the absence.** We are required to report these as part of the scholarship agreements.
- Please be prompt bringing or picking up your child from school. Staff members often have meetings scheduled after school. If you cannot be located, the school is required to call the police department who will take custody of your child while you are located.
- Provide a snack and a water bottle for your child each day.
- Please read the preschool weekly newsletter and papers that are sent home from your child's teacher and the office. Examine and talk with your child about the papers and projects your child does each week in preschool.

Children whose parents are involved in the preschool program observe that their parents value education.

Family Friendly Zone:

Our school is a family friendly zone. We expect all staff and visitors to adhere to the following:

- Show respect to all staff, families, community members, and students on this campus.
- No swearing or cursing.
- Dress appropriately.
- Please be patient.

This is a busy office and we will do our best to respond to your questions as quickly as possible. Visitors who repeatedly behave inappropriately may lose the privilege of access to our school.

Student arrival and dismissal:

Coyote Canyon School

Daily Schedule M-Th

Normal: 8:00-3:30

3 year- old Schedule:

8:00-11:30 for AM Session

12:00-3:30 for PM Session

Students Arrive: 7:50

Classes Begin at 8:00

Classes End at 3:30

No Classes on Friday.

Diamondback School

Daily Schedule M-Th

Normal: 8:30 - 3:50

Students Arrive: 8:05

Classes Begin at 8:30

Classes End at 3:50

No Classes on Friday.

Sunrise Elementary School

Daily Schedule M-Th

Normal: 8:30 - 3:50

Students Arrive: 8:05

Classes Begin at 8:30

Classes End at 3:50

No Classes on Friday.

- Students are not to arrive on campus early. Supervision is not available prior to this time. No skateboards, inline skates, tennis shoe skates, or types of scooters are allowed on school campus.
- If you are visiting, proceed immediately to the office upon arrival. **No one is allowed on campus without a pass.**
- Parents of preschool children are issued a pass when a child is registered for school.
- Children should be picked up at the end of school at the parent pick up location. **Anyone dropping a student off or picking up a student during the hours that classes are in session must go to the office to check the child in or out.**

Whenever signing your child out during the school day, be prepared to show proper ID. We will only release students to those individuals listed as a child's parent/guardian or emergency contact and who have the pick-up pass.

Funding Information:

The Preschool program at Coyote Canyon School is the Developmental Preschool for the Bullhead City School District. This Preschool Program is designed for children who have been diagnosed with having Special Needs. This is funded with Arizona funding for students who qualify. There are not any fees for children who qualify.

The **First Things First Scholarship** program is funded by a grant. Children who qualify for this scholarship must attend Coyote Canyon School. There are not any fees for children who qualify for this grant. A screening form will be used to determine the needs of the child. This screening form will be administered by a member of the Preschool team. The results of this screener, as well as income requirements will determine eligibility for Preschool.

The **High-Quality Early Learning Grant** is in it's second and final year for the 2023-2024 school year. Children who qualify for this grant must attend Coyote Canyon School. There are not any fees for children who qualify for this grant. A screening form will be used to determine the needs of the child. This screening form will be administered by a member of the Preschool team. The results of this screener, as well as income requirements will determine eligibility for Preschool.

The Preschool programs at Diamondback School and Sunrise Elementary Schools are for children who qualify for the Title 1 Grant. Specific income requirements must be met. A screening form will also be used to determine the needs of the child. This screening form will be administered by a member of the Preschool team. The results of this screener, as well as income requirements will determine eligibility for Preschool.

There is one Title 1 Classroom at Coyote Canyon School. Limited spots are available for this classroom.

If a family does not meet the requirements for the Title 1 Grant, the HQEL Grant, or the First Things First grant their child may have the opportunity to attend the Preschool program at Coyote Canyon School as a **peer model** space if space is available. Students who are peer models are developing typically and meeting milestones. Peer models are included in classrooms with students who have identified special needs.

Children whose parent(s) are employed by the Bullhead City School District will be eligible to attend the Preschool program at Coyote Canyon School only as **staff students**. These students will not be charged a fee to attend Preschool.

Hours of operation:

- A 3 or 4-year-old child who has Special Needs and receives Special Education Services will attend Preschool half of the day.
Monday through Thursday from 8:00-11:30 for the AM session OR
Monday through Thursday from 12:00-3:30 for the PM session.
- A child who is 4 years old by September 1 of the current school year and qualifies for the FTF, HQEL, Title 1 grant, or staff student in the Preschool classroom will attend

preschool all day. He or she will be required to attend Kindergarten the following school year.

- Monday through Thursday from 8:00-3:30 for the normal schedule.

Admission requirements and enrollment policies:

The only 3-year olds who can take part in the Preschool program are those who qualify for Special Education services.

First Things First Grant:

The following criteria must be met before a child may become enrolled in the program:

1. The family must reside within the Bullhead City School District boundaries.
2. The family income is within the eligibility guidelines that have been established for the First Things First Grant.
3. The child will be assessed using a screening form. This will be administered by a member of the Preschool team at Coyote Canyon School.
4. The child has current immunization records.
5. The child has a birth certificate at the time of registration.
6. The required paperwork is completed and verified.
7. The child is 4 by September 1 of the current school year.

***Coyote Canyon School is the school where all children who meet the qualifications for the First Things First grant will attend.**

High Quality Early Learning Grant (HQEL) Grant:

The following criteria must be met before a child may become enrolled in the program:

1. The family must reside within the Bullhead City School District boundaries.
2. The family income is within the eligibility guidelines that have been established for the High-Quality Early Learning Grant (HQEL).
3. The child will be assessed using a screening form. This will be administered by a member of the Preschool team at Coyote Canyon School.
4. The child has current immunization records.
5. The child has a birth certificate at the time of registration.
6. The required paperwork is completed and verified.
7. The child is 4 by September 1 of the current school year.

***Coyote Canyon School is the school where all children who meet the qualifications for the High-Quality Early Learning grant (HQEL) will attend.**

Special Education:

Students are enrolled in the Special Needs Preschool after they have been evaluated and found to qualify as a child with a disability according to AZ statutes. Prior to enrollment:

1. The family resides within the Bullhead City School District boundaries.
2. The child is screened and found to be at risk. There is a referral to the Multidisciplinary Evaluation Team (MET).

3. A MET team is convened to develop an assessment plan to cover all areas as required by Arizona Law.
4. MET reconvenes to review data and determines if the child is a child with special needs. If the child is a child with special needs, and Individualized Education Plan (IEP) is developed to address those needs prior to the child starting school
5. The child has current immunization records.
6. The child has a birth certificate at the time of registration.
7. The required paperwork is completed and verified.

***Coyote Canyon School is the school where all children who meet the qualifications for Special Education will attend.**

Title 1 Grant:

The following criteria must be met before a child may become enrolled in the program:

1. The family must reside within the Bullhead City School District boundaries.
2. The family income is within the eligibility guidelines that have been established for the Title 1 Preschool Program.
3. The child will be assessed using a screening form. This will be administered by a member of the Preschool team at Coyote Canyon School.
4. The child has current immunization records.
5. The child has a birth certificate at the time of registration.
6. The required paperwork is completed and verified.
7. The child is 4 by September 1 of the current school year.

Peer Model:

The following criteria must be met before a child may become enrolled in the program:

1. The family must reside within the Bullhead City School District boundaries.
2. The family income is **NOT** within the eligibility guidelines that have been established for the Title 1 Preschool Program.

OR

3. The family income is **NOT** within the eligibility guidelines that have been established for the First Things First Grant or High-Quality Early Learning Grant (HQEL).

OR

4. The child scored **high** on a screening form. This will be administered by a member of the Preschool team at Coyote Canyon School.
5. The child has current immunization records.
6. The child has a birth certificate at the time of registration.
7. The required paperwork is completed and verified.
8. The child is 4 by September 1 of the current school year.
9. There is availability in the Preschool program for a child to attend.

***Coyote Canyon School is the school where all children who qualify as a peer model will attend.**

Staff Enrollment:

The following criteria must be met before a child may become enrolled in the program:

1. The parent (s) of the child must be an employee of the Bullhead City School District (Certified teacher, paraprofessional, bus driver, coach)
2. The child will be assessed using a screening form. This will be administered by a member of the Preschool team at Coyote Canyon School.
3. The child has current immunization records.
4. The child has a birth certificate at the time of registration.
5. The required paperwork is completed and verified.
6. The child is 4 by September 1 of the current school year.

***Coyote Canyon School is the school where all children who meet the qualifications for staff enrollment will attend.**

Disenrollment procedures:

A child may be withdrawn from the preschool program if any of the following occur:

- **A child is absent from preschool for ten (10) or more consecutive days within one quarter of school. A doctor's note will be required if a child is ill for ten days. A chronic health certificate will be required for children enrolled in the Special Needs preschool program.**
- **Children with First Things First, High Quality Early Learning, Title 1 scholarships will be withdrawn after missing three consecutive days if they do not have a doctor's note.** There will be one verbal warning.
- Change in residency. If you move out of the school district boundaries, your child will not be allowed to attend.
- An attendance contract will be issued for students who qualify for First Things First, Title 1 scholarships, and High Quality Early Learning Grant.

Attendance policy:

Regular attendance is the key to success for ALL students. We recognize that some absences are unavoidable and will be excused when a note is received for the following reasons:

- Student was ill (**note to specify illness**).
- Student had medical/dental appointment.
- Death in the family.
- Absences for religious purposes or family trips with prior notification.
- **Absence for any other reason is considered unexcused or truant.**

Please call the school before 9 A.M. to assure an excused absence. If you cannot phone, a written note is required when your child returns to school. An email to your child's teacher will also be appreciated. Please plan vacations during school breaks. The Preschool Coordinator needs to approve all extended absences for children, and must be approved in advance. Extended absences may result in the student being withdrawn. Arizona Statute 15-843 requires school districts to place penalties for excessive absenteeism.

Note: Please be aware that if your child qualifies for a scholarship attendance at preschool is a requirement. If your child misses a lot of school he or she will be withdrawn from the program and replaced with another child who will attend consistently.

Tardy policy: Every effort should be made to ensure that your child arrives at school on time. Tardiness is unexcused. Tardy students must check in at the office with a note from, or accompanied by, a parent. Both tardies and early departures will be recorded on attendance records. Both result in loss of learning time and are discouraged.

Communication:

Constant communication between parents and teachers is key to any student's success. Below is a list of tools that we use in the school district to communicate with parent(s)/guardian(s):

1. Notices

- When special events or important information needs to be communicated to parents, a notice will be sent home, and a dialer sent out on that day. Please make sure contact numbers are up to date. Be sure to ask your child for any notices that he/she might receive.
- Always be sure to check your child's folder and backpack for these notices.

2. Synergy ParentVUE Portal

- ParentVUE Portal accounts are free accounts that allow parents to monitor the progress of their child(ren) online.
- ParentVUE Portal information includes grades, assignments, attendance, and more.
- ParentVUE can monitor multiple children with one account as long as all students attend the same school district.
- In order to create an account, please fill out an enrollment form and return it to the front office.
- Synergy ParentVUE Portal can be accessed on any device that can access the internet.

3. Synergy Parent Alerts

- Synergy can send phone, email, and text messages to parents with important information including important events, absences, and announcements.
- **If you receive a call from Coyote Canyon School, Diamondback School, or Sunrise Elementary School, PLEASE be sure to listen to the message before calling the school. The Parent Alert WILL leave a voicemail. PLEASE listen to the voicemail.**
- Text messages will only be sent to parents who have opted to receive text messages. If you wish to receive text messages, please contact the front office or select that option in your Synergy ParentVUE Portal.

4. Email

- Each Preschool teacher at each Preschool site has an email address and is required to check his/her email often.
- All email addresses for staff members are listed in the staff directory on our school website.

5. **ClassDojo** ClassDojo is used as a communication by staff members at Coyote Canyon School.

Student withdrawal and records:

Since other schools may require parental permission before forwarding records, we request that a release form be signed by the parent/guardian during enrollment. We do not require a parental signature prior to forwarding regular education records to a receiving district, but by law, must require one in order to forward confidential records, psychological testing, or Special Education records. Parent/guardians may examine their child's records, and a copy of same may be purchased for ten cents (\$.10) per page. Written comments may be added to the record.

A signed withdrawal slip is requested in order to facilitate the transfer of students. Official records must be mailed to the receiving school, and not transported by the family.

Visitors/Volunteers:

In accordance with Arizona Law, **all visitors must check in at the office** and receive a visitor's badge. This procedure is in place for safety reasons. The school does not allow visiting friends to attend school with our students. Parents are invited to visit their child's classroom. **Regular volunteers must complete a Volunteer application through the District Office. Please ask the school for a copy of the volunteer program if you are interested in assisting in school.**

Meal program:

Breakfast and lunch, conforming to nutritional guidelines of the National School Lunch Program, are available for all students. **Breakfast and lunch are free for all children in the Bullhead City School District.** Children in our scholarship programs are required to complete a free and reduced lunch form by the grant sponsoring the scholarship., energy drinks, etc. are not allowed in school lunches.

No outside food is allowed for birthdays or special events by district school board policy.

Birthday policy:

Per the Bullhead City School District policies, food may not be brought into the school. **This means that cupcakes, cake, cookies, or other food items may not be brought in to your child's preschool classroom to celebrate.**

You may however bring in items from the list below to have your child celebrate with his or her classmates. The following items would be appropriate:

- Individual bottles of bubbles
- Stickers
- Bracelets
- Sunglasses
- Sidewalk chalk
- Individual containers of playdough or slime
- Individual boxes of markers or crayons
- Bouncy balls
- Any other party favors that may be found in the birthday section of a store.

Student health services:

Medications: Medication is **not allowed** to be administered at Coyote Canyon School, Diamondback School, or Sunrise Elementary School by any of the Preschool staff members, or the Health Attendant. This is a rule that has been established by the Arizona Department of Health Services, Office of Child Care Licensing.

If your child needs any over the counter medication (ie. Tylenol, cough drops, etc.) then you will need to provide the medication in its original bottle or container. This medication must be brought to the Health Office by you as the parent/guardian. A medication consent form must be signed inside of the office at school. Once the parent/guardian gives the medication to the child the medication must be taken back home by the parent/guardian. **This medication can't be stored in the Health Attendant's office.**

This also will apply to any prescription medication as well.

We will store epi pens and inhalers in locked boxes in school classrooms. We ask that parents notify the school office and their child's teacher each year of any known medical conditions that may exist such as allergies (bee sting, severe food allergy, etc.), diabetes, asthma, heart conditions, or any condition requiring assistance or special consideration.

Emergency Care: Parents are requested to provide current emergency telephone numbers in case a student becomes ill or has an accident at school. The health attendant will provide first aid and attempt to notify the parent/guardian as soon as possible. EMT's or other emergency medical services may be called if parents are unavailable or if in the estimation of an administrator the situation warrants immediate emergency medical care. Expenses for emergency care will be directed to the parents. **It is important that parents update emergency information when there are changes.**

General Health: If your child is running a fever, has diarrhea, or is vomiting, they are to be kept home until they are feeling better. Do not send students to school until they have been symptom free for 24 hours without medication.

Contagious Disease: Any student suspected of having a contagious disease (e.g. strep throat, conjunctivitis) will be sent home and not permitted to return to school without a statement from a physician.

Lice: Students found with lice or nits/eggs will be isolated and sent home. Students must be treated, including removal of **ALL** eggs. Before returning to class, students must be cleared through the Health Attendant's office.

Immunizations: ARS 15-342 requires immunization against DTP (diphtheria, pertussis, and tetanus), polio, MMR, (measles, mumps, and rubella), Hepatitis B, and an immunization record for each child. Immunizations must be completed and a valid immunization record furnished before a child will be enrolled. Non-immunized children will be excluded from school. Exceptions to the immunization procedure must be in-compliance with ARS 15-342. Please check with the Health Attendant for information.

Fever/Vomiting: Children who have a fever and/or vomiting may not return to school until **24 hours after the fever has passed or the last vomiting episode.** This procedure is to keep all children and staff as healthy as possible.

Empower Program:

The preschool program is enrolled in the Empower Program through the Arizona Department of Health Services. The ten standards below are used in our preschool program.

10 WAYS TO EMPOWER CHILDREN TO LIVE HEALTHY LIVES

Standard 1: Provide at least 60 minutes of daily physical activity, including adult-led and free-play. Limit screen time to three hours or less per week and no more than 60 minutes of sedentary activity at a time.

Standard 2: Practice "sun safety."

Standard 3: Provide a breastfeeding-friendly environment.

Standard 4: Determine whether the facility is eligible for the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and participate if eligible.

Standard 5: Limit serving fruit juice to no more than two times per week.

Standard 6: Serve meals family-style and do not use food as a reward.

Standard 7: Provide monthly oral health education or implement a toothbrushing program.

Standard 8: Ensure that staff members and child care providers receive three hours of training annually on Empower topics.

Standard 9: Make Arizona Smokers' Helpline (ASHLine) education materials available at all times.

Standard 10: Maintain a smoke-free environment.

Parent-Teacher Conferences:

Parent conferences are held twice a year, in October and February. It is important to us that you give your insights to working with your child and that you attend. Conferences are available at any other time by making an appointment with your child's teacher. We discourage you trying to have a conference when you drop off or pick up your child. The teacher is responsible for educating and supervising children at that time. It is very difficult for him or her to give you the full attention you deserve under these circumstances. If the teacher is unavailable to make an appointment please contact the school secretary to make an appointment.

Bus regulations:

Only students who qualify and receive Special Education services are allowed to ride the school bus. A student is allowed one stop for pickup from a regularly scheduled stop, and one regularly scheduled stop for return home or to daycare.

Our Special Needs preschool classes are located at Coyote Canyon Preschool. **Students will not be allowed to change stops on a temporary or day-to-day basis.**

Students who are enrolled at Coyote Canyon School, Diamondback School, or Sunrise Elementary School through grants are not eligible for busing.

Rules regarding school bus behavior are district wide. Riding the school bus is a privilege. **Any changes in transportation mode (walker, parent pickup, bus) must be made by the parent/guardian and must be made no later than 30 minutes prior to dismissal.**

****Student requests for change of transportation will not be honored****

Bus behavior rules are posted in each classroom and are discussed with the students. Students may be assigned seats on the bus at the discretion of the driver. Repeated misbehavior or refusal to obey the bus driver will lead to a Bus Disciplinary Report with possible subsequent disciplinary action.

Bus Rules:

1. No eating or drinking on the bus.
2. No switching seats.
3. Stay seated.
4. No excessive noise or vulgar language allowed on the bus.
5. No littering
6. No obscene language or gestures.
8. No unsafe behavior.
9. No throwing anything at any time.
10. Never extend hands, arms, head or objects out bus windows.
11. Be on time for bus.
12. All school rules apply at bus stops and on buses.
13. Stand a safe distance back from curb or highway.
14. Get in line when bus is approaching.
15. Never crowd or push when waiting for bus to approach or entering bus.
16. Take your seat quietly and quickly.
17. Stay out of aisle when bus is moving.
18. Keep bus clean.
19. Do not bring pets or glass containers on the bus.

All fights or threats will be reported to the police department.

During Field Trips, transportation shall be provided ONLY by District school buses, driven by authorized personnel.

Bus Harness /restraints- For the safety of small children who do not stay in their seat, we have bus harnesses that will keep them in their seat. The child's IEP team, in conjunction with the child's parents, make the determination. You will be requested to sign a form indication your child will be using a harness on the bus.

Pick up procedures:

Procedure for phone authorization:

When a telephone call is received by an office assistant, he or she will ask for the name of the individual who is calling and the name of the child. The office assistant will enter the name of the child into the computer to verify that the name of the individual who is calling is on record as being a contact for the child. If the caller's name is not on file in the computer, no information concerning the child will be given.

Procedure for written authorization:

A child who is enrolled in the preschool program will not be released to anyone other than a parent or legal guardian without written permission. Even though a list of names of individuals who are emergency contacts is on file, these individuals will not be able to take a child without consent of the parent or guardian.

***A pass will be issued to each family upon enrollment of your child in the preschool program. This pass must be visible when you are on campus. This pass must be shown when your child is being picked up from school.**

****The rule is that if you do not have the pass, you do not get the child****

Field trip procedures: A child who is enrolled in the preschool program will not be allowed to attend a class field trip without written consent from the parent or guardian for each trip.

DRESS CODE [Policy JICA-RA]

All students will wear standard school clothing. A school t-shirt must be worn each day when your child enters campus. This school t-shirt needs to be for the school that your child is attending.

***Preschool does not wear the bright yellow shirts, these are for children in Kindergarten.**

Long or short sleeved uniform tee-shirt or Polo shirt with the school logo in the designated school colors as specified by the District. Pants, shorts, or skirts with no holes, shreds, or frayed edges. **No coverall/overall pants or skirts or pajama pants.**

Uniform shirts/sweatshirts/jackets may not be altered in a manner that removes or defaces the school logo, adds any prints or pictures (i.e., fabric transfers), cuts or shreds the fabric, or leaves unfinished edges.

Additional items may be added to the standard school clothing during the year as approved by the Governing Board.

Cold Weather Wear

During cold weather, students may wear shirts, sweatshirts, and jackets in the appropriate school colors with school logos inside and outside the buildings. Students may wear sweatshirts and jackets that are not in school colors or with school logos outside only, but when they enter the buildings, those garments must be removed or covered with a garment that displays the school logo in appropriate school colors. Hoods, hats, beanies, sweatbands, or bandanas may not be worn inside. Caps with brims may be worn outdoors with the brims turned forward to protect the face.

General Dress Code Requirements

- A. Baggy or oversized clothing is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1) year's growth. No sagging of clothing is allowed. Pants must fit at the waist, and not touch the ground.
- B. Shorts must have at least a five-inch (5") inseam. Skirts and dresses must be longer than an individual's fingertips with hands held at the side.
- C. Belts (if worn) may not be more than one (1) size larger than the waist. Belts must be worn at the waist.
- D. Undergarments may not show.
- E. **For safety reasons, students must wear closed toe shoes with backs.** Students must wear appropriate shoes for physical education, such as tennis shoes. Flip-flops, shower shoes, slides, skate or "wheelies" shoes, and bare feet are not allowed.

- F. Distracting hairstyles with inappropriate designs or implied obscenities shaved into the hair, or hair with unnatural colors (pink, blue, green, scarlet, etc.) or styles, are prohibited. Spiked hair may be no longer than one and one-half inch (1 1/2") in length. Mohawks are prohibited.
- G. Jewelry: Dangly earrings must be removed during physical education or recess. Other than earrings, no other facial jewelry is to be worn on campus. Ear gauges, spikes, and other non-traditional ear adornments are prohibited. Body piercings with adornment must be covered by clothing which meets school dress code guidelines. No tongue studs during the school day. Clear spacers may be worn with the administrator's approval.
- H. Accessories that could be used to injure another, such as chains, dog collars, spiked wristbands, and other exotic jewelry, are prohibited.
- I. **Tattoos, real or simulated (including writings or drawings on exposed skin), must be covered.**
- J. Any buttons, jewelry, backpacks, clothing, caps/hats, or other accessories that contain vulgar, lewd, obscene, or plainly offensive messages, including accessories that depict alcoholic beverages, tobacco or controlled substances, profanity, vulgarity, nudity, violence, weapons, sexism, racism, or extremism and accessories that make reference to or identify gangs are prohibited.
- K. Due to allergies and other health concerns, perfumes/colognes, soaps, scented hair gel, and aerosol products are prohibited at school.
- L. Fake fingernails and make-up are prohibited for students PK-4th grades.

Adhering to the Dress Code:

- A. Students not dressed in accordance with the District dress code may be offered use of standard school clothing for the day, or their parents will be contacted to bring appropriate uniform clothing.
- B. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual. For students who do not wish to follow the dress code, the District will provide information for alternative enrollment in a neighboring school.
- C. No students shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such circumstances, the schools will aid with the student to be furnished with standard school clothing.
- D. New students who enter the schools will have two (2) weeks to purchase standard school clothing. In case of hardship, parents may apply to the school to receive assistance. This will be determined on a case-by-case basis.
- E. On occasion, the principal may allow a "dress-up" or "spirit" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students and parents will be notified prior to the "dress-up" day.
- F. School administrators will make the final decision regarding the appropriateness of any student's appearance.

Discipline and conduct:

The teacher is responsible for maintaining a structured and positive classroom environment that encourages student achievement. Teachers will contact parents for in-class problems.

We recognize that children come to school with varying skills and cultures within their home environment. Our belief is that we teach behavioral skills for school the same way we teach academic skills. If we have a child that is having behavioral issues, our first step is to work with the child on more appropriate behaviors, redirection and replacement behaviors. We recognize that children will need to learn to connect with adults in order to self-regulate.

**** In Preschool we do not suspend or expel children****

School administration has the discretion to levy consequences as deemed appropriate for preschoolers; however, every attempt is made to adhere to the following guidelines as they get ready to enter Kindergarten.

DISCIPLINE and CONDUCT [Policy JIC]

Every child deserves a quality learning environment; no child has the right to interfere with the learning process of others. *Self-discipline* is our goal. Teachers and paraprofessionals handle routine discipline of students. Rules, rewards, and consequences are taught to students, are posted in each classroom, and are sent home for parent signature.

Extreme or repeated misbehavior will be referred to the Principal. Prior record, the length of time since the student's last problem, his/her attitude, etc. will be considered when any action is taken. Students continually involved in disciplinary problems will receive more serious consequences. **Parents will receive a Disciplinary Referral and/or phone call. Disciplinary Referrals are to be returned to the Principal signed by a parent. Violation of state law will be reported to the School Resource Officer.** School rule violations and consequences are included with this handbook.

Tobacco-Free School Zone: Student possession of matches or lighter and/or use of tobacco in any form is not permitted on BCSD property or at any school-sponsored event. Smoking or use of tobacco, or any other chemical inhalation devices, in any form by anyone, is prohibited within the school building and on school grounds. Violation of the tobacco law may be referred to the Resource Officer. **Students who are found to be in possession of tobacco products, matches, lighter(s), or other chemical inhalation devices (vapes) are subject to BCSD code of conduct.**

Student possession, use or distribution of drugs (including tobacco) or alcohol [Policies JICH-E, JICH-R, JICG]: School employees must report suspected instances of student involvement with drugs or alcohol. The Principal/Assistant Principal will follow due process in handling any reports. Both police and parents will be contacted. Students who use, distribute, sell, or are in possession of alcohol or drugs will be referred to a disciplinary hearing.

Hazing [Policies JICFA-EB]: Hazing - intentional put-downs, harassment, or making other students act in dangerous, degrading, or demeaning ways - is not allowed on campus or at any school event. Students should report such behavior to any school employee for action. Procedures may be requested in the office.

Bullying/Harassment/Intimidation [Policy JICK-EB]:

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

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

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

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

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

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

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

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

Weapons in Schools [Policy JICI & A.R.S. 15-515]: School employees **must immediately report** instances of weapons or simulated weapons or threats of use of a weapon or simulated weapon on school premises. Principal/Assistant Principal will take appropriate safety and disciplinary actions on a case by case basis. **Police and the Superintendent will be notified immediately if the weapon is a firearm or deadly weapon.** Definitions for weapon, simulated weapon, firearm, destructive device, dangerous instruments, deadly weapon, and school premises are available in the school office.

Child Find:

The Bullhead City School District's Special Services Department provides services for children with disabilities between the ages of 0-21. These services include:

1. Preschool for disabled children (ages 3-5).
2. Occupational therapy

3. Physical therapy
4. Speech therapy
5. Educational Intervention for School Age Children (K-8)
6. Referral for children ages 0 - 2 1/2 to Arizona Early Intervention Program.
7. Available specialists in Early Childhood Special Education, vision impairment and hearing impairment.

Call (928) 758-8858 for more information or ask for information in the office at each school site.

Special Education referral:

All preschool students will be screened within the first 45 days of school. Results of this screening will indicate if a Teacher Assistance Team (TAT) needs to meet to discuss present levels of performance and make an assessment plan. Following the evaluation, the team will meet and determine if the child is eligible for services as a preschool student with special needs. If the student is eligible for services the team will move forward to develop an Individual Education Plan (IEP). Services offered for qualifying students are Special Education academic, speech and language, occupational therapy, physical therapy. For further information, speak with your child's teacher, principal, or the Special Services department (928) 758-8858.

Local publications:

We encourage our students to excel and we support positive recognition of their accomplishments. Occasionally the local newspaper and/or television station will run articles highlighting these accomplishments. Yearbooks, articles, and other newsworthy publications also promote the accomplishments and advancement of our students. If for any reason you do not want your child to appear in the yearbook, classroom newsletter or locally newsworthy articles, please notify our school office in writing. Your written request will be honored. (See FERPA notification for further information).

Lost and found:

The school is not responsible for loss of personal belongings. Unclaimed items will be donated to a charitable organization throughout the school year.

If an item has been misplaced by your child please ask his or her teacher first. If the item still can not be located please ask in the office about this item.

It is very important to label all of the items that your child brings to preschool with his or her first and last name.

Use of the Internet:

We have limited screen time for preschool students, as this is a requirement of the First Things First Grant.

Preschool children may have limited access to a computer in the classroom. Connection to the Internet in the Bullhead City School District is intended for educational research and other specific assignments made by faculty members. Any student using the Internet in a manner inappropriate for school use will be denied access to all district computer facilities, equipment, and software.

Computer acceptable use agreement:

Access to the computer and computer network system gives students the opportunity to interact with the world at large. The goal of the district in providing access to students is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers and on-line services will be in support of education and research consistent with the educational objectives of the district. This opportunity brings with it a number of responsibilities. The use of the computer and computer network system is a privilege that can be revoked. Computer access carries the potential to encounter information that some have identified as controversial and inappropriate for students. Information on the computer changes rapidly and it is not possible to predict or control everything students may encounter. The school has the responsibility to teach students the skills to be responsible users of the computer and computer network system. Parents and guardians are always welcome to visit their child's school to view the computer system and computer use as an educational tool.

Acceptable student use guidelines:

1. System administrators, school personnel, and parent(s) have the right to question inappropriate computer activities/materials and may terminate the student's network/computer privileges at any time. Teachers and staff members including the system administrator reserve the right to monitor student usage of the computer system and computer at any time.
2. Student may only use the computer when he/she has permission from a teacher.
3. Student users must never use abusive or inappropriate language.
4. The use of chat rooms or instant messaging is prohibited.
5. Student users are not to reveal personal addresses, phone numbers or any personal information about themselves or about any others user of the system.
6. Student users will not make any changes to the systems hardware or software.
7. Student users will not damage or mistreat computer equipment. This includes trying to "fix" plugs, cables, or other parts of the computer system.
8. Student users will not gain unauthorized access to resources or entities and will not download any items from them.

Computer on-line access is coordinated through a complex association of government agencies, and the regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to the guidelines. These guidelines are provided so that the users are aware of those responsibilities. The Computer Acceptable Use Agreement signature page is included in the packet that accompanied the registration form. Signatures are required to indicate acceptance or denial of access.

T.A.O.D & Safe Schools: Federal Tobacco, Alcohol, and Other Drugs prevention and State Safe Schools program partially funds a Police Resource Officer, Probation Officer and an Intervention Specialist on call to all schools in our district. These individuals may make presentations to classes or be called on to speak with individual students.

Free and appropriate education:

Free and Appropriate Public Education (FAPE) means the educational programs and services that are provided to the children of a resident of Arizona and that are consistent with Arizona school attendance laws. The Bullhead City School District #15 serving homeless children and youth must ensure that such children and youth have access to educational services to ensure they have the

opportunities to meet the same challenging Arizona content and Arizona student performance standards to which all children are held.

The educational services may include Title I, Part A of the ESEA, educational programs for individuals with disabilities and for students with limited English proficiency, programs in vocational education, programs for the gifted and talented, Head Start, Even Start, and school meals programs.

Emergency procedures:

The Bullhead City School District has procedures for a wide variety of emergencies. During the school year, we will conduct practice drills. In case of an actual emergency, parents should tune to local radio or TV stations for information. **Also make sure the school office has the most accurate and up to date telephone numbers for you.** Automated calls from the school district will also be made. Please check the school district website at <https://bcscd.crsk12.org/> frequently as well.

Fire drill procedures for students:

1. At the sound of the fire alarm, stop activity,
2. Do not take time to pick up anything or gather personal belongings.
3. Listen for directions.
4. Quickly and quietly, line up single file and leave the room.
5. Use walking feet
6. No pushing
7. Walk quickly to the place where your class lines up, then turn and face the school.
8. Stand quietly while the teacher takes roll.
9. Walk quietly back to the classroom once permission has been given to return to class.

An emergency within the classroom or school:

If there is an emergency and assistance is needed, the preschool teacher notifies the office by phone or walkie-talkie. If the phone or walkie-talkie is not working, the teacher's assistant will go to the office.

Liability coverage: The Preschool Program is covered by liability insurance that is provided through the Bullhead City School District. This is not accident insurance for individual children enrolled in preschool. Please contact the District Office (928) 758-3961 for further details.

Asbestos materials: BCSD #15 meets the Environmental Protection Agency's regulations regarding asbestos-containing materials in schools. Inspection reports and operation/management plans for each school are available. Please contact the superintendent if you have questions or would like more information.

McKinney-Vento Homeless Act: (Educational rights of homeless children)

If any family lives in any of the following situations-in a shelter, motel, vehicle or campground, on the street, in an abandoned building, trailer, or other inadequate accommodations, or doubled up with friends or relatives because they cannot find or afford housing, they should:

- Contact the School District's local liaison for homeless education (Sheree Norris @ 758-3961 extension 1026) for help enrolling children in a new school or arranging for them to continue in their former school. (Or, someone at a shelter, social services office, or the school can direct the family to the person to contact).
- Contact the school and provide any information that will assist the teachers in helping children adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Nondiscrimination Statement:

Bullhead City School District #15 does not discriminate based on sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. The BCSD does not discriminate against the handicapped in its educational programs or employment policies as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Furthermore, BCSD does not discriminate based on race, color, national origin, or age in its programs and activities. The Governing Board is committed to a policy of nondiscrimination in all its dealings with students, staff and the public. Inquiries or complaints regarding discrimination should be directed first to the Site Administrator.

Subsequent inquiries may be directed to:

Dr. Carolyn Stewart, Superintendent
Bullhead City Elementary School District
(928) 758-3961

Director, Office of Civil Rights
Department of Education
Washington, D.C.

Description of routine activities that are done during a typical preschool day:

Circle Time- The daily schedule is discussed through the use of pictures. Various concepts are taught during this time: colors, shapes, letters, letter sounds, vocabulary. Children also are taught vocabulary words that are related to the theme that is being taught.

Music- Music is taught by the classroom teacher. Through these activities, children learn language, different types of music, and how to play various types of musical instruments.

Shared Reading- A book is read to the entire class or small groups. Vocabulary and other skills are reinforced during the shared reading time. Interactions between the book and children are encouraged. Books that are read are part of or related to the adopted preschool curriculum and are generally theme related.

Large Group Activities- In large group activities, direct instruction is used to teach all the children. Content is based on the curriculum "Three Cheers for Pre-K". Lessons taught cover areas such as math, handwriting, letter recognition, creative arts, and development of motor skills. During the activity, the teacher will introduce the lesson, model the activity, and give directions for the children on independent practice.

Small Group Instruction- Small group instruction provides the opportunity to work with identified needs of children in a smaller adult to child ratio. Instruction is based on information collected during weekly progress monitoring that identifies each child's need.

Dramatic Play-Dramatic play is a primary focus of our preschool program as a strategy for language development. Teachers develop in depth dramatic play plans. You will see preschool teachers and assistants in the dramatic play areas modeling roles and language for children.

Snack Time-Children eat and drink the snack sent with them by their family, in the preschool classroom. **Please send only healthy snacks and water. Juice, Gatorade, Soda, or other colored drinks are not allowed at Preschool. We are a water only school!**

Appropriate snack suggestions: crackers, fruit, vegetables, cheese, yogurt, fruit snacks

Snacks that will not be allowed at school are: chips of any kind, cookies, anything containing chocolate, candy, soda. If these items are sent with your child he or she will not be allowed to eat it at school. It will be returned in your child's backpack.

Free Choice Time- Each day the child has one hour in the morning and one hour in the afternoon to choose an activity that he or she would like to do. This activity takes place inside the preschool classroom where there are a vast number of stimulating toys, books, learning materials, and play areas. Through this activity, children learn how to socialize with one another in ways that are appropriate. They learn how to make decisions on their own, and take responsibility of cleaning up after themselves.

Science Center-Children's curiosity is engaged and they can explore and learn from materials that are specific to science. Science plans are developed by the preschool staff and experiments are conducted with the students.

Physical Education- Students will participate in physical education activities taught by the preschool teacher. During recess, the teacher and assistant will provide both small and large muscle activities for the children.

Quiet Time- Children have the opportunity to rest and relax after a busy day. During this time, children may sit or lie on the carpet and look at a variety of books.

Art Time-There are numerous art activities inside of the preschool classroom for the children to use during free choice time.

***Preschool students who attend Diamondback Elementary School and Sunrise Elementary School will have the opportunity to attend the special classes of library, art, music, and P.E.**

Inspection reports: The Preschool program at each site must meet all local, state, and federal inspection standards. Reports are available in the office at each school site.

Student directory: The governing board permits the school to compile non-confidential student directory information including name, recognized activities and sports, height and weight, dates of attendance, awards, and the most recent previous educational agency attended by the student. This information may be compiled and issued on an individual student unless a parent or legal guardian has a written statement on file with the school disallowing this practice.

Student concerns, complaints, and grievances: If a student feels threatened, harassed or discriminated against in any manner, the Governing Board of the Bullhead School District is committed to a policy of nondiscrimination in relation to disabilities, handicaps, national origin, sex, age, religion, or action by another whereby the student is made to feel uncomfortable. Exhibit JII-EA should be filed with the site coordinator.

Notification of rights under FERPA:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parents' rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

- To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request: The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. Contact the principal to seek access to your child's record. You will be notified of the place and time the record(s) may be available for review.
- To request that a school correct records believed to be inaccurate or misleading: The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for changes to grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. Contact the principal to request an amendment to your child's record.
- To control the disclosure of their child's personally identifiable information from their education record: Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as district employees, school board members, entities with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist), or a parent or student serving on an official committee (such as a grievance or disciplinary committee) or assisting a school official, or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.

To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Pesticides: Parents will be notified 48 hours before a pesticide is applied to the preschool site. This will be posted outside the office and notification will be sent home with children.

Arizona Department of Health Services:

The Bullhead City School District - Preschool Program is regulated by the Arizona Department of Health Services. They may be contacted at:

The Bureau of Child Care Licensing
150 North 18th Avenue, Suite 400
Phoenix, AZ 85007
(602) 364-2539

Contact people and information:

Mrs. Tammy Alvarez, Preschool Coordinator	talvarez@crsk12.org	(928)758-4909
Mrs. Jamie Cottrell, Secretary and Health Attendant	jcottrell@crsk12.org	(928)758-4909
Mrs. Kathy Cherry, Special Services Secretary	kcherry@crsk12.org	(928)758-8858
Ms. Kate Hall, Director of Special Services	khall@crsk12.org	(928)758-8858

BCSD School Year 2023-2024 Calendar

Adopted 11/17/22
REVISED 12/1/22

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