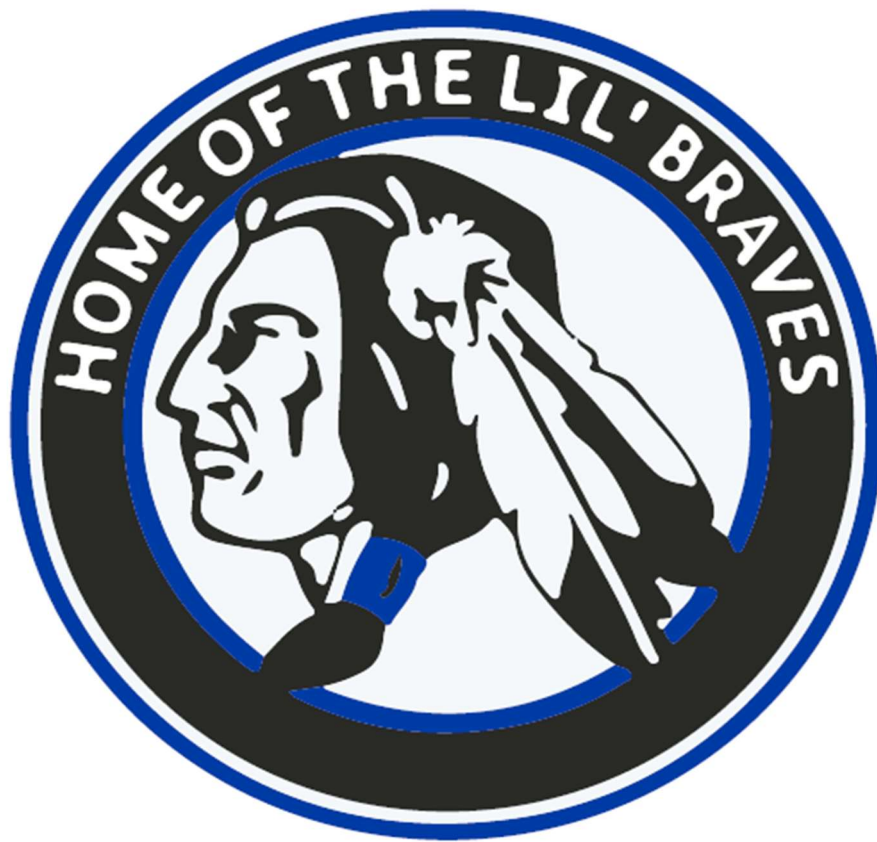


# Rice Intermediate

SCUSD #20

2023-2024

## Student Handbook



**SCUSD #20**

**Mission:** We exist to educate and empower students to become culturally responsive, global Nn'ee.

**Vision:** We will become an effective student focused learning community graduating culturally confident citizens.

**GOVERNING BOARD**

SHERRI HARRIS	BOARD PRESIDENT
DAVID REEDE	MEMBER
DENNIS DUDLEY	MEMBER
KATRINA TALKALAI	MEMBER
TAWNYA STEVENS	MEMBER

**SAN CARLOS UNIFIED SCHOOL DISTRICT #20 ADMINISTRATION**

DR. DEBORAH DENNISON	SUPERINTENDENT
DONNA MANUELITO	ASST. SUPERINTENDENT OF ACADEMIC EXCELLENCE
JENNIFER KINNARD	CHIEF FINANCIAL OFFICER
SHARON NOSIE	BUSINESS MANAGER
WILBUR BENALLY	HUMAN RESOURCES MANAGER
EVELYN HINTON	EXECUTIVE SECRETARY

**RICE INTERMEDIATE ADMINISTRATION & SUPPORT STAFF**

NICHOLAS J. FERRO	PRINCIPAL
CASSANDRA BATES	OFFICE MANAGER
MARIA PURA	SIS
VICKIE ASERMELLY	SCHOOL COUNSELOR
DUANE GOODE	CULTURAL SUPPORT
FAYE AYZE	REGISTRAR
AL CASE	TRUANCY
FERNANDO KAYSON	SECURITY

**Contact Numbers**

<b>Main Office</b>	<b>(928) 475-2315 ext. 3001</b>
<b>Attendance/Registrar</b>	<b>(928) 475-2315 ext. 3002</b>
<b>Counseling</b>	<b>(928) 475-2315 ext. 3127 &amp; 3128</b>
<b>Health Aide</b>	<b>(928) 475-2315 ext. 3911</b>
<b>Cafeteria</b>	<b>(928) 475-2315 ext. 3999</b>
<b>Transportation</b>	<b>(928) 475-2315 ext. 5020</b>



“Education is our passport to the future, for tomorrow belongs to the people who prepare for it today.” – Malcolm X

***Bell Schedule 2023-2024*****Mon-Tues-Thurs-Fri Bell Schedule:**

<b>7:30</b>	<b>Breakfast/Recess</b>
<b>7:55</b>	<b>End of Breakfast/Recess</b>
<b>8:00</b>	<b>Beginning of Day/Announcements</b>
<b>11:50</b>	<b>Beginning of Lunch-3<sup>rd</sup> Grade</b>
<b>12:25</b>	<b>End of 3<sup>rd</sup> Grade Lunch</b>
<b>11:55</b>	<b>Beginning 4<sup>th</sup> Grade Lunch</b>
<b>12:30</b>	<b>Ending of 4<sup>th</sup> Grade Lunch</b>
<b>12:00</b>	<b>Beginning of 5<sup>th</sup> Grade Lunch</b>
<b>12:35</b>	<b>End of 5<sup>th</sup> Grade Lunch</b>

**2:28/30/31 Dismissal****Wednesday Bell Schedule:**

<b>7:30</b>	<b>Breakfast/Recess</b>
<b>7:55</b>	<b>End of Breakfast/Recess</b>
<b>8:00</b>	<b>Beginning of Day/Announcements</b>
<b>11:35</b>	<b>Beginning of Lunch-3<sup>rd</sup> Grade</b>
<b>12:05</b>	<b>End of 3<sup>rd</sup> Grade Lunch</b>
<b>11:40</b>	<b>Beginning 4<sup>th</sup> Grade Lunch</b>
<b>12:10</b>	<b>Ending of 4<sup>th</sup> Grade Lunch</b>
<b>11:45</b>	<b>Beginning of 5<sup>th</sup> Grade Lunch</b>
<b>12:15</b>	<b>End of 5<sup>th</sup> Grade Lunch</b>

**12:22/24/25 Dismissal**

## VISITORS

1. All visitors to the school must report to the main office upon arrival at school. They are required to register using our Visitor Aware program and wear a badge.
2. Any unauthorized person on school property will be reported to the Principal or designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
3. All visitors are expected to abide by the rules for public conduct on school property contained in this handbook.



## CHECKING YOUR CHILD OUT FROM SCHOOL

Only individuals designated on a student's enrollment form are allowed to check out students. **Proof of identification may be required of the individual checking out the student.** In situations when parent(s) or legal guardian authorizes another person other than those listed on the student's enrollment form, they must call the school designee for approval. The authorized person must submit a note from the parent or guardian with a contact number and or proof of identity.

## CELL PHONES

Cell phones are not permitted for use in school. If you would like your child to have a phone in case of emergency, it must be in their bag and turned off. If we see the phones, we will confiscate and require parent/guardian to pick it up.



## STUDENT ID BADGES

Each child will receive a school issued student ID badge. This badge is a requirement for attendance each day. **Each student will scan this badge as they get ON and OFF the bus, and for their BREAKFAST and LUNCH.** The first two issued school badges are free, after that the replacement cost is \$5.00.

## ZONAR

This system allows the parent and school to track when the child gets on and off the bus. This is why it is imperative for your child to wear their badge daily. Safety is of utmost importance, and this system provides us with the information needed in an emergency.

Parents can download the Zonar MyView app on their smartphone and track their child's school bus, ensuring they got on and off at the correct locations. Please see the main office for more details.

## EXPECTATIONS ON THE BUS (SCUSD E2450 © EEAEC)

Students being transported are under the authority of the bus driver just as they are under the authority of the classroom teacher(s) while at school. In addition, the school administration continues to have authority over consequences for misbehavior while on the school bus. **Riding the school bus can be taken away if a child cannot follow bus expectations.** Students shall also observe the following specific expectations:



1. Follow directions immediately when asked.
2. Remain seated until your scheduled bus stop.
3. Keep all parts of your body inside the bus and to yourself.
4. Talk quietly and use appropriate language.
5. No eating or drinking while riding the bus however a plastic bottle with water is allowed.
6. Keep the aisle clear.
7. Throw all trash into the trash can on the bus.
8. Items brought on the bus must comply with school rules, including electronic devices.
9. Keep all personal property under control at all times.
10. Do not tamper with school bus equipment.



## STUDENT DRESS CODE

Specific guidelines listed below will apply to all students K-12.

- Shorts, skirts, dresses or other clothing cannot be more than three inches above the top of the knee.
- Shirts and tops should be long enough to cover the midriff when sitting or standing; and shirts, tops, and dresses must be buttoned high enough to cover the chest and the back of the body cannot be exposed.
- No sagging pants allowed and pants cannot be worn with the waistband below the hipbone.
- No see-through or mesh clothing that will reveal the body or will reveal underwear.
- Any form of attire which is indicative of gang affiliation is prohibited.
- **No headwear (hats, caps, hoods, kerchiefs, etc.) or sunglasses can be worn inside school buildings.**
- No bandannas.
- Clothing will not be allowed which depicts references to controlled substances, has unacceptable language and symbols, or that may be sensitive to the culture of students or staff, or that may be offensive or suggestive to any race, sex, or religion.
- Proper footwear is required.

## SCHOOL AND PERSONAL PROPERTY

Students are responsible for their personal property and all school property personally issued to them for their use. If a student should find a private or school property, do the right thing and return the item to the individual if the item has a name and or if it has no name turn it in to the Main Office. In the event, you have a lost property inquire at the front office. Students who have lost or damaged or stolen property must file a written report in the administration office. The administration will attempt to retrieve lost or stolen property and administer a consequence to those found guilty of damage to other's property and or theft. **However, the school assumes no responsibility for any personal property that is brought to school.**

## ATTENDANCE PROCEDURES

RIS believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or for religious beliefs.

RIS values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School Staff will make every attempt to assist

families in addressing attendance concerns. Arizona Revised Statutes 15-15-802 and 15-803, firmly places the responsibility for attendance on a child's parent(s)/guardian(s).

- A parent/guardian should contact the school within 24 hours prior to the beginning of the school day when the student will be absent.
- All unreported absences will be reported as “unknown” absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (ARS-15-807).
- Pursuit to ARS 15-803, a child can only be excused when he/she is accompanied by a parent/guardian or a parent authorized by a parent/guardian.
- A parent/guardian is the only person who can verify an unknown absence. Unknown absence may be verified by the parent/guardian by phone, in person or in writing to the school office within twenty-four hours of a student returning to school from an absence.
- Any absence that has not been verified by parent/guardian within twenty-four hours will be considered unexcused.
- A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as leaving the campus without “**Authorization / Unauthorized Absence.**”

### GRADING (I-6700 © IKA)

A school wide grading system will be utilized. Teachers will keep a careful record of the grades assigned to students.

Report Cards will be mailed every 10 weeks and additional written reports will be made when necessary. An average of 2 grades per week will be kept in numerical values in PowerTeacher for each subject. Teachers will confer with parents when necessary concerning academic progress and discipline of students. Teachers will also report to parents on students' conduct, attendance, or excessive tardiness.

### HONOR ROLL (I-7150©IKD)

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. RIS students earning a 3.5 grade average will be eligible for honor roll.



- If a student receives an “F” or “D” grade, they will be disqualified for that specific grading period.
- Students will be informed of the honor roll system and instructed to ensure an understanding of the specific grades and methods used to compute the honor roll formula.
- The District will promote public recognition of students who have attained honor roll status.

### LETTER GRADES

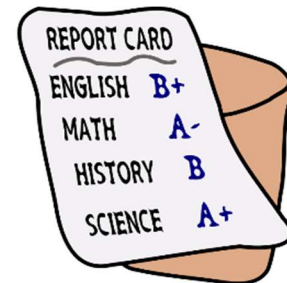
- “**A**” This mark indicates the student has done work in quality and quantity at the highly proficient level in the course.
- “**B**” This mark indicates that the student is doing work in quality and quantity at the proficient level in the course.
- “**C**” This mark is a satisfactory passing grade. It indicates that the student is acquiring the necessary information to proceed in the subject. He/she is partially proficient for a passing grade in the course.



- **“D”** This mark indicates that the student is not effectively mastering the work assigned but has sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course. He/she is minimally proficient for a passing grade in the course.
- **“F”** This mark is insufficient progress in the subject to merit granting of credit in the course.
- **“NC”** This is given to students that have excessive absences.
- **“I”** The grade of I indicates that the work in the subject is not complete and that proper credit can be earned by doing certain work as indicated by the instructor giving the proper grade. When the work is properly completed, the teacher will enter the grade. An incomplete must be made up within two weeks unless special conditions are worked out with the teacher and principal. If it is not made up, the grade for the incomplete work will be given “0%” and term grade will be averaged with the previous scores and the “0%”.
- **“Pass/Fail Grades”** This is given to students for Computers, PE and Apache language

These grade points are assigned to grades.

<u>Grade</u>	<u>Numeric Range</u>	<u>GPA</u>
A	90 to 100%	4.0
B	80 to 89%	3.0
C	70 to 79%	2.0
D	60 to 69%	1.0
F	0 to 59%	0.0



## DISCIPLINE & PROCEDURE

Rice Intermediate School will follow the board approved Parent and Student Guide to Student Code of Conduct.

More information on student, parent and school responsibilities and rights, due process, student code of conduct, code violations, behavior management, as well as suspensions and expulsions, appeals, etc., can be found in the *Parent and Student Guide to Student Code of Conduct*.

## EQUAL EDUCATIONAL OPPORTUNITY

At Rice Intermediate School, the right of a student to participate fully in classroom instruction shall not be hindered because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity. (SCUSD policy JB)

## SPECIAL EDUCATION

Arizona Special Education Law and the Federal Individuals with Disabilities Act (IDEA) require specially designed instruction or related services to all students who are found to be eligible. If your child is determined eligible to receive services, an Individualized Education Program (IEP) is written. This IEP will either call for specially designed instruction or related services such as Occupational Therapy, Physical Therapy or Speech Therapy. State and Federal laws continue to call for the provision of services in the Least Restrictive Environment.

Grade reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with students' abilities and based on their individual progress rather than in competition with classmates. The permanent report cards for such students shall indicate enrollment in special education for those classes.

Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of achievement grade.

**All Special Education questions should be directed to Ms. Jessica Natysn, ESS Director. Ext. 1006 and email [j.natsyn@sancarlos.k12.az.us](mailto:j.natsyn@sancarlos.k12.az.us)**

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 (I-2350 © IHB)**

Rice Intermediate School complies with Section 504 of the Rehabilitation Act of 1973, which requires all agencies that receive funding to facilitate access for any disabled person to an education free of discrimination based on their disability. If you believe you have a learning, mental, physical, or emotional disability, please contact the school counselor or administrator right away to arrange for reasonable accommodations on the school campus.

Furthermore, RIS is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year a manifestation determination conference must be held.

## **SCHOOL COUNSELING**

The School Counselor will provide Academic Development, Career Development and Social/Emotional Support.

School counseling programs use data to understand student needs, provide school counseling classroom, group and closing- the-gap interventions and remove systemic barriers to ensure all students as early as preschool and kindergarten have opportunity to develop academic goals at all grade levels reflecting their abilities and academic interests and can access appropriate rigorous, relevant coursework and experiences. Because of their unique position within a school and their unique training, school counselors can work with students facing mental health issues, family and social problems as well as career exploration and course planning to make school relevant.

School counselors play a critical role in ensuring schools provide a safe, caring environment and that students have the necessary mindsets and behaviors to advance academic achievement outcomes. School counselors work collaboratively with stakeholders to ensure equity, access and academic success of all students.

## **EMERGENCY DRILLS**

Emergency drills (i.e. fire drills, lockdowns, evacuation) will be held regularly during the school year. It is important for students to follow procedures given until the drill has ended.



## CAFETERIA

Breakfast for all students will be served 7:30-7:55 a.m. daily. Lunch time begins at 11:55 and ends at 12:35. Students are encouraged to eat breakfast and lunch in the cafeteria. Food is not to be taken to the classrooms. If your child requires a special diet please contact the main office so special arrangements can be made to accommodate your child.

## HEALTH OFFICE

The Health Office will follow Arizona Immunization requirements as part of admission requirements. Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona Immunization Requires that students be vaccinated for Diphtheria, Tetanus, Pertussis (DTa, or DT, or DTP), Polio (IPV), Measles, Mumps, Rubella (MMR), Tetanus and Diphtheria Booster (Td/Tdap), Varicella and Menactra/MCV4 for admissions in Kindergarten through 12<sup>th</sup> grade. All children must have proof of an updated immunization record on file on an annual basis.

**All prescription and over the counter medicine must be stored in the Health Office.** Students and parents are encouraged to work with the Health aide in following proper procedures.

- When a student is excessively absent, disciplinary action will occur. The absence will be classified as an “unexcused absence.”
- If your child is leaving early for an appointment, he/she must check out through the attendance office.

## RETAINMENT

- A student who has been absent ten (10) or more times, either excused or unexcused, per semester may be retained in their current grade level. (A.R. S. 15-802, 15-803).
- An appeal process is in place for those students who have extenuating circumstances.
- Please note that official documentation, such as a doctor's note will be required to file an appeal.
- Students who are under the age of 18 and have ten or more absences may be cited to court for extensive absences.
- Parents will be notified by mail when students accumulate 3, 5, 8 and 10 absences.

## TARDY PROCEDURE

A student arriving in the classroom after the academic day begins presents a significant distraction to the educational process. They must come to the front office for a tardy pass before entering their classroom.

## CHRONIC ILLNESS PROCEDURE

**Students with existing chronic illness conditions should obtain chronic illness request forms from the San Carlos District Nurse’s Office at the beginning of the school year.** When a new chronic illness is diagnosed please notify the RIS health aide to obtain the chronic illness forms. The Medical Certification Report must be completed by a licensed MD, DO or podiatrist and is returned to the nurse’s office. Once received, a meeting will be scheduled for a chronic illness plan.

In order for the chronic illness status to override the excessive absence rule the parent must report the absences according to regular attendance reporting procedures. This status allows teachers and the student to work out a

manageable method of completing work. A student requesting chronic illness after nine (9) absences will be considered only after completed medical documentation is received.

## SPECIAL EDUCATION STUDENTS

A student qualified under the Individuals with Disabilities Education Act (IDEA) as revised in 2004 may not be expelled from school but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Programs

## ALLEGED CHILD ABUSE

If a child protective service worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

## SEARCHES

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

Personal searches may be conducted by a district/school official when there is ***reasonable suspicion*** that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student, jackets, etc.
- Any object in the student's possession such as a purse, backpack or briefcase.
- School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned including, not limited to, drugs, drug paraphernalia, alcoholic beverages, e-cigarettes and/or tobacco products.
- Any material or item which presents an imminent danger of physical harm or illness, and/or
- Any materials otherwise not properly in the possession of the student involved.

Contraband materials as identified in the introduction above may be seized when found in the course of a search. Any such items seized may be:

- Returned to the parent or guardian of the student from whom the items were seized
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized
- Turned over to law enforcement officers or
- Destroyed

## SEARCH WARRANTS

If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

## ARRESTS

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student if known, upon contact by the parent.

## POLICE PRESENCE ON CAMPUS (J-4600 © JIH-RB)

Through a partnership with the San Carlos Tribal Police Department, the district employs police officers to provide an added layer of safety on school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

## NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS [34 C.F.R. 300.561 AND 300.572]

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These records are maintained by the district under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent and or student age 18. [34 C.F.R. 99.7].

## School, Parent and Student Compact

*Rice Intermediate School and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA), agree that this compact outlines how the parents, the staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop a partnership that will help children achieve the State's high standards. This School-Parent compact is in effect during the school year 2023-2024.*

### **School Responsibilities:**

- 1. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**

*Rice Intermediate teachers will teach the SCUSD Essential Standards based on the Arizona State Standards for all courses. Teachers will provide the structure and support for all students to reach the Proficient and Highly Proficient level for student academic achievement.*

- 2. Hold family engagement/parent conferences during which this compact will be discussed as it relates to the individual student's achievement.**

*Qtr. 1 – 9/7/2023*

*Qtr. 3 – 2/8/2024*

*Qtr. 2 – 11/9/2023*

*Qtr. 4 - 3/21/2024*

- 3. Provide parents with updates on their student's progress. Report cards will be mailed the week after each quarter ends.**
- 4. Provide parents reasonable access to staff.**

*Along with Parent/Teacher conferences, parents are encouraged to email their student's teachers or call the main office at 3001 & 3002. Teachers will return emails and phone calls within 24 hours.*

- 5. Provide parents opportunities to volunteer and participate in their student's class, and to observe classroom activities.**

*Parents are welcome at all school functions, activities and athletic events. Please remember to check in at the front office for a visitor's badge.*

### **Parent Responsibilities:**

***We, as parents, will support our student's learning in the following ways:***

- *Make sure you child attends school each day.*
- *Making sure that your student completes his/her assignments.*
- *Attending all Parent/Teacher Conferences.*
- *Participating in decisions relating to my student's education.*
- *Keeping parent/guardian contact information updated at all times during the school year.*
- *Staying informed about my student's education and communicating with the school.*

### **Student Responsibilities:**

***We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:***

- *Attend school every day.*
- *Complete all assignments.*
- *Follow classroom expectations.*
- *Authentically engage in class by participating and asking questions about learning.*
- *Ask your teacher for help.*
- *Participate in school activities.*
- *Find ways to contribute to a positive and productive school environment full of school spirit and fun. Go Lil' BRAVES!*

## Parent/Student Handbook and Compact

### *Acknowledgements and Verifications*

By signing this page, you acknowledge and verify that you have received and reviewed with your child the contents of this handbook and compact form.

**This form must be returned to the school within 10 days.**

Student Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent/Guardian(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: Nicholas J. Ferro

Date 7/31/2023