

# **Booth-Fickett K8 Math & Science, School**

## **Student/Parent Handbook**

### **2024-2025**



#### **Vision**

Booth-Fickett K-8 school delivers high quality culturally relevant instruction in a safe environment in order to ensure students achieve their highest potential and become productive members of society.

#### **Mission**

To create opportunities for every member of our school community through high & consistent expectations of students and staff, research-based interesting curriculum & instruction for all students, opportunities for all students to either receive support or be enriched, AVID strategies across the school, PBIS systems for all, extra-curricular clubs and programs including 21<sup>st</sup> century.

#### **Core Values**

Respect

Integrity

Safety

Excellence

## Booth-Fickett K8 Math & Science School Policies and Procedures

The Student Handbook contains building policy and procedures. Please have it handy for ready reference during the school year. The Falcon Community is Respectful, has Integrity, is Safe and values Excellence. The Falcon Community continues to R.I.S.E. each year!

### Assemblies

During the school year we will have assemblies for several reasons. Assemblies will be done by grade level, unless otherwise stated. Following school rules and expectations is required. We will show appreciation by clapping at the proper time. Booing, hooting, and whistling will not be tolerated. Respect is paramount to all presenters by making eye contact, showing a willingness to learn, and being a good influence on students around you.

### Attendance and Tardiness

Accurate attendance is paramount for the success of any student.

Students must arrive at campus no later than 8:30am to have time for breakfast, if desired. The first bell rings at 8:46am to signal to students to go to class. By 8:50 am, students must be in their first period class and ready to learn.

**Tardiness:** If a student arrives to campus after 9:00 am, the student must go to the front office for a late admit slip. The parent/guardian must accompany the student to the office so that they can sign the student in. It is a hardship to teachers who are trying to start class when scholars arrive late.

**Absences:** If a student is going to be absent for any reason, please contact the front office and report the reason, the student's full name, the student's grade, and the name of the person responsible for calling in the absence or submitting the absence through ParentVUE. Per TUSD Governing Board Policy, **Student Attendance JE-R, students will receive No Credit** in each class that they are passing at the end of the semester in classes with ten or more unexcused absences. If your scholar accumulates 10 or more unexcused absences, we encourage you to file an attendance appeal as soon as possible as they will not get credit for the course otherwise.

**Truancy:** Please talk to your children about the value of being in every class period. A scholar is in violation of truancy when they have an unexcused absence for at least one class period during the day from compulsory school. Parents will receive a random automated phone; in many cases a parent will receive a phone call for each class period the student is absent.

### AVID

Booth-Fickett K8 is an AVID school. As such, we have expectations around students sharing work with teachers and peers and completing quality work. Students may be required to carry planners and/or binders or other academic items to ensure their success.

## **Bullying/Harassment**

Booth-Fickett K8 School has a progressive discipline policy regarding bullying, sexual harassment, and illegal substances. If a student witnesses or is a victim of any of the above, they are to report it immediately to the nearest adult. Administration follows the Student Code of Conduct when facilitating discipline. This Code can be found on the TUSD website at [https://district.tusd1.org/\\_theme/files/student-code-of-conduct-202307-en.pdf](https://district.tusd1.org/_theme/files/student-code-of-conduct-202307-en.pdf).

If a student comes home after school and reports a bullying situation to the adult in the family. That family member should contact the school via email to the administrators or call 520-731-3800 to report the issue. An administrator will contact the family within 24 hours (excluding weekends and holidays) and walk the family through the reporting process. We strive to be proactive when it comes to bullying, harassment and illegal substances. We value collaboration from the home to support us in our endeavor to keep all students safe and free of any harassment.

## **Student Code of Conduct**

To create an atmosphere that will ensure the right of all students to have a valuable educational experience, Faculty and Staff will implement a uniformed discipline program. This procedure will be in effect throughout the school year and will be reviewed by the students regularly. Parents/Guardians will be informed early in the school year and throughout the year, if necessary, of unacceptable behavior. If the student's behavior is not acceptable, teachers, specialists and administration will work with the student and the family in every way possible to modify the behavior. However, it should be clear that our school will not tolerate disruptive behavior that hinders our scholars' education.

Teachers will formulate with student input, discuss, and post class rules in each room in the first week of school. These rules will be always followed by all students and should be always in clear view of students and visitors. Teachers have the basic responsibility to ensure a safe and orderly environment in their classroom. Many behaviors are managed by the classroom teacher and require regular parent contact by the teacher of record. Parents should watch their email for communication from teachers.

Booth Fickett Administration will intervene when teacher-managed interventions are unsuccessful or impacting the safety or ability to learn in the classroom and school. Administration follows the Student Code of Conduct when facilitating discipline. [View the Student Code of Conduct](#).

The TUSD Rights and Responsibilities document including Restorative Practices and Booth-Fickett K8 School's PBIS program will be always in effect. Please review them before the school year starts. Restorative Circles will be practiced campus wide. [Student Relations Dept \(tusd1.org\)](#)

For everyone's convenience school-wide expectations are displayed in our PBIS Matrix.

## Positive Behavioral Interventions and Supports (PBIS)

PBIS is a proactive framework designed to prevent problem behavior while teaching socially appropriate behaviors. The focus of PBIS at TUSD is creating and sustaining safe and inclusive environments for all students to support appropriate behavior and redirect disruptive behavior. Refer to the Booth-Fickett PBIS Matrix. This matrix will be revisited at the beginning of the 24-25 school year and you will be updated.

		BOOTH-FICKETT		Math & Science K-8							
Schoolwide	Bathroom	Class/ Library	Cafeteria	Hallway	Entering School	Leaving School	Assemblies	Bus	Playground	Technology	
R  Respect	~Wash hands with soap ~Keep walls & stalls clean ~Clean up after yourself	~Listen & follow directions ~Raise your hand to speak ~Listen while others are speaking	~Use a low voice ~Listen & follow directions ~Use good manners ~Go straight to playground	~Keep your voice low or off ~Listen & follow directions	~Say hello with a smile ~Enter classroom quietly	~Leave the classroom quietly ~Say goodbye	~Silently listen to the speaker ~Follow directions ~Eyes on speaker ~Appropriate applause	~Share seats ~Listen & follow directions	~Listen & follow directions ~Include everyone when playing ~Treat equipment with kindness	~Use appropriate language ~Post only truths ~Follow teacher directions	
I  Integrity	~Use a low voice ~Help keep the bathroom clean	~Be prepared and organized ~Complete all assignments	~Wait quietly in line ~Include everyone at the table	~Report any inappropriate behavior	~Line up quickly & quietly ~Face forward ~Make a straight line	~Line up quickly & quietly ~Face forward	~Respect each other's personal space ~Be a silent neighbor	~Be kind to other bus riders ~Use a low voice	~Be a problem solver ~Listen to others' feelings ~Be a good sport	~Use kind words and actions ~Respect others' privacy ~Report inappropriate actions	
S  Safety	~Use sinks, dryers, & toilets appropriately ~Report anything broken or vandalized	~Use equipment & materials appropriately	~Walk at all times ~Keep your hands to yourself in line	~Keep hands, feet, & objects to yourself ~Use walking feet	~Peaceful hands & feet	~Use crosswalks ~Walk on the sidewalk	~Sit on your pockets ~Keep hands, feet, & objects to yourself	~Peaceful hands & feet ~Face forward	~Use playground equipment appropriately	~Take care of equipment ~Only go to appropriate sites	
E  Excellence	~Give others privacy ~Leave as soon as you are done ~Go back to class quickly and quietly	~Enter quietly ~Work together ~Clean up your area	~Keep food in the cafeteria ~Clean up your area	~Go straight to where you are headed ~Return to class quickly	~Go straight to the playground or MPR ~Get pass from the office if you are late ~Bring completed work to school	~Know how you are getting home ~Take all of your belongings & homework home	~Face forward ~Arrive on time	~Sit on your pockets ~Arrive on time	~Line up when you hear the whistle ~Have a pass to leave ~Clean up after yourself	~Stay focused and on task ~Think before you post	

### Dress Code

Booth-Fickett K8 School follows the TUSD student dress [Policy-Code-JICA](#).

“Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol, vaping, tobacco or drugs, pornography, or hate speech are prohibited. Clothing containing images, symbols, slogans, words, or phrases that are homophobic, religiously or racially discriminatory or that perpetuate gender-based discrimination or defamation are distracting and interfere with the teaching and learning environment.”

## Dismissal Procedures

K-5 students will be dismissed by the teacher and walk to the Booth Cafeteria at the designated dismissal time. Students will be dismissed from the cafeteria to an awaiting parent. K-5 students who ride the bus will be accompanied by a monitor and will remain there until the bus departs. ONLY Bus Riders should be left in the cafeteria after school. Other scholars should be picked up by parents within 20 minutes of dismissal. (Dismissal K-5: 2:50 MTThF or 1:50 W)

6-8 students will be dismissed from the classroom to the designated pick-up areas. In front of the school, the horseshoe pick-up area is used for parent pickup. Other students may leave through the cafeteria to the bus bay.

No students may be picked up in the last 30 mins of the school day. A picture ID must be displayed to office staff for a student pickup. Emergency contacts can pick up students with proper ID. Designated people can be used with prior arrangements.

## School Rules/Expectations

Booth-Fickett K8 School, Falcons R.I.S.E. We are Respectful, have Integrity, practice Safety and Excellence..

### Here are our non-negotiables:

1. Cell phone use is not permitted from start of the school day bell to end of the school day bell, except for lunch. This means that from 8:46 until the end of the school day, no phones should be used. Cell phones should be stored in the students' backpacks and silenced. Parents are welcome to send messages to their children through the office.
2. Upon entering any building, the students will remove their sunglasses.
3. Bikes, skateboards, and scooters must be walked on campus. Bikes can be locked up in the bike rack on South Campus. Skateboards and scooters must be stored upon arriving at school.
4. Personal items such as cell phones, air buds, Bluetooth speakers, computer games, Nintendo Switches, Pokémon cards and sports equipment should be left at home. Booth-Fickett K8 School. is not responsible for theft of any item left unattended. Headphones and air buds are not permitted during the school day.
5. Prohibited items such as laser pointers, vape pens, play weapons, fireworks and silly string are examples of items with immediate confiscation and consequences assigned.
6. When in the halls, walk quietly and on the right. **Always keep your hands to yourself.**
7. Follow all directions of the adults who work at our school.

### Cafeteria Rules

1. Stand quietly in line as you wait for food.
2. Sit at a table. You may talk quietly with your neighbor. Conversations should be at a voice level where it cannot be heard outside of your table.
3. Use good manners and respect all people.
4. Clean up your table area and leave it tidy and neat.
5. Walk to the exits and pass quietly through the building areas and halls.

## Exclusion Policy/Procedure

Students may de-escalate through various protocols:

1<sup>st</sup>: Students will have access to a calm corner in each class to deescalate.

2<sup>nd</sup>: Before utilizing a buddy, teacher or calling someone from the behavior team the classroom teacher must attempt an intervention, where possible.

3<sup>rd</sup>: Students may be sent to the PIC (positive intervention center) for 20 minutes or less to deescalate.

## Food and Drink

Eating and drinking in the classroom is discouraged. We aim to keep spills, roaches, ants, and mice problems to a minimum. If you spill, you may be required to stay after school to clean the area. Energy drinks, coffee, and soda products should be left at home. All food must be kept in a plastic container. The only fluid permitted inside the classroom is water and it must be in a water bottle with a closeable top. Flavored water or vitamin water is not permitted as it still contains color that can stain. An exception to the rule is students who arrive late and who have not eaten breakfast. This practice is in effect until 9:30am. Hungry students may have their snack during a passing period.

## Identification Cards

ID cards should be worn while on campus.

## Leaving School Grounds

Once a student arrives at school, they are not permitted to leave the school grounds until dismissal, unless a family member signs the student out through the office. If a student leaves the campus the campus without permission, an administrator will notify the parent and implement the [Student Code of Conduct](#). If a ball or other item goes over the playground fence, a monitor or custodian should be notified to retrieve it. Under no circumstances are students permitted to climb the school fences.

## Lost and Found

Students should label their possessions with their first and last name. If a student misplaces an item, if found, it will be placed in the Lost and Found area. Items with value will be turned into the Front Office for safekeeping.

***Students should not bring the following items to campus:***

1. Electronic devices such as Nintendo Switches, MP3 players, AirPods, Bluetooth Speakers, iPads/Tablets.

2. Personal sporting equipment including basketballs, footballs, and soccer balls. (If the student is on a current athletic team, a sports bag with the necessary equipment can be brought to campus.) If personal athletic equipment is brought to school it will be stored by the AP.

## **Lunch Procedures**

Our lunch periods are 30 minutes in length. We offer free breakfast and lunch to all students. The lunch menu can be found at the [TUSD Food Services Department website](#).

Students are to follow the directions of all staff in the area for lunch. Students are expected to clean up their lunch area after eating. Students are not allowed to eat lunch other than their designated time. Exceptions are a special schedule of a student field trip.

Please do not deliver fast food to students at any time. When this is done, we give it to them at the end of the school day as there is a free option available.

## **Multi-Tiered System of Support (MTSS)**

The MTSS model is a multi-tiered approach to providing services and interventions to students at increased levels of intensity based on progress monitoring and data analysis. The MTSS model is implemented by the classroom teacher with the school-based MTSS Team. This support comes for either academic or behavior reasons.

## **Parent Teacher Organization (P.T.O.)**

Falcon Families, consider joining the Booth-Fickett K8 School P.T.O. The PTO sponsors many activities during the school year to support our school and its programs. Their efforts are always appreciated, and they deserve as much of our support as possible. If you are interested in becoming a member, contact the front office at 520-731-3800. We need a president, vice president, secretary, and treasurer for the 24-25 school year.

## **Playground/Field Behavior**

The playground is an extension of the school building, and all the school rules apply. We will expect proper behavior from all students. Any activity that is judged to be unacceptable or dangerous will be stopped and the student will be given an explanation as to why it is inappropriate. Play activities will be restricted to the appropriate areas of the playground. Teachers will take the time, during the first week of school, to inform their students that our monitors have the same responsibility and authority as a teacher. Therefore, their direction must be followed.

## **Rainy Day Schedule**

When the weather does not allow students to go out on the playground during lunch recess, we will adjust our schedule to ensure that they are adequately supervised. When it is necessary to go to a rainy-day schedule, the following procedures will take place:

- If it is raining before school, or the weather conditions dictate, students will be brought into the cafeteria. When the first bell rings, students will be sent to class.
- If it is raining during lunch, or the weather conditions dictate, students will stay in the cafeteria for the entire lunch period.

## Report Cards

**All Students:** Report cards are available on Parent Vue the Monday after grading day each quarter. This is an important part of the communication process with our families. Teachers strive to ensure that students receive the evaluation that they have earned, and the necessary comments that go along with the evaluation. Report cards are available in Parent Vue.

Between report card periods for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, progress reports are uploaded halfway through each quarter. Dates can be found on the district website. If a student is at-risk of failure or the teacher notices a downward trend in grades, the teacher will communicate with the family and the MTSS team early to develop a proactive plan to support the student.

## Retention

Retention of students at Booth-Fickett K8 School will be according to TUSD guidelines. When recommending a student for retention, the following procedures should be accomplished:

1. The documentation process should start as early as October. The teacher will collaborate with the MTSS team to ensure that all the paperwork, documentation and communication has been completed.
2. A thorough assessment of the student's performance based on demonstrated work and observation.
3. Referral to the MTSS Team for discussion, documentation, and review of process.
4. Conferences with the student's family and the MTSS Facilitator.
5. Development of an intervention plan and adequate time to see if the results warrant further considerations.
6. Additional conferences with parents to either confirm the recommendation for retention or not.
7. Completion of a thorough Student Support Plan (SSP) and/or Individual Education Plan for the student. **Recommendation for retention to the principal - no later than the first week in March.**

## School Hours

The following school hours will be in effect for this school year:

- The front office will be open from 8:00am to 4:30pm
- The instructional day is from 8:50am to 3:50pm on Mondays, Tuesdays, Thursdays, and Fridays for 6<sup>th</sup>-8<sup>th</sup> grades and 8:50am to 2:50pm for K-5<sup>th</sup> grades.
- On Wednesdays, the instructional day is from 8:50am to 2:50pm for 6-8 and 8:50am to 1:50pm K-5.
- During the year, there will be adjustments to the instructional day to accommodate for the following:
  1. Teacher Conferences with Families
  2. Professional Development for Faculty and Staff district wide.



## Student Activities and Sports

**Student Council:** This student organization is open to any 6th, 7th and 8th graders interested in developing leadership skills through community service and school sponsored events. This club requires that the student commit to activities, meetings, and projects outside school hours. If a student is interested in becoming a Student Council Member or Office, speak to the Front Office.

**8th Grade Club:** Are you in 8th grade? Do you like to host events to raise funds? Are you a fan of end of the year trips? This is the club for you! The 8th grade club is made up of 8th graders that strive to raise funds for the end of the year 8th grade trip. If you are interested in this club, please speak with Ms. Ishikawa.

**Sports:** Booth-Fickett K8 School has a rich tradition of athletic excellence.

At the **Middle School level**, the following athletic opportunities are offered:

1. Boys' and Girls' Cross Country
2. Boys' and Girls' Basketball
3. Boys' and Girls' Volleyball
4. Boys' and Girls' Soccer
5. Boys' and Girls' Track

At the **Elementary level**, the following athletic opportunities are offered for 4th and 5th graders:

1. Boys' and Girl's Track
2. Boys' and Girls' Basketball

If a student would like to start his or her own club, they will need to speak with the Student Council about the process. The minimum requirements are:

1. Teacher to act as the advisor.
2. Minimum of a President and Treasurer

## Technology

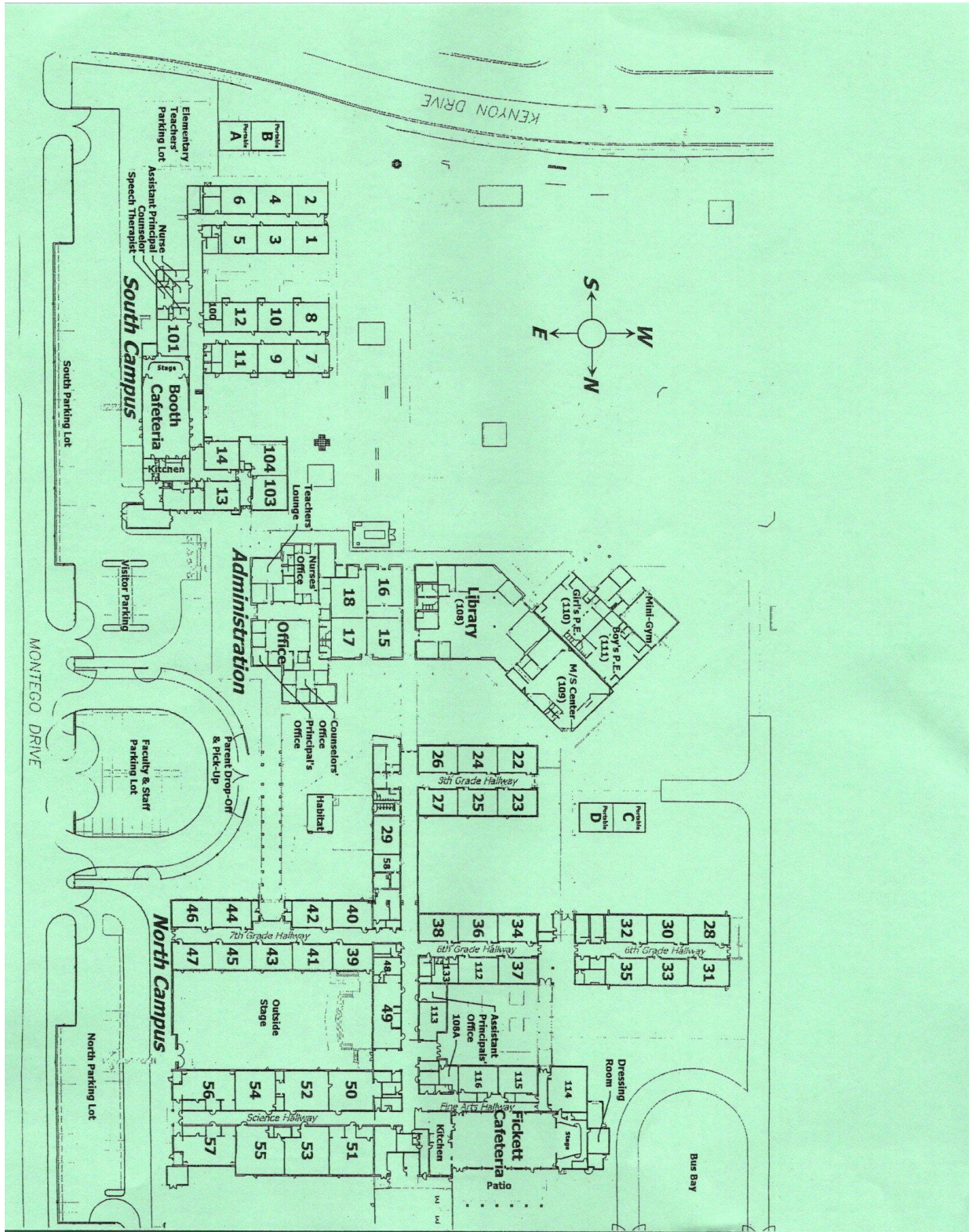
We encourage students to make the best use of class time and respect the district technology rules. Laptop computers are for educational use only. No laptop computers may go home with students unless they are checked out of the library (like books). This is a new policy for 24-25.

Phones, gaming devices, and other electronics including earbuds must be silenced and secured during the school day. No pictures may be taken and posted at any time. Infractions of the technology policy is subject disciplinary action including social media posting.

## Visitors/Volunteers

We encourage families and members of the community to visit our school during the school year. Visitors are not allowed on campus during the school day unless volunteers have passed background checks. All visitors must come to the office, identify themselves, and state their purpose for the visit prior to going anywhere else in the building. They will then be issued a badge by the office unless they already have a TUSD badge. [Volunteer | Tucson Unified School District \(tusd1.org\)](https://www.tusd1.org/volunteer)

# School Map



## **Booth Fickett General Policies for students**

### **Bathroom Passes**

- Bathroom Passes will be distributed at the discretion of the teacher
- No bathroom passes will be given in the first and last 10 minutes of class.
- Classroom teachers can limit bathroom passes if necessary
- Backpacks will not be allowed to travel with students to the restroom
- Students must display a pass designated for the restroom
- Only one student can leave the classroom at a time
- Students are asked to return to the classroom in a reasonable time of about 5 mins.

### **Tardy Policy**

- Classroom teachers will track and monitor tardies
- Regular tardy sweeps will take place throughout the year. This encompasses a phone call to parent and an automatic detention
- Classroom teachers will contact parents to rectify tardies and implement interventions
- After the 3<sup>rd</sup> tardy, the teacher will write a minor discipline referral
- Discipline referrals will follow [TUSD Student Code of Conduct](#)

### **Food Policy**

- Classroom teachers will allow students to eat breakfast in the classroom if the student is late.
- Classroom food will be given out and consumed at the discretion of the teacher.
- Classroom food that requires use of a microwave will not be honored by school staff to warm up for the student.
- Drinks other than water will not be allowed in classrooms
- Lunch will be consumed in the cafeteria only.
- PBIS food reward days are sporadic, and students will be allowed to eat in common areas or classrooms.

## Use of Scents

- Students will be discouraged from using cologne or perfume products due to sensitivities allergens to students and staff members.
- Students will not be allowed by the classroom teacher to spray scents in the air in a common area like classroom, lunchroom, bathroom or hallway.
- Students are prohibited from entering an area with specific signage indicating use of scents are prohibited if they are wearing strong scents. Students are encouraged to notify a staff member.
- Thoughtful use of scents is appreciated by all who have asthma, allergies, or other lung issues.

## Cell Phone/Ear Bud Policy

- Students are asked to refrain from bringing a cell phone/ear buds to school
- If the cell phone is visible in any common area, classroom, hallway, bathroom etc, the cell phone/ear buds must be surrendered to the staff member when requested.
- Electronic Devices (including cell phones and ear buds) are to be secured out of sight (not in pockets)
- **1<sup>st</sup> occurrence** – warning, phone is collected, parent is notified, and electronic device is returned to the student by the front office at the end of the school day.
- **2<sup>nd</sup> occurrence** – Device is surrendered and placed in the front office for parent pickup only.
- **3<sup>rd</sup> /4<sup>th</sup>/5<sup>th</sup> occurrence-** Device is surrendered to the front office and is subject to the code of conduct. 4<sup>th</sup> and 5<sup>th</sup> occurrences require a mandatory device surrender each day the school is session.
- Cell phone/ear buds will be allowed before/afterschool and at lunchtime only if brought to school.