## Indian Oasis Primary School

Preschool Program

Parent Handbook 2023-2024

#### Mission Statement:

We empower our children to have a strong cultural identity to conquer challenges and contribute to their communities in their journey of life.

#### Vision Statement:

ALL our children will be given the foundational skills to become college and career ready and embrace their Himdag.

#### Our Core Value:

We are committed to creating a **supportive** environment to **empower** ALL to reach their full potential.

#### Our Creed is:

- I am safe throughout the day.
- I take pride in all that I do.
- I act responsibly in every way.
- I respect myself and others.
- I am a Tohono Star.

Our Purpose: We prepare every child every day for success at the next grade level.

#### BUSD Stretch Goals:

- Attendance: 80% of the students will score 70% mastery in each major cluster.
- Academics: 90% + Attendance by teacher, grade level, school and/or content & 90% Parent Portal View

Principal Jennifer Enriquez j.enriquez@busd40.org

Assistant Principal Valerie Valdez vvaldez@busd40.org

<u>School Improvement Specialist</u> Katrina Pablo <u>kpablo@busd40.ora</u>

#### <u>OfficeManager</u>

Silvia Valdez svaldez@busd40.org

#### Superintendent

Ruben Diaz rdiaz@busd40.org

> <u>Teachers:</u> Mrs. Vega Ms. Deidre

Assistant Teachers: Ms. Sheree Ms. Begay

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## Table of Contents

School Hours/Contact Information Attendance/Tardy Policy Philosophy Checklist/Classroom Donations Parent Teacher Conferences/Report Cards Curriculum Dress Code Behavior Babo Ki: Breakfast/Lunch Healthy Snack Ideas Your Child's Health After School Care Drop off and Pick up **Transportation Procedures** Additional Information Transitions Important numbers/School Contact Info

Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Page 11 Page 12 Page 13 Page 14 - 15 Page 16 Page 17 Page 18-20 Page 21 Page 22 Page 23

Page 3

### School Hours

**Full day:** Monday to Thursday 7:55 a.m. – 2:35 p.m.

Early Release Friday and select calendar dates at 12:00 p.m

Students are not permitted in the classroom before 7:50 a.m. They are to report to the bus bay to be with the other students if they arrive earlier. During cold or rainy weather students will report to the Library.

"It is important that your student is at school every day on time. Our IOES 4 star Primary Pre-K program is preparing your student to read so they are successful readers in life. To ensure we are able to do this, every minute counts. According to the AZ Move on When Reading law, students cannot be promoted to the fourth grade if they are not reading on grade level at the end of their third grade state assessment. If your student is here on time every day, there is a higher chance that they will be strong readers in the third grade and will not have to worry about transitioning into the next grade level."

From 8:00 am to 1:00 pm, We are not able to take calls while class is in session. However, after the students are asleep during the afternoon, (from around 1:00 pm and 2:00 pm) we can respond to phone calls and emails. After school from 2:35-3:30 We will be available to meet with you in person by appointment.

Contact

Information

If you would like to schedule a conference to discuss your child's academic progress, please feel free to call or send an email.

Mrs. Vega: <u>svega@busd40.org</u> Ms. Deidre: <u>dortega@busd40.org</u>

## Attendance & Tardy Policy

At Baboquivari Unified School District, our preschool program is funded through the First Things First/Quality First Program. This program was developed to provide access to high quality early education. Inconsistent attendance is one of the most significant barriers to your child receiving early learning opportunities. In contrast, consistent attendance helps contribute to success in an early learning environment and your child's future education in the following ways:

- Children thrive in the care of familiar caregivers who play a significant role in their lives over time
- Children who remain with the same group of children longer are more peer-oriented and less solitary over time than those whose peer groups have changed frequently; and they are friendlier toward peers in distress.
- Children with consistent preschool attendance have higher kindergarten readiness scores.
- Consistent attendance is a habit that if formed early, will continue into later years.

It is the program expectation that children be in attendance for at least 85% of the time that they are scheduled each month. Your child may be withdrawn if not in attendance for at least 8 days and 112 hours per month. Students who are consistently tardy can also be withdrawn for not meeting the requirement of 112 hours per month.

On the other side of the scale, please do not send your student to school when they are sick. (See Your Child's Health page for more information)

## Absence Procedures

If you will not be sending your child to school due to illness, please call the school and leave a message with the school office at (520) 719-1230.

When your child returns to school, please send a note to the office or e-mail svaldez@busd40.org.

Absences for religious holidays not included in the school calendar also require a written note or e-mail from the parent.

## Philosophy

Indian Oasis' Elementary Preschool program philosophy is to provide opportunities for children of all ages to learn through discovery and play, form and maintain relationships, and learn to express and regulate emotions, which we see as the cornerstones of school readiness.

Daily experiences provide learning across all the developmental areas and provide a comprehensive approach to building cognitive, social, physical, language, and emotional skills.

Our program uses a unified-theme approach implemented with our individualized curriculum that is customized for the developmental needs of each age group and provides a variety of experiences to nurture the whole child.



## Checklist

### Recommended Items for School

- Backpack large enough to hold change of clothes, school papers and/or blanket and small pillow, (if staying until 2:30)
- Extra Change of Clothes (underwear, socks, shorts/pants and a shirt) carried in the backpack on a daily basis
- Water bottle



### **Classroom Donations**

We welcome donations to our classroom! Items that we always need:

- ★ Pants/shirts, (boy and girl)
- ★ New socks and underwear, gently used shoes
- ★ Healthy snacks (see page 12 for ideas) for afternoon nap students
- ★ Baby wipes

We will be holding parent conferences twice this year. Conference dates will be determined and parents/ guardians will be notified prior to the conference.

These meetings are very important. Please plan on attending these conferences. Your child will appreciate your interest and you will gain insight into your child's capabilities. Additional conferences are by appointment. Please contact your child's teacher to set up an appointment.

Parents are encouraged to visit the school and their children's classrooms throughout the year. Please make arrangements prior to the day of the visit. Each family member who visits the school must check in at the office.

## **Report Cards**

Your child will receive three reports this year about their progress. During parent conference, teachers will go over these with you. These reports will look different than older students report cards, as we teach to the developmental levels of the children. Since every child is at a different age/level, the assessment shows what they are doing currently and what you can expect them to achieve next.

Additionally, we assess your child on these areas at the beginning, middle and end of the year:

- Alphabet Upper/Lower Case Identification and Sounds
- Number Identification and One-to-One Correspondence
- Color Identification
- Shape Identification

Our assessment schedule is based on the Teaching Strategies Gold, which is Arizona's Early Learning Assessment. Fall Checkpoint: October 2023 Winter Checkpoint: February 2024 Spring Checkpoint: May 2024 Expect to see your child's report about a week after these dates in the mail.

### Curriculum

We use Curiosity Corner, a PreSchool program created by Success For All (SFA). Children are expanding their vocabularies and building math, science, art, music and interpersonal skills. They will do it by playing games, singing songs, hearing stories and making up their own, engaging in make believe and much more. Join Curiosity Cat, Chilly the Penguin and Squeaky the Squirrel as they introduce students to concepts and skills that help them talk, imagine and discover!

Curiosity Corner includes:

- A strong focus on oral-language and vocabulary development and assessment.
- Built-in scaffolds and prompts to help students thoroughly learn procedures and cooperative learning structures.
- Many opportunities for student interaction and partner work.
- Integration of social-emotional skills and strategies.
- Professional development for teachers, including online resources.
- Interactive whiteboard compatibility.
- Online data tools and analysis.
- Integration of videos, including Sesame Workshop ones, to enhance instruction.

Teaching Strategies GOLD will be uses to assess students in Mathematics, Literacy, cognitive development, and motor development.

https://teachingstrategies.com/content/pageDocs/Creative\_Cu rriculum\_T ouring\_Guide.pdf

## Dress Code

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

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

a. Displays or suggests obscene language or symbols,

b. Presents undergarments or sleepwear as outerwear, or

c. Exposes the back, chest, abdomen, midriff, genital area, or buttocks.

SHOES: Closed toe shoes with a rubber sole are requested. Students play outside in a variety of surfaces, and open toed/high heel shoes can lead to injury.

### Extra Clothes

Young children have a variety of reasons to need extra clothes during the school day. While they may not need extra clothes at home, the school environment can be very exciting and accidents may happen because they are so engaged in their learning activities with their friends at school.

#### \*\*Please send a complete change of clothes in their backpack everyday: Underwear, socks, shirt, pants or shorts\*\*

If your child has an accident at school and does not have a change of clothes, your child's teacher will make all efforts to find clothes for them. If they come home with teacher purchased clothes, please launder the clothes and send them back as soon as possible so they can be used for another student, if necessary.



### **Backpack Suggestions**

All students will need a functional backpack large enough to hold items listed below:

- Homework (book bag)
- school notices
- notes from the teacher
- Blanket (nap students)
- Small pillow (nap students)
- Change of Clothes

Please make sure that your child brings his/her backpack each day, and when they come home, please check for any messages from the school/teacher.

Many backpacks look alike; please label your child's backpack with his/her name and teacher visible between the straps on the flat part that goes against their back, so if it is lost, it may come back to our classroom.

#### Positive Behavioral Intervention and Supports (PBIS)

Indian Oasis Elementary School Primary Campus participates in Arizona's Positive Behavioral Interventions and Supports (PBIS) program for school-wide discipline and behavior management. With the PBIS approach, there is an emphasis on teaching desired positive behaviors towards creating a safe and productive classroom environment. Students will have opportunities to earn incentives, participate in the school store, and receive awards. Accordingly, the school will have posted guidelines and rules for all school areas. Students are required to follow these guidelines and rules to ensure safety and security while at school. ENCOURAGE YOUR CHILD TO DO THEIR BEST AS STUDENTS ARE RESPONSIBLE FOR THEIR ACTIONS.

#### Student Conduct

Students at Indian Oasis Elementary School Primary Campus have the right to a quality education free from any unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school environment relatively free from behavioral problems. The Governing Board of BUSD #40 wants to ensure that every student has the opportunity to attend school and be educated or receive an education without fear or harm or injury. Therefore, the Board will not allow any person or persons with a disruptive intent to endanger the safety of pupils or school personnel, to damage property or to interfere with the educational process. Most situations involving students will be addressed through the classroom teacher or the PBIS system. However, serious or continuous infractions will be required to have a conference with the students' guardians.

#### Dallas Bucks

Students have an opportunity to earn Dallas Bucks to spend at the Dallas store. Encourage your child to do their best!

## Babo Ki:

Baboquivari Unified School District has implemented the house system, inspired by the Ron Clark Academy. The House System Creates excellence, promotes teamwork, positive school climate, school pride, while building character in our students. More importantly, it promotes a culture of belonging for all and enhances relationships among our students. There are four houses, each house is represented by four different colors and character strengths.

Throughout the year, we will hold house assemblies to build a positive community and provide space to empower our students with character development.

Students will earn points for their house throughout the year and every Friday. It is highly encouraged to wear your house shirt. It is also highly encouraged for parents to participate in house meetings.



House of Givers



House of Courage

House of Friendship



House of Dreamers

## Breakfast/Lunch

Breakfast and lunch is served in the cafeteria daily.

School Lunch program guidelines are that students must be provided the entire breakfast/lunch and can choose what they eat and drink, but cannot have extra food not provided by the program. If students bring their own food, it must be a complete meal or they will be told they can have it after school. Water bottles can be brought to school, but not sugared and/or caffeinated beverages. We do have a water fountain both inside and outside our classrooms they are able to use whenever they need to.

If you choose to serve your child breakfast in the morning, please make sure that your student finishes eating before walking into class. This causes a disruption with the other students and most children usually want to join the others rather than sit and eat their food.

All students are encouraged to eat independently; Students are taught how to open milk cartons, ketchup packets, etc. by themselves. They are also encouraged to ask to get out of their seat, clean up after themselves and stack their chair before leaving.

Please inform your teacher of any food allergies that your child may have prior to school starting so that we can make sure to provide the correct type of food for your student.

Make sure that the cafeteria has a statement from a doctor about the child's allergies, so they can prepare the correct food for your child. See Health Aide for the required Food Allergy document.



### Your Child's Health

The school has a Health Aide on site to facilitate basic health needs and first-aid. However, we urge all parents to make sure to administer all prescription medicine needs to the child before the child comes to school. Prescription medications that must be taken at school must be delivered in the current prescription bottle with instructions on the use of this medicine by a guardian. Please see the Health Aide for more specific requirements.

#### Immunizations

According to Board Policy, of students

JLCB © Immunizations

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, Haemophilus influenza b (Hib), and varicella is required for attendance of a student in District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The school administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

Arizona law requires all children entering school must submit immunization records received **before** they come to school. Please contact your health service for a copy of your child's immunization record and provide this to the Health Aide prior to the start of the school year.

## Your Child's Health cont.

#### Lice

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun (depending on severity of infestation). Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than 1/4 inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings.'

- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.

- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.

- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

Center for Disease Control and Prevention

Please make sure that your contact information is current so that the school can get in contact if your child needs to be picked up.



## After School Care

After School Care is from 12:00 pm. to 2:30 pm. Students will be assigned a nap mat and will take a rest from 12:00 to 2:00 pm. Please provide a blanket and pillow for your child that can be stored in their cubby during the week and taken home on Friday for cleaning. Please make sure they have a large backpack to carry it from school and home each week.

From 2:00 to 2:30, students are provided a healthy snack and may engage in quiet learning activities, before departing for the bus.

Naps can play an important part of memory retention in preschool students. Whether they go home at noon or stay for nap, the research shows that this afternoon sleep time is beneficial. Please see the studies and articles listed below for more information:

https://www.nih.gov/news-events/nih-researchmatters/n aps-can-help-preschool-children-learn

http://kidshealth.org/en/parents/naps.html

http://healthland.time.com/2013/09/23/the-secret-to-smar ter-kidsnaps/

## Drop Off and Pick Up

#### Drop Off:

From 7:30 to 7:55, please drop off your student on the southside of the school.

Please park across from the school, walk through the crosswalk, sign in at the office and walk your student to their classroom, if arriving after school starts at 7:50.

### Pick Up:

Sells Area students are dismissed at 12:00 p.m. Outlying area students are dismissed at 2:35 p.m. Students who are picked up will be on the southside of the school by 2:35pm.

THE TRANSPORTATION DEPARTMENT AND SCHOOL OFFICES WILL NOT FULFILL REQUESTS FOR ALTERNATE BUS STOP PICK-UP AND DROP-OFF POINTS FOR YOU CHILD(REN) DUE TO ASSIGNED SEATING AND SOCIAL DISTANCING ON THE SCHOOL BUS.

If you need to pick up your child, please pick up prior to 2:30pm at the front.



### **Transportation Procedures**

#### BABOQUIVARI UNIFIED SCHOOL DISTRICT #40 School Bus Agreement Form 2023–2024 School Year

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

#### SCHOOL BUS SAFETY RULES

#### BUS RULES 100% Be Safe, No Exceptions.

- 1. Assigned seats will be issued, Am/Pm.
- 2. Keep head, hands and feet inside the bus.
- 3. Bus switching will not be allowed.

#### GENERAL SCHOOL BUS SAFETY RULES

- 1. Nothing is to be thrown in or out of the bus.
- 2. Pushing and fighting prohibited
- 3. Profanity is prohibited.
- 4. Do not bring pets on the bus
- 5. Do not bring glass containers on the bus.
- 6. Use of tobacco of any kind is prohibited.
- 7. Illegal substance is prohibited on the bus. Immediate expulsion from bus privileges.
- 8. Do not tamper with the emergency windows or equipment.
- 9. Do not bring flammable material or weapons on the bus. Immediate expulsion from bus privileges.
- 10. Absolutely no Public Display of Affection (PDA) will be tolerated.

### Transportation Procedures cont.

#### **Consequences for General Bus Rule Violation**

**1**<sup>ST</sup> **Offense** Parent/Guardian and Principal notified. Bus agreement form sent home for Parent/Guardian signature. Return to bus driver in the Am.

2<sup>nd</sup> Offense Parent/Guardian and Principal notified. Two day bus suspension.

3<sup>rd</sup> Offense Parent/Guardian and Principal notified. One week bus suspension.
4<sup>th</sup> Offense Parent/Guardian and Principal notified. One Month bus suspension.
5th Offense Loss of all Bus Privileges.

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

Parents/Guardians are responsible for ensuring that their children are at their assigned bus stop ten (10) minutes before the scheduled arrival time.

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

Student Signature

Date

Parent / Guardian Signature Date

Ira	nsportation Procedures cont.
In	oformation for the Transportation Department 2023 – 2024 S.Y.
Name of School Attenc	ling:
Grade:	
Student Name (Print):	
Address:	
Parent/Guardian Name	e (Print):
Parent/Guardian Phone	e: Home:
Cell:	
Work:	
Message:	
Village:	
Name of Bus Stop:	
Directions to Home (ro	oute no., mile post, church, feast house, etc.):
	NOTICE TO PARENTS AND GUARDIANS
FULFILL REQU	ORTATION DEPARTMENT AND SCHOOL OFFICES WILL NOT JESTS FOR ALTERNATE BUS STOP PICK-UP AND DROP-OFF DU CHILD(REN) DUE TO ASSIGNED SEATING ON THE SCHOO BUS.
520) 710 1220 Bab	oquivari Unified Transportation Department dnarcho@busd40.org

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## Additional Information

#### Personal Belongings :

For safety reasons, please do not allow your child to bring any toys or personal devices/ belongings to school. These items can easily become broken, lost, or stolen. This can cause a great deal of conflict that interferes with learning on the classroom. Items that are brought to school, will be taken by a staff member and held for a parent/ guardian to pick up. Another request is that if you notice some items that do not belong to your child in your household, please check with your child's teacher to see if the items belong in our classroom. We really appreciate getting our items back so that everyone in the classroom can continue to use them.

#### Helping the Teacher:

There are many opportunities for parents to help the teachers and students, both in and out of the classroom. We are always in need of parent volunteers to help in the classroom. If you are interested in helping, please see your child's teacher. If you are interesting in getting involved in helping out our school/district in any other way, please contact Geri Antone, our Parent Liaison at 520-719-1230 ext. 3111. When assisting in your child's classroom, please step outside to use your cell phone. We appreciate your help with this.

#### Helping Your Child:

Please work with your child on the following skills at home:

- Sharing
- Cleaning up
- Recognizing colors
- Recognizing shapes
- •Recognizing/identifying numbers
- Recognizing / identifying letters
- •Cutting with scissors
- •Buttoning, snapping, zipping, and tying

### Transitions

Transitions happen every day, some are small and some are big, but all are handled with great care to prepare your child for the next step in their lives. The first day of school can be a big transition for your child, and sometimes it is just as difficult for the parents!

We understand that and will help your child get used to the new school environment with care and kindness. The best thing a parent can do to ensure success with this transition is to give their child a hug and kiss and then quickly leave. Be assured, if your child is crying, they almost always stop as soon as they know you can't hear them anymore. We see it happen all the time, especially at the beginning of the year. We have many transitions during the school day. You might see when visiting that your child has familiar routines that help them ease into the next activities. The teacher may give a five minute warning and use signals for the start of a different activity, for example. We always like to keep the schedule as consistent as possible, and give picture cues to support students knowing what will be coming next in the day.

Big transitions happen when they go to the next grade level, move, or have any other big change in their lives. In our school, we prepare students for the next grade level by having a day in the spring where they get to meet each kindergarten teacher and visit their classrooms. We also have three weeks at the end of the year where we teach "Getting Ready For Kindergarten" in our curriculum. Students in our three year old classrooms get to know their four year old teacher because we spend a great deal of time in outdoor play with all the children, as well as spending time in each other's classrooms

# Important Numbers

Pre-Kindergarten Teachers	Room	Phone Number
Mrs. Vega and TBD	407	520-719-1230 Ext. 3407
Ms. Deidre and Ms. Sheree	408	520-719-1230 Ext. 3408

Front Office	Title	Phone Number
Ms. Enriquez	Principal	520-719-1231
Mrs. Valdez	Asst. Principal	520-719-1230
Ms. Valdez (Silvia)	Office Manager	520-719-1230
Ms. Cupis	Attendance Clerk	520-719-1230
Ms. Antone	Parent Liaison	520-719-1230

Other Useful Numbers		
District Office	520-719-1200	
Transportation	520-719-1220	
Intermediate School	520-719-1240	
Secondary School	520-719-1250	
IOES MS/HS	520-719-1260	

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