



**Copper View  
Elementary School**

**A-Z of Copper View  
STUDENT HANDBOOK  
2017-2018**

## **COPPER VIEW ELEMENTARY SCHOOL**

**"EXPECT THE BEST AND SUCCEED!"**

Our school expectations are for the students to put their best efforts forward and follow our Positive Intervention Support (PBIS) program of BARK:

- Be Present and on time
- Act Responsibly
- Respectfully
- Keep Safe

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**"Go Bulldogs!"**

*\*The student handbook contains rules and expectations for all students. All SUSD #30 school rules and Governing Board policies will be followed and adhered to at Copper View Elementary School.*

*Revised 3/24/2017 DR*

# A

## Absence-

Absences shall not be counted against a student for the purpose of:

- **The student's participation in a school related activity.**
- **The student's excuse for a religious purpose.**
- **Suspension from school.**
- **Absence due solely to illness, accident, or disease, when a student's absence is verified by a certified health professional.**
- **Court appearance or appointment.**

\*If your child is ill, please call the attendance office at 625-3502 ext. 1900, and leave a message. **\*When your child returns to school please send a note explaining why he/she missed school.** This will go in their file. (The state of Arizona requires a written explanation as to why a student was absent, even though you may have called in. The student will not be able to make up work until the note is received). **Based on instructional minutes, we discourage children leaving early. According to the Average Daily Membership (ADM), a student leaving early will be considered a half a day absence.** \*If your child must leave early for a doctor's appointment, please send a note to school with your child and sign your child out at the front desk. The receptionist will call your child's classroom. Never send another person to pick up your child without written permission. **\*Students not in attendance for at least half of a day cannot attend after school and extra-curricular activities unless authorized by the principal.** \* For an excused absence, it is the responsibility of the student to obtain make-up work. The student will have as many days as they were out to make up the work plus one extra day. If the absence is unexcused, credit may be awarded at the discretion of the teacher.

**Attendance-** It is important that students be present and on time to school. This establishes a routine and students recognize the importance of learning each day. The parent/guardian must provide written documentation explaining the student's absence on the day the student returns to school. This will be placed in the student's file. Due to state policy, any student missing more than 10 consecutive days of school will be withdrawn. Parents must re-register if returning.

*\*A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is the key to success.*

**Arrival and Pick-up-** Students should not arrive prior to 7:15 A.M or after 2:15 P.M. as there is no adult supervision at this time. No child or parent should be in the building before or after school without an appointment. School begins promptly at 7:45 A.M. The first bell rings at 7:40 A.M. Dismissal is at 2:15 P.M. (On early release Wed. times will be at 1:15 P.M.) If you wish to sign your child out, please come to the office. ***It is important that students do not stay after school unsupervised.*** Students should not be on campus after school hours, unless they have permission from the principal.

# B

**Backpacks-** To help your child carry messages and information to and from school, you are asked to provide a backpack. Students will be given a student planner. **Please check it every day.** Your child's teacher will give you more information during the first weeks of school.

**Birthdays-** Individual birthday parties for students interrupt daily instruction and will not be allowed until the **last 15 minutes of the day**, per the teacher's discretion. Students are permitted to distribute personal party invitations to all class members without exception of any student.

**Breakfast** – Breakfast is served every morning at 7:15 A.M. -7:35 A.M. in the cafeteria. Sahuarita Unified School District participates in the National Breakfast and Lunch Programs. If you would like to apply for Free and Reduced Priced meal benefits, please complete an application that is available at the school office. ***Meal prices are subject to change each year.***

**Bus** – Students need to know their bus number and follow bus policies for safety. If you have questions, transportation can be reached at 625-3502 ext. 1127. **Riding the school bus is a privilege.** Your child may be

suspended from the bus, if they do not follow the rules. It is important to keep all students safe. All students and parents of students being transported will be required to sign a detailed rules and consequences contract.

## C

**Cafeteria-** Children may bring a packed lunch from home or eat a school lunch. Students are expected to use appropriate table manners. We discourage children from sharing lunch with others as we have a school wellness policy and it may lead to disciplinary issues or hurt feelings. Students are not allowed to handle other students' food. Lunch is to be eaten inside the cafeteria. On occasion, we may have special events and students may eat outside on the patio. Food is not allowed on the field or gym. A menu will go home each month and posted online. *Lunch prices are subject to change.* Children without lunch money will be given an alternative meal consisting of a sandwich and milk. If you have questions please call the cafeteria at 625-3502 ext. 1023. Online payments are available for a fee located at <http://sahuarita.revtrak.net/tek9.asp>

**Calendar-** The school year calendar is filled with important events for the year. A monthly update will be going home with each child and posted on the school's website.

**Campus** – School pride is of the utmost importance and keeping the campus clean is a priority. Everyone needs to do their part and keep the campus clean by throwing away trash or other materials. **Take pride in our school!**

**Classroom Concerns-** Your child's teacher is the best source of information about individual classroom procedures and your child's progress. If you have a question or concern, please contact the teacher directly prior to contacting the principal.

**Communication-** You are always encouraged to contact your child's teacher by phone or email. You can contact the main office at 625-3502, ext. 1900 or leave a message. The front office can also transfer you to the teachers' voice mail where you can leave a message. Please be patient with the principal and teachers on returning your calls, they are very busy during the day with their students and may not have time to get to their messages until the end of the day. All phone calls will be returned within 24 hours. You may also at any time set up a time to meet with your child's teacher.

**Community of learners** – Copper View is a community of learners in which students are expected to take responsibility for their behavior and academic achievement. A positive school environment is the result of parents, faculty, and administration articulating and consistently reinforcing high standards of student behavior and performance.

**Conferences- Parent/Teacher conferences are held in the fall and spring.** Please see the calendar for the dates. Your child's teacher will send home a sign-up sheet. You can also contact the school for a conference at any time.

## D

**Defiance of Authority/General Misconduct-**Students are expected to comply with reasonable requests from all school employees. Students are expected to be courteous, honest, and kind in school and at all school functions.

**Discipline- Each classroom is a small community where teamwork and good relationships are expected.** We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. In each classroom, there will be a classroom management plan. The teacher will send information on the classroom expectations. We always listen to every child and make everything a learning experience. If a child continues to take away another child's right to learn, they may be removed from the classroom for a time out. They may receive a lunch detention and a phone call home by the teacher. If a child is removed three times during a quarter, the child may be suspended pending a parent conference. We will be following our **PBIS program expectations** in order to help all students learn to be responsible for their behavior.

**Dress Code** - At Copper View School, we are committed to preparing our students for the future. This preparation includes academics, social, and job skills. **The classroom is the student's "workplace"; we expect them to dress accordingly.** The following dress code is a **district requirement for all K-8 students:**

### Shirts:

- Must be **plain/solid** white, gray, tan, red, or blue.
- Must have collars and sleeves.
- Must not have writing on the front or back.
- Must not be longer than the fingertips or it must be tucked in.
- Must not expose the midriff (with arms up or down) and no plunging necklines.
- Button up shirts must be buttoned up.
- District school shirts may be worn.
- Shirts worn under dress code shirt must follow the dress code colors.

**Pants/Jeans:**

- Must be plain/solid white, gray, tan, or blue.
- Must fit correctly at the waist (no over-sized). No sagging, no undergarments visible.
- No "Baggies" or "Wide leg."
- Must have hemmed bottoms, no cut-off or torn hems.
- Jeans are OK if they are not faded; do not have stripes, or holes.
- No embroidery, beads or decorations on pants or skirts.

**Shorts and Skirts:**

- Must be plain/solid white, gray, tan, or blue.
- They must fit correctly at the waist.
- Must be no shorter than the tip of the thumb for shorts and the tip of the fingertips for skirts or dresses.
- Must have hemmed bottom (no cut-offs or torn cuffs).

**Shoes:**

- No opened backed shoes or flip-flops.

**General:**

- Clothes must not be ripped or torn.
- No hats, caps, bandanas on campus. (Unless medical statement from doctor.)
- No body piercing except the ears (other piercing are a classroom disruption)
- No gang related clothing is allowed (no dangling belts, chains).
- The presence of any apparel, jewelry, accessory or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies gang membership, secret society or affiliation in such a gang or group is prohibited because it is a disruption to educational activities.

**Sweatshirts, Coats and Jackets:**

- Sweatshirts, Coats and Jackets any color is OK. Must have appropriate writing. Hoods or beanies are not to be worn indoors.

**Dress Code Violation Policy:**

- Student will be asked to change clothes in the nurse's office. If we do not have any clothing to fit, student will call home to have parent/guardian bring appropriate clothing in.
- If student is out of dress code numerous times, a call will be made to parents/guardians and further disciplinary action may be necessary.

**Drug/Alcohol/Weapon Free School Zone** – Sahuarita Unified School District is a zero tolerance school district. Any student in possession of or under the influence of any of these will receive disciplinary action with a possibility of 1-year suspension or expulsion. If a student gives or sells drugs on campus, he/she may be expelled from SUSD. This also extends to any gang influences in school.

## **E**

**Electronic Devices** – Portable devices are not allowed on campus. This includes MP3s, cell phones, Gameboys, laser pens, Kindles, I-Pods, and any other devices. If found they will be confiscated and can be picked up by a parent in the principal's office. The second time an item is confiscated, further disciplinary action may occur and a parent meeting with the principal will be held. **The district and the school assume no responsibility for lost or stolen items.**

**Email-** You will be able to email your child's teacher with any important information or questions. **Each teacher's email address is their 1<sup>st</sup> initial and last name followed by: @sahuarita.net**

**Emergency-** If your home or work phone number changes, please inform the office so that a parent may be located quickly if an emergency occurs.

**Expectations of Students** – At Copper View School, school-wide expectations guide our behavior:

**Be present and on time, Be responsible, Be Respectful, and Be Safe!**

Each student is expected to:

- \* Exhibit regular attendance, punctuality and active participation in the learning process.
- \* Contribute to a positive climate on campus by treating school property, other students, and all adults with respect and by demonstrating positive citizenship.

## **F**

**Field Trips-** Field trips are both fun and educational for students. We may need parent volunteers on the trips (because of space the number may be limited). A permission slip will go home before each trip. A field trip is a planned educational experience directly related to and correlated with a particular unit of study or specialized

function of the school. The principal will approve those trips that can be shown to have meaningful relationship to the curriculum. Our field trips are funded basically through donations, which are collected to enable every student to participate. Failure to receive sufficient funding may result in cancellation of the trip. If you have questions concerning this matter, please contact your child's teacher or the principal.

**Fire/Lockdown Drills** – At Copper View, we have monthly safety drills. These include fire and lockdown drills. We will practice and become familiar with the procedures.

**Fund Raising Sales:** The school does not permit individual students to sell items at school, regardless, if the fundraising was for personal profit or to be donated to a non-profit organization. We only have fund raising events approved by the Governing Board and the principal.

## **G**

**Gum** – Chewing gum is prohibited on campus and on the bus at all times.

**Gym-** K-5 classes will have physical education class. The children are asked to wear sneakers on designated P.E. days.

## **H**

**Health-** Please let your child's teacher know any special circumstances which may affect your child. These could include medication that may make a child sleepy, a family change, etc. Please let us know if your child has any allergies. We sometimes cook or do food activities to complement lessons and it would be helpful to know so we can plan around it. **Due to the number of students who are allergic to many food products, ALL items must be store bought and still in the package, with the ingredients listed. This helps us ensure the safety of all of our students.**

**Health Services** – The health assistant will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she will contact you. Please be sure to send in any changes of contact numbers in case she needs to get in touch with you. If you need to speak with the health assistant, please call 625-3502 x 1903. In the event your child requires medication at school, please contact the school. Students may not have prescription or over the counter medications in their possession on the school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed ***"Request for Giving Medication at School," form.***

**Homework-** Homework is a valuable aid with helping students make the most of their experience at school. It reinforces what has been taught in class, prepares students for up-coming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop essential study habits that will be needed through all of their schooling. A general rule is 10 minutes X per grade level and setting time aside for reinforcing reading skills with a parent, or sharing with a sibling. If your child is spending more than an hour of homework time a day, please contact your child's teacher. \* **For an excused absence, it is the responsibility of the student to obtain make-up work. The student will have as many days as they were out to make up the work plus one extra day. If the absence is unexcused or late, credit may be awarded at the discretion of the teacher.**

**Honors and Recognitions** – Copper View School recognizes outstanding students through **Bulldog Awards Assemblies**. They are held quarterly to celebrate successes with the Sahuarita Unified School District **Elementary Standards Based Report Card**. There will be a variety of awards given to distinguish student achievements. Teachers may give individual awards in the classroom per their discretion.

## **I**

**Inappropriate Language** – Foul language will not be tolerated. There is NEVER a reason to use inappropriate language.

**Independent Reading-** Children learn to read and improve their reading skills by reading. They need plenty of opportunities to read independently. By giving the children time to read both at school and at home, we can work together to provide a literature rich environment and a life-long love of reading.

**IDs** – All students are required to have a district ID. This is for identification and lunch orders. The ID cannot be damaged. If lost or damaged the student will have to replace the ID for a fee of \$5.00.

## **J**

**Journals-** One strategy that we use to help convey the print concept is the use of journal writing. In these journals the kindergartners combine their emerging writing skills with their drawing skills. As the children are exposed to a

variety of phonics and reading experiences, journal entries will move from drawings and “inventive” spellings towards more conventional writing. This is extended through 5<sup>th</sup> grade as the students’ progress through writing the state academic standards.

## **K**

**Kindness- Copper View is a Be KIND Campus. *Students are encouraged and expected to treat all members of the school as well as others with kindness and respect.*** Bothering others, bullying, and interrupting learning will not be permitted. Copper View School is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment, intimidation and bullying. Harassment and bullying is illegal under both state and federal law and will not be tolerated. This includes but is not limited to: verbal abuse that insults or humiliates others. Also included are name-calling and sexual-innuendos.

## **L**

**Library-** All children go to the library. Please take care of the books and have a special place for them at home as your child/parent will be held responsible for lost or damaged books. We are always looking for volunteers for the library; please call the school if you are interested in helping.

**Lice-** If your child is suspected of having lice or if nits are present, you will be notified and requested to pick up your child for immediate treatment.

**Lost & Found –** Items that are found will be turned into the health office. They will be there for at least a month before being turned over to a charitable organization.

## **M**

**Mission-**Copper View School will provide the highest quality education for all students for career and college readiness! We ask the students to “***Expect the Best and Succeed.***”

**Music-** Students will be participating in music class by learning songs and playing a variety of musical instruments. There will be a music program in the winter and spring.

## **N**

**News-** Copper View School will post a newsletter online. Some teachers send home weekly or monthly newsletters as well. Look for school letters, email, brochures, flyers, updates, and the school website for additional information.

## **O**

**Organization Skills –** Students are responsible for being organized for learning. This includes maintaining a folder or notebook for homework and having classroom supplies (appropriate books, pencils, pens, and paper). This also includes keeping a neat desk for younger students. Students need to come organized and ready to learn.

**Office Hours-** Monday-Friday from 7:15AM-3:15PM, except for holidays, designated business days for district trainings, or summer work schedules. A notice will be posted on the office door or on the district/ CVES website of any changes.

## **P**

**Parent Involvement-** Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. Each teacher will set up parent volunteers for the classroom. If you would like to volunteer in other areas like the library, let the school know.

**Pets-** Due to the unpredictability of some pets and allergies, all pets are restricted from campus. This ensures the safety of all individuals on campus.

**Phone Calls –** The office will accept incoming phone calls for students in emergency cases only. If you call to get a message to your child after 1:00 PM, we cannot guarantee your student will receive your message. It is important that we do not disrupt the learning environment. Cell phones may not be used, seen, or heard on campus by the students. The office phones are available for students to call home as needed.

**Pick Up Procedures: ALL INDIVIDUALS** will be required to show a picture ID when checking out students. Adults, other than parents, must be listed by name on the child’s registration form **and** we must have written authorization from a parent. No person will be allowed to pick up a student from school without the authorization of a parent. This is to help ensure the safety of our students who are being picked up from school, especially from the classroom. Teachers have an end of the day pick up procedures in place such as for a parent or guardian to sign

out the student, or if a student is going to the buses. If a student is a parent/guardian pick-up, all individuals must show photo identification when checking out a child(ren). These are the basic guidelines:

1. Teachers have a list that match the student with the parent or person who has permission to pick up the student.
2. If someone other than the name listed asks to release the student, there must be a list or note from the parent or office with permission. **There are no exceptions. The student will not be released without proper permission.**
3. The teacher will have the parent or person sign the check-out list next to the child's name when releasing the student to them.
4. If the parent does not have their photo identification (ID), they will be asked to please go get it. If there are any questions or concerns, please contact the front office or principal immediately. We will be happy to assist.

**Planners**-All students at Copper View will be issued a student planner free of charge at the beginning of the school year. Some teachers will expect the students to use the planner to keep track of his/her assignments. If a student loses the planner, they may be required to purchase one for \$5, while supplies last.

**PowerSchool**-With easy access to your child's attendance, grades, and other pertinent information, please use this address to access your child's grades: <https://powerschool.sahuarita.net/public/>

## Q

**Quality** – Quality education is achieved through teamwork between home and school! **"We are only as strong as the community that surrounds us."**

**Questions**- You may want to write down some of your questions and ask your child's teacher(s). If you have any questions, please contact the teacher or school by a note, a phone call, or email.

## R

**Report Cards** –Sahuarita Unified School District provides a **Standards Based Report Card for elementary kindergarten through 5<sup>th</sup> grade students**. A standards-based report card lists the most important skills a student should learn in each subject at a particular grade level. **Instead of letter grades, students receive marks that show how well they have mastered the skills.**

**Respect** – All faculty, staff, and students are expected to show respect towards each other and their peers. When we show that we respect each other; we respect ourselves.

## S

**School pictures**- School pictures will be in the fall and the spring. There will be several packages that you may choose from. Our school will receive a portion of the sales price, thus school pictures benefit both the family and our school.

**Skateboards, skates, Heelies, and bikes** – For safety reasons, they are not allowed on the campus.

**Snacks**- Children generally get hungry by mid-morning. Each teacher will send home a note explaining how snacks are done in their classroom. This should be a healthy snack that is quickly eaten, such as: crackers, fruit roll-ups, raisins, or fresh fruit. **The district has a wellness guideline policy.**

**Socials/School Spirit Events**- Several social events are planned throughout the school year and will be announced in advance. Students may be out of dress code on designated planned days such as school fundraisers, student council events, or other activities. A notice will go home and students are expected to follow the guidelines during these events.

**Student Check In/Check out**-If a student is late, he/she must be signed in to the office by a parent. If a student needs to leave early, a note needs to be sent in the morning with the student. We try to discourage students from leaving early, as we strive to maximize learning time and it disrupts the classroom. Additionally, if a student is to be signed out by a parent or guardian, **photo identification** is required. Thanks for helping us to keep our children safe.

**Student Hours:** Regular Days 7:45am-2:15pm, Early Release Wednesdays 7:45-1:15pm, Half-Days 7:45-11:30am.

## T

**Tardy** – Parents must sign their child in at the office if they are tardy. **Please do not drop off your child without checking in at the office.** This is for safety reasons, so the office is notified that the child is present at school. On the **4<sup>th</sup> late to school in a quarter**, with or without a signature, the student will see the principal/or school counselor and a parent may be contacted. **We want to help students learn to be on time.**

**Tax Credit Donation**— We have an opportunity to provide extracurricular programs for our students through tax donations. To claim your **Arizona State School Tax Credit**, just make a donation in an amount you feel comfortable contributing. Whatever amount you give will be offset by a dollar-for-dollar tax credit for the applicable tax year—up to \$400 per tax return for joint filing (\$200 for single filing)! The schools and programs you support are entirely your choice. A tax donation for Copper View School may be completed online or stop by the District Administration or our office to make a donation for our school!

**Technology** – The computer lab offers an opportunity for students to learn skills and knowledge in computer applications such as creating projects, keyboarding, graphics, writing documents, research, spreadsheets, computer terminology, and school systems. Parents must sign and review the Authorized User Policy (AUP) with their child in order to use the school computers. Using school hardware and software is a privilege and unauthorized use may result in disciplinary action.

**Toys**- Bringing toys to school is discouraged. They distract the children from learning. If a toy is accidentally lost or broken, feelings will be hurt. Some teachers allow toys for show and tell, but the toys will need to be kept in the student's backpack.

**Truancy**- It is very important that your child comes to school every day. We are learning new concepts and children that miss a lot of school fall behind. Coming to school regularly will set the precedence for your child's future education. Let's work together to help students be on time. A student may receive a counseling letter, a warning, Bark Tale and/ or a discipline referral for repeated offenses. **Let's work together to make sure a student comes to school on time. It is also understood that being to school on time is critical to a student's success!**

## U

**Ultimate** – Our ultimate goal is to help your child reach his/her potential.

**Unique- Students at Copper View School are special and unique.** They will have opportunities to describe how they are alike as well as different from others. They will share cultures and learn about different cultures within their classes.

## V

**Visitors and Volunteers**- We value and enjoy having parents and community members visit our school. All visitors and volunteers must check in at the school office with proper identification, and get a badge upon arrival. It is the goal and responsibility of the school to create a safe learning environment. Classroom visits need to be pre-arranged with the teacher or principal. Student visitors are not permitted at any time during the school day.

## W

**Website**- The Sahuarita School District website is located online at <https://susd30.us/> and Copper View website is located online at <http://susd30.wpengin.com/schools/copper-view-elementary-school/>. We provide information online through our school newsletter, calendar, and any postings for special events or activities.

**Withdrawing from School** – As per Arizona regulations, parents are required to officially withdraw a student if that student is leaving the District. You must come to the office to fill out a withdrawal form. Student records will not be released until the student is officially withdrawn.

## X

**EXCELLENCE! At Copper View School, we strive for excellence!**

## Y

**Younger Siblings**- Parents with younger siblings or younger children should be left in the care of others, while you are working in the classroom. We value "parents as partners" in school. Parent volunteers at Copper View Elementary are welcomed and greatly appreciated.

## Z

**ZZZS**- It is important your child get plenty of rest. No matter what grade your child is in, setting and keeping a bedtime is a wonderful gift that you can give to your child. It will help them to be alert and ready to learn each day!



# ***"EXPECT THE BEST AND SUCCEED!"***

At Copper View School, we have a Positive Behavior Interventions and Supports (PBIS) program. It is a school wide plan which promotes positive behaviors from all students and staff.



B - A - R - K

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Be Present and On Time



Act Responsibly



and  
Respectfully



Keep Safe

**Put your best BARK forward to  
EXPECT THE BEST AND SUCCEED!**

## Hallways



**Be Present & on time**

- 1. Go straight there**



**Act Responsibly**

- 1. Always have a pass**
- 2. Keep hallway clean**



**and Respectfully**





- 1. Use a whisper**
- 2. Honor personal space**
- 3. Honor other classes**



**Keep Safe**

- 1. Always walk**
- 2. Watch where you walk**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

	<h2>Gym</h2>
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Be ready to learn</b></li> <li><b>2. Listen for the whistle</b></li> <li><b>3. (Stop, Look, Listen)</b></li> <li><b>4. Follow directions the first time</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Wear correct clothing</b></li> <li><b>2. Return equipment to correct place</b></li> <li><b>3. Use your time wisely</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Honor personal space</b></li> <li><b>2. Use equipment correctly</b></li> <li><b>3. Use teamwork and sportsmanship</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Always listen to the teacher</b></li> <li><b>2. Use equipment carefully</b></li> <li><b>3. Watch where you are going</b></li> </ol>

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Bathrooms**



**Be Present & on time**

- 1. Go straight there**
- 2. Come straight back**



**Act Responsibly**

- 1. Keep bathrooms clean**
- 2. Use supplies properly**



**and Respectfully**

- 1. Honor personal space**
- 2. Use quiet voices**
- 3. Save playing for the playground**



**Keep Safe**

- 1. Always walk**
- 2. Keep supplies where they belong**
- 3. Wash your hands**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Library**



**Be Present & on time**

- 1. Listen for “Give Me Paws”**
- 2. Follow daily agenda**
- 3. Follow library procedures**



**Act Responsibly**

- 1. Bring books back on time**
- 2. Keep library clean**
- 3. Return activities to proper place**



**and Respectfully**





- 1. Use put-ups**
- 2. Take care of books**



**Keep Safe**

- 1. Always walk**
- 2. Push in chairs**
- 3. Use shelf markers correctly**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

	<b>Community/Trips</b>
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Be at school by 7:40</b></li> <li><b>2. Regroup at correct time</b></li> <li><b>3. Line up quickly</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Follow adult's directions</b></li> <li><b>2. Help each other</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Use active listening</b></li> <li><b>2. Honor personal space</b></li> <li><b>3. Ask permission</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Wear your uniform</b></li> <li><b>2. Always stay with teacher/adult</b></li> <li><b>3. Use buddy system</b></li> </ol>

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Computer**



**Be Present & on time**

- 1. Enter lab quietly in single file line**
- 2. Take assigned seat**



**Act Responsibly**

- 1. Check white board for directions**
- 2. Begin and end task at hand**
- 3. Work hard, have fun**
- 4. Use equipment properly**



**and Respectfully**





- 1. Raise hand**
- 2. Whisper**



**Keep Safe**





- 1. Chairs – Keep 4 on the floor**
- 2. Be aware of wires and cables**
- 3. Push in chairs**
- 4. Always walk**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

	<b>Playground</b>
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Listen for the whistle</b></li> <li><b>2. Line up quickly</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Plan time for the bathroom</b></li> <li><b>2. Return equipment</b></li> <li><b>3. Help each other</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Take turns</b></li> <li><b>2. Use put-ups</b></li> <li><b>3. Share equipment</b></li> <li><b>4. Include others</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Stay in sight</b></li> <li><b>2. Use equipment correctly</b></li> </ol>



# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

	<h2>Classroom</h2>
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Come to school every day</b></li> <li><b>2. Show up by 7:40</b></li> <li><b>3. Be an active listener</b></li> <li><b>4. Listen for “Give me PAWS”/Class Signal</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Complete work on time</b></li> <li><b>2. Stay on task</b></li> <li><b>3. Return supplies</b></li> <li><b>4. Ask questions</b></li> <li><b>5. Keep classroom clean</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Raise your hand</b></li> <li><b>2. Value others’ ideas</b></li> <li><b>3. Use put-ups</b></li> <li><b>4. Ask permission</b></li> <li><b>5. Honor personal space</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Walk</b></li> <li><b>2. Wait for an adult</b></li> <li><b>3. Sit properly</b></li> </ol>

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Music**



**Be Present & on time**

- 1. Enter quietly**
- 2. Get chairs**
- 3. Put chairs in circle**



**Act Responsibly**

- 1. Follow instructions**
- 2. Use active participation**
- 3. Wait for permission**
- 4. Use equipment properly**



**and Respectfully**

- 1. Use active listening**
- 2. Honor personal space**



**Keep Safe**

- 1. Stack chairs 5 high**
- 2. Walk**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Bus**



**Be Present & on time**

- 1. Load bus quickly**
- 2. Listen for bus driver**



**Act Responsibly**

- 1. Keep bus clean**



**and Respectfully**

- 1. Honor personal space**
- 2. Use put-ups**
- 3. Use inside voices**
- 4. Use appropriate language**



**Keep Safe**

- 1. Follow directions**
- 2. Stay seated**
- 3. Keep body parts inside, face forward**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

## **Cafeteria**



**Be Present & on time**

- 1. Have ID's ready**
- 2. Pay attention to the line**



**Act Responsibly**

- 1. Keep cafeteria clean**
- 2. Feed your brain**
- 3. Choose the right amount**
- 4. Raise your hand to leave**



**and Respectfully**





- 1. Wait your turn**
- 2. Keep food & trash where it belongs**
- 3. Eat your own food**
- 4. Honor personal space**



**Keep Safe**

- 1. Always walk**
- 2. Watch where you are walking**
- 3. Eat healthy**

# **Put your best BARK forward to EXPECT THE BEST AND SUCCEED!**

	<h2>Office</h2>
 <p><b>Be Present &amp; on time</b></p>	<ol style="list-style-type: none"> <li><b>1. Go straight to office/class</b></li> <li><b>2. Be an active listener</b></li> </ol>
 <p><b>Act Responsibly</b></p>	<ol style="list-style-type: none"> <li><b>1. Follow directions the first time</b></li> <li><b>2. Keep hands in lap</b></li> <li><b>3. Keep office clean</b></li> </ol>
 <p><b>and Respectfully</b></p>	<ol style="list-style-type: none"> <li><b>1. Sit quietly</b></li> <li><b>2. Wait patiently</b></li> <li><b>3. Ask permission</b></li> </ol>
 <p><b>Keep Safe</b></p>	<ol style="list-style-type: none"> <li><b>1. Walk</b></li> <li><b>2. Sit properly</b></li> <li><b>3. Wait for an adult</b></li> </ol>

**STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES****(To be displayed in school buildings  
and in student handbooks)**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the School Governing Body is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Executive Director. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Executive Director.

High school students may be made only by the students on their own behalf.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.



Dear Parents:

Our goal in Transportation Services is to provide a safe and comfortable ride to and from school for all students. This requires teamwork and shared understanding of basic operating norms. In order to accomplish these goals, Sahuarita School District has established the following procedures and routines on all District buses and at District designated bus stops as applicable.

1. Students will remain seated on the school bus.
2. Students will face forward when on the bus.
3. Students will keep their hands, feet, and personal objects to themselves.
4. Students will maintain a quiet conversation voice (level 2) and use appropriate language.
5. Student will obey reasonable direction from the bus driver at all times.
6. For safety and cleanliness reasons, eating/drinking on the bus is prohibited, with the exception of a water bottle.
7. Students will have their District issued identification card with them when boarding the bus.
8. The following items are prohibited on the bus: **balloons, skate boards, weapons of any sort, glass items, with the exception of eye glasses.**
9. Bus norms also apply at respective, designated bus stops, as applicable.
10. Please arrive at your bus stop at least 5 minutes prior to your scheduled pick up time.

Acknowledgement of student cooperation may include:

1. Positive reinforcement
2. Timely departures/arrivals — Team work Works!
3. Positive notes
4. Parent calls

**Infraction of bus rules are serious concerns, as student safety is our top priority.** In order to establish a positive and safe environment, the following general sequence of progressive and logical consequences will be in place when a student chooses to violate the above mentioned procedures and routines.

- **1<sup>st</sup> offense** — will be a conference and bus warning letter.
- **2<sup>nd</sup> offense** — three (3) days suspension from the bus.
- **3<sup>rd</sup> offense** — two (2) weeks suspension from the bus.
- **4<sup>th</sup> offense** — suspension for the remainder of the school year.

**PLEASE NOTE:** The District reserves the right, based on the seriousness and unique consideration of an infraction, to bypass one or more of the progressive steps and administer a more severe disciplinary consequence, or otherwise modify the disciplinary outcome.

**Sahuarita Unified School District**  
**Transportation Compact for Success**  
**2017-18**

THIS DOCUMENT MUST BE SIGNED AND RETURNED TO THE RESPECTIVE SCHOOL IN ORDER TO RECEIVE TRANSPORTATION SERVICES THROUGH SUSD TRANSPORTATION DEPARTMENT.

**This form must be turned in no later than Friday, August 25, 2017.**

We, the undersigned, state that we have read and understand the information contained in the Transportation Department **Compact for Success**. We acknowledge that the opportunity to ride a school bus is a privilege (ARS 15-342 (12)). Furthermore, we understand that the basic operating norms stated in the **Compact for Success** are there to support the mission of student safety, and well-being for all students in providing bus transportation services. With that goal in mind, we understand that a student's bus privileges may be revoked in accordance with the norms stated in the **Compact for Success**.

Students Teacher\_\_\_\_\_

Student Name (Print) \_\_\_\_\_

Date\_\_\_\_\_

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

School\_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Date\_\_\_\_\_

Parent Signature\_\_\_\_\_