



# Parent/Student Handbook 2018-2019

## *Phone Numbers & Office Hours*

SPS Fax Number 520-620-9762

District Phone Number 520-625-3502

Principal- Tina Anderson	625-3502 ext. 1100
ATTP- Jan Spooner	625-3502 ext. 1100
Front Office/Information	625-3502 ext. 1100
Counseling	625-3502 ext. 1059
Attendance	625-3502 ext. 1100
Nurse	625-3502 ext. 1106
Cafeteria	625-3502 ext. 1023
Transportation	625-3502 ext. 1127
District Office (7:30-4:00)	625-3502

**Office Hours:** 7:00-3:00pm

**Student Hours:** 7:30-2:00pm Regular Day/1:00pm Early Release Day/11:50am Half-Day

**Website:** <http://susd30.us/schools/sahuarita-primary-school/>

Sahuarita Unified School District will provide the highest quality education for all students to reach their maximum potential by using all resources available to the district and by providing a safe environment conducive to learning.

*NOTE: The last page of this handbook must be signed by parent and student for the student to receive bus and computer privileges. **Please turn it into your child's teacher by Friday August 24, 2018.***

## Attendance Procedures

### Reporting and absence:

- When a student is absent, a parent/guardian must notify the school attendance office by phone no later than 8:30am and leave a message at 625-3502 ext. 1100 for SPS, and ext. 2000 for students in Wrightson Ridge boundary. *\*Absence without a doctor's note is considered unexcused per Arizona state requirements.*
- If a call is not made by the parent/guardian, the attendance office may call the home to verify the absence for the day.
- The parent/guardian must also 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.

It is very important that your child comes to school every day. We are learning new concepts every day and children who miss a lot of school fall behind. Students who miss too much school also run a high risk of being retained in the same grade. Coming to school regularly will set the precedence for your child's future education.

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

- The student's participation in a school related activity.
- Recognized religious holidays that require the student not to attend school.
- 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.

### Tardies:

**School starts at 7:30 AM and ends at 2:00 PM.** Any student arriving on campus after 7:30 or leaving before 2:00 must be signed in/out at the office by a parent or guardian. ***Tardies will affect a student's attendance record.***

### Arriving at School

Since staff does not arrive prior to 7:00am and no supervision exists, students must not be dropped off before 7:00am. Students who ride the bus are dropped off at the loading/unloading area north of the school and those coming in a vehicle are dropped off in front of the school and are supervised as they make their way to their specified playground or breakfast room.



Parents who choose to drive their children to school should drop off their children in the front of the school (east parking lot) along the curb between 7:00 and 7:30am. If you need to get out of the car, for any reason, we ask that you do not park in the curb area. This curb space is limited to drop-off only and parking curbside will impede the flow of traffic. Please do not park in the east parking lot, as this is for staff only. Please park in the west parking lot if you choose to walk your child onto the school grounds. Students arriving to school after 7:30 should proceed immediately to the office with a parent, after parking in a designated parking location in the west parking lot, and obtain a tardy slip, before heading to their classroom.

**\* PLEASE NOTE: The instructional day begins at 7:20. Please do your best to arrive by 7:20 so your child is not late into class.**

The front gates (located off of the east parking lot and student drop off zone) will be locked from 7:30am-7:00am the following day. The gates will only be unlocked from 7:00am-7:30am for student drop off.

**Any students and/or guests arriving after 7:30am must park in the west parking lot to gain access to school grounds.**

### Birthdays

Please coordinate with your child's teacher as to an appropriate time to celebrate birthdays. Students are permitted to distribute personal party invitations at school only if all class members are being invited, without exception of any student. Parents who wish to invite certain students from their child's classroom should make other arrangements for distributing party invitations. Parents who wish to invite certain students from their child's classroom should make other arrangements for distributing party invitations. **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.

## Breakfast

Breakfast will be available every day from 7:00am-7:20am in the District Cafeteria for students whose parents wish them to eat breakfast at school. The cafeteria is located next to the SPS campus on the East side. If you have questions please call the cafeteria at 625-3502 x 1023.

## Bullying

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

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

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

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

Bullying will not be tolerated at SPS. Reports of bullying will be recorded on a Bullying Report Form and will be investigated.

## Bus Routes

All bus route information may be obtained from the SUSD website. It is the parent's responsibility to get correct bus route information so you may provide this to your child's classroom teacher. (Route numbers change every summer). **Fixed bus schedules will begin from the 1<sup>st</sup> day of school.**

### Bus Route/Parent Pick-Up Changes

- We ask that parents create **one routine weekly schedule** for their students. We want to ensure your students get to their destination safely and with our little ones, consistency is key.
- Emergencies:** Please contact our office for assistance.
- Non-emergencies:** Please send in a note with your child at the beginning of the day (i.e., doctor's appointments, etc.). This information is then given to the front office to ensure accuracy and helps eliminate any wait time in getting your student from their activity.
- Changes in Permanent Schedules:** We ask that you keep changes to a minimum to help eliminate any confusion. Please contact our office. Regular changes to schedules may require approval from administration.
- After school pickup in SPS gym:** 2:00-2:15

**Transportation Rules and Expectations:** Please see SUSD Student Transportation Services Compact for Success for complete list of rules and violation policies.

- In the interest of student safety, consistency, and effective operations, our policy at the District is that we will drop off students at the designated stop as identified by the child's parent/guardian. Students may have only one designated stop.
- Kindergarten students must be met by an adult at the bus stop. If no adult is present, students will be transported back to school.**

Thank you for your cooperation and support in these matters. Our transportation mission is to provide excellent and safe transportation services to each student we serve.

## Cafeteria & Lunch

Breakfast and lunch are both provided daily. Students who qualify may receive meals free or at a reduced rate. Applications for free or reduced lunches can be found on the SUSD website. If a family's financial situation changes during the year, free and reduced applications will be available in the office.

Please see monthly lunch menus for current meal pricing. Payments for lunches should be given to the teacher at the beginning of the day and can be in cash or a check made out to **SUSD#30**. Paying in advance is strongly encouraged. Students with a negative balance may be given an alternative meal consisting of a sandwich and milk. If you have questions please call the cafeteria at 625-3502 x 1023.



**On rainy days, please bring a packed lunch if possible.** Students with packed lunches will eat in their classrooms to avoid having to walk in the rain to the cafeteria.

## Cafeteria Rules

In our cafeteria, students focus on appropriate manners. In order for students to receive proper nutrition, students must have an opportunity to eat all their lunch without disruption and to sit in an area free of litter.

Most importantly, the cafeteria must be safe for students while they are walking to and from their tables, as well as while they are seated. The guidelines are as follows:

- Indoor/whisper voices.
- Students are expected to use appropriate table manners.
- Excessive misbehavior or disrespect will be reported to the classroom teacher. Depending on the severity of the offenses, an administrator will be informed.
- Throwing food will not be tolerated.
- Students are not allowed to handle other students' food.
- Any inappropriate behavior not covered will be subject to disciplinary action.
- We ask that all parents wishing to eat with their child during lunch eat on the outside patio due to limited space in the cafeteria.
- Please remember that any family member or friend wishing to attend our campus for lunch or a special event must be accompanied by a parent/guardian or be a board approved district volunteer.

## Cafeteria-Wellness policy

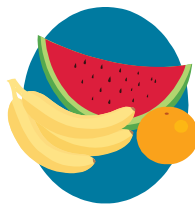
The Sahuarita Unified School District #30 has adopted a Local Wellness Policy. This initiative supports a school environment that encourages and models nutritious eating habits and physical activities that promote academic success and lifelong health for our students, staff and community. All foods made available on the school campus should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible.

We encourage all parents to provide meals and snacks that support the school's efforts for their student.

### Please follow the School Wellness Policy with snacks:

- Carbonated beverages are prohibited in the cafeteria and are not recommended for snacks.
- Classroom snacks must feature healthy choices with low sugar and low fat and limits calories to less than 100 calories per serving.
- Suggested snacks: fresh fruit (apples, oranges, bananas, etc.), juice bars, juice, yogurt, raisins, pretzels, granola bars, baked chips, cheese sticks, Cheerios, etc.
- Water or 100% juice are the only drinks allowed for class snacks.

**\*We ask that peanut and peanut products be limited and in some classes with students with severe allergies, they are prohibited.**



## Child Custody

If you have a court order limiting the custody, communication, or visitation rights of one parent, please bring a copy to the school office. Unless the court orders are on file at Sahuarita Primary, we must provide equal rights to both parents.

## 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.

## Classroom Placements

Teaching teams carefully construct homeroom classes to be balanced learning communities. Every effort is made to balance classrooms for gender, emotional, physical, behavioral, and academic needs. We welcome the sharing of your perspective regarding your child's learning needs; however, requests for specific teachers will not be accepted.

## 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. 1100 or 1101 to 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 and emails will be returned within 24 hours. You may also at any time set up a time to meet with your child's teacher.

## Conferences

We recognize that open communication between home and school are critical for a child's success. School-wide parent conferences are scheduled twice a year. On these days, school will be dismissed at 11:50am to accommodate conferences with parents. If you feel it necessary to have additional conferences with your child's teacher, please send a note or email at least one day in advance. The teacher will communicate to arrange a suitable time for a conference to be held. Since teachers have classroom obligations, no conferences will be scheduled when children are in class.

## Dress Code for SUSD K-8 Students

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.

**Please see Dress Code Policy at the back of handbook.**

Students out of dress code are sent to the health office.

- A warning note will be sent home with the student and/or a phone call home.
- Parents will be called to bring additional clothing and/or a reminder note will go home with your child.
- If student is out of dress code numerous times it may result in further disciplinary action.

**\*All dress code violations are handled with the utmost care and sensitivity with our students.**

**NOTE:** We **STRONGLY** suggest on your child's PE day that athletic shoes are worn.



## Early-Release Wednesdays

The Sahuarita School District has early-release on most Wednesdays to allow for staff development. Dismissal time is 1:00. Please consult your district calendar for further information.

## Emergency and Safety Procedures

The school safety committee has developed a policy and procedures manual in the event of an emergency at school. These policies are taught in the classroom. If you care to review the procedures, they are available in the principal's office. Lock downs and regular drills are conducted for fire and intruder alerts. If your home or work phone number changes please inform the office so that you can be located quickly if an emergency occurs.

## Field Trips

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 parent donations and tax credit donations, which are collected to enable every student to participate.

While no child is denied these experiences, 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.

**\*Please remember that any non-guardian (family member, family friend, step-parent) wishing to attend field trips MUST have completed a district volunteer form, have a Fingerprint Clearance Card and been approved by the School Board. Please plan in advance as this process can take many months.**

## First Day of School

It is necessary to notify your child's teacher what your child is to do after school. Your child will either go to an afterschool program, be picked up in the gym, or go home on a bus. If the student is taking a bus home, it is the parent's responsibility to notify the teacher what route number the student will take home, prior to school starting.

Sending your child ready to learn each day will help them tremendously. This includes:

1. Going to bed early.
2. Eating breakfast in the morning.
3. Coming to school on time.
4. Bringing your backpack and homework everyday.

## Guidance Counselor 625-3502 x 1059

The elementary guidance program focuses primarily on classroom guidance, small group sessions, and, on a limited basis, individual sessions. Our counselor will help in any area where help is needed such as test taking skills, making new friends, coping with peer pressure, study skills and more.

Any students should feel free to talk to the counselor whenever they feel the need. Parents are also encouraged to communicate with our counselor and may call to schedule an appointment.

## Health Office 625-3502 ext. 1106

### Bathroom Accidents

Students will be sent to the health office. A phone call will be made to parents to determine if your child will be changed into a clean set of clothes if we have appropriate clothing available, or if parents would rather bring additional clothing. Soiled clothing will be bagged and kept in the health office for parent pickup.

### Chronic Illnesses

Please contact the health office if you have a student with a chronic illness (asthma, seasonal allergies, food allergies, diabetes, etc) so we may know how to best meet your child's needs during the school day.

### Immunizations

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations or the student fails to receive immunizations as scheduled.

### Illness at School

- The health assistant will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she/he will contact you.
- If a child has a temperature over 100 degrees, vomiting, diarrhea, widespread rash, open or draining sores, eye irritation, or drainage from eye, the student should be excluded from school and not return until they are symptom-free for 24 hours.
- **The child must be fever free without medication for 24 hours before coming back to school.**
- If you need to speak with the nurse, please call 625-3502 ext 1106.



### Medication

All prescription and non-prescription medications must be housed in the Health Office. A special form must be completed for any medication to be administered at school.

### Lice

If your child is suspected of having lice or nits are present, you will be notified and requested to pick up your child for immediate treatment. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats.

### Lost and Found

- It is suggested that you write or sew your child's first and last name in the clothing he/she wears to school so staff members can find the owners of lost clothing.
- The school will hold lost clothing until the last Friday of every month, after that it will be donated to a charitable organization. Please come to the office and feel free to look through the lost and found at any time.

### Medication

**SPS is a DRUG FREE ZONE. All medication must be taken in the Health Office. This includes non-prescription medications.** Students may not have prescription or over the counter medications in their possession on 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

At Sahuarita Primary School, homework may be assigned to review previously learned skills and is intended to develop effective work habits and promote responsibility. It is also a way to develop a strong home-to-school connection.

- Nightly reading may be assigned as a way to help foster a love of reading and to promote literacy development. Students can read independently, or be read to.
- Mathematics homework may be assigned as a way to practice familiar mathematical concepts and skills.
- Spelling/phonics homework may be assigned to reinforce phonetic spelling patterns learned in class.

While homework expectations will likely vary from classroom to classroom, it is our goal that homework not cause frustration and should not take an unreasonable amount of time to complete. Should you ever have concerns regarding your child's homework, please contact your child's classroom teacher.

## Instructional Day

- The first bell rings at 7:18 for students to line up on the playground and be met by their teacher
- Students should be in their classrooms by 7:20 to begin instruction
- Students arriving after 7:30 will be marked tardy
- Dismissal is at 2:00, and at 1:00 on early release Wednesdays

## Money

All money sent to school should be sent in a sealed envelope with the following information on the outside:

- Child's name
- Name of child's teacher
- Purpose for money

## Paperless School

It is Sahuarita Primary's school goal to cut down on our paper usage to save costs and the environment. Please check your emails daily for important school information. **District and SPS information will also be available on the district website:** <http://susd30.us/schools/sahuarita-primary-school/>

## Personal items at school

Students are encouraged to bring necessary items to school such as backpacks, jackets, etc. Please remember to label them with first and last name.

Other items, such as electronics, toys, skateboards, radios, sports equipment and excessive grooming items (lip gloss, hair accessories that don't stay in the hair all day, etc) are **ARE NOT ALLOWED** at school since they tend to get broken, lost or stolen, or can cause other problems in the classroom. These items will be taken by the classroom teacher or administration and will be kept until a parent can pick them up. **If any of these items are lost, stolen or broken, the school will not be responsible nor will they investigate, since they were not to be on campus.**



## Pick-Up Procedures -During School

Due to the number of students, and with safety in mind:

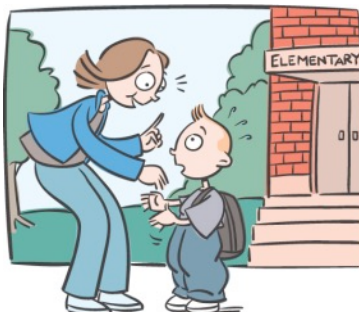
- **ALL INDIVIDUALS, including parents/guardians are required to show a picture ID when checking out students.**
- Adults other than parents must be listed by name on the child's registration form and be written a note of permission by parent/guardian sent in that morning.
- **No person will be allowed to pick up a student without the written authorization of a parent.**

## Pick-Up Procedures -After School (GYM)

Students who are not riding the bus home will be supervised in our GYM until a parent arrives. Due to the number of students, and with safety in mind:

- **ALL INDIVIDUALS are required to show a picture ID** when checking out students. All students must be picked up between **2:00 and 2:15**. Our staff have other duties after 2:15.
- L.I.N.K. students will be walked to the campus by L.I.N.K. personnel.
- CLA students are picked up in the GYM and bused by CLA employees.

*Parents are not allowed to get their child directly from the classroom except for special occasions in which the Office has given the classroom teacher a special sign-out form.*



## Pets on Campus

Due to the unpredictability of some pets and allergies, all pets are restricted from campus. This ensures the safety of all individuals on campus. The only exception would be approved Service Animals.

## Pledge of Allegiance

Each school day students will be afforded the opportunity to recite the pledge of allegiance to the flag of the United States of America. Students participating in the recitation of the Pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the Pledge may (a) stand and refrain from reciting the Pledge or (b) remain seated. Non-participating students shall in no way conduct themselves in a manner which disrupts the observance of the Pledge of Allegiance.

## Recess

Unstructured outside play is an important part of a student's physical and social development. Children learn how to cooperate, follow game rules and to resolve conflicts during interaction. Recesses are scheduled before school, during the morning and after lunch. Classroom aides are on the playground to supervise the students during recess periods.

## Retention and Promotion of Students

Per district policy IKE, a parent conference must be held no later than the week immediately following the last day of the second quarter presenting written documentation of deficiencies, which includes the possibility of retention.

Per district Policy IKE-R, no decision will be made without parent involvement and student counseling. The final recommendation to retain or promote is made by the teacher. Consultation with the principal and other staff members are vital. If a parent wishes to appeal a decision made by a teacher, pursuant to Arizona Revised Statutes, the parent must demonstrate to the board the student has or has not mastered the State Board adopted standards required for placement recommended by the teacher.

## 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.



**\*Visitors/Parents/Guardians may NOT take or post pictures of any student other than their own on any social media site. Students are protected by FERPA laws.**

## Specialists

The SPS staff includes music, physical education, computers, and library teachers trained to meet the needs of young children. Students attend these classes each week where the Arizona State Standards are used to design lessons in these subject areas.

### Music

Our music classes are designed to expose children to the importance of music and teaching them how to have fun with song, dance and instruments.

### Physical Education

All students participate in P.E. classes designed to guide children into being physically active for a lifetime through developmentally appropriate games and activities. We ask that students wear sneakers on designated P.E. days for student safety.

### Library

All students attend library. Students do check out library books from the school library each week. It is the student's responsibility to care for and return their books each week. Lost or un-returned books will result in lack of check out privilege. Please take care of the books and have a special place for them at your home as your child will be held responsible for lost or damaged books. We are always looking for volunteers for the library; please call our school librarian if you are interested in helping.

### Computer Lab

Students will have the opportunity to learn basic computer skills and to participate in activities to improve and enhance student's learning.

## SPS School Rules & Expectations

We have implemented a **Positive Behavior Interventions Support (PBIS)** program. It is a school wide plan which promotes positive behaviors from all students and staff. Students are expected to contribute to a positive climate on campus by treating school property, other students, and all adults with respect and by demonstrating positive citizenship.

**Student Recognition Programs:** There are several student recognition programs in place at Sahuarita Primary School to recognize and honor students that uphold the expected standards of behavior, academics, citizenship, or leadership. These programs include:

- OWL All-Star Awards: Faculty or staff members issue "OWL All-Star" awards to students that they "catch" following school rules: Be Kind, Be On Time, Be Safe, Be Respectful and Be Responsible.
- OWL of the Month, Owlstanding Students, and Students to HOOT About: Each teacher chooses two students each month from his/her classes. These students receive a certificate and are publically recognized at our monthly assemblies.
- Leaders in Character: Each month each school administration selects one student to be recognized by the SUSD Governing Board as a Leader in Character at the Governing Board meeting. These students receive a plaque, a bookstore gift certificate, and have their pictures printed in the local newspaper.



**On Time**

**Be Safe**

**Be Responsible**

**Be Respectful**

**Classroom 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 every situation a learning experience.

If a child continues to take away from another child's right to learn, they may be removed from the classroom for a break.

**School wide Discipline:** Our goal is to encourage, prompt, and teach children to become independent in making choices and managing their own behavior. SPS staff members value the dignity of all persons and work to build and maintain the dignity of each student through all interactions. Our approach to discipline is positive. We respect the right of students to make choices and to experience logical consequences.

The following infractions may result in possible loss of privileges, verbal warning, redirection, parent phone call, out of school suspensions, long terms suspensions or expulsion:

- **Insubordination:** This occurs when a student fails to comply with a reasonable request of a staff member. It also includes dishonesty, disrespect or vulgar, profane, or rude remarks to teachers, fellow students, principals, or other school employees.
- **Bullying:** Bullying will NOT be tolerated. Bullying is the act of repeated, aggressive behavior intended to hurt another person physically, verbally or emotionally. All reports of bullying will be documented and investigated.
- **Property Destruction:** Applies to property belonging to a staff member, another student, or school property, including vandalism and graffiti. (Does not apply to property of students that are prohibited on campus).
- **Possession and/or Concealment of Weapons or Dangerous Devices:** Setting off firecrackers, misuse of fire extinguisher, mace, brass knuckles, knives, guns, etc.
- **Physical or Verbal Abuse or Threat of Harm to a school employee or student.**
- **Sexual Misconduct/Harassment to a school employee or student.**
- **Fighting/Physical Assault**

Many times students un-intentionally hurt other students in the course of physical activity or play. Per the administration's discretion, if any student **knowingly** caused harm to another student, the student may be suspended from school for an appropriate amount of time.

#### **Drug/Alcohol/Weapon Free School Zone**

##### **Zero Tolerance School District**

Sahuarita Unified School District is a drug, alcohol, and weapon free School Zone. Any student caught with, admitting possession of or under the influence of any of these will receive a 1-year suspension. If a student gives or sells drugs, alcohol or has a weapon on campus, he/she may be expelled from SUSD.

## **Student Records**

Please keep the school informed of any changes in health needs, home and work phone numbers, guardianship and address. If you move to a new address, please provide the office with a new proof of residence.

## **Visitors and Volunteers**

A warm welcome is extended to parents and interested persons wishing to visit the school. To help ensure the safety of our staff and students we ask that ***ALL VISITORS SIGN IN AT THE OFFICE and receive a visitor badge before entering campus.***

If you would like to become a volunteer, please visit our website at <http://susd30.us/schools/sahuarita-primary-school/> and click on "Get Involved" for instructions and forms to complete if you would like to become a regular volunteer at school.

## **Supplies**

We will have a list of school supplies that we ask your child to bring to school for use in the classroom. You can obtain a copy of the supply lists from the office at the time of enrollment, on the SUSD district website, or you can find them posted at Wal-Mart. Students are ***not*** required to bring in these requested items. Most classrooms share these items as general classroom supplies. If you do not wish for your child to share these items, please leave them at home, and supplies will be available for your child.



## **Withdrawal Procedures**

When a student is going to withdraw from school, please inform us when the students last day will be. We request that you fill out a withdrawal form in order to delete them from our system. Lunch charges, fees for lost textbooks or library books must be paid prior to

withdrawal. Permanent Records will be sent to the student's new school upon their request. Any student, with 10 consecutive un-excused absences, will be withdrawn from our records.

# SPS School Rules & Expectations

<b>School-wide Rules</b>	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<i>School Setting / Locations (below)</i>			
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Always walk</li> <li>• Carefully use and take care of materials and equipment</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Be on time</li> <li>• Come organized and prepared to learn</li> <li>• Leave valuables at home</li> <li>• Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside whisper voices</li> <li>• Listen carefully to speaker</li> <li>• Wait your turn to speak</li> </ul>
<b>Library/ Media Center</b>	<ul style="list-style-type: none"> <li>• Always walk</li> <li>• Use materials and equipment properly</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Return books on time and in good condition</li> <li>• Seek a teacher for help</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Listen carefully to speaker</li> <li>• Wait your turn to speak and check out your books</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Always wash hands with soap</li> <li>• Use materials and equipment properly</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Flush once</li> <li>• Have permission</li> <li>• Return to class promptly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Honor privacy</li> <li>• Keep bathrooms clean for each other</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Have clean hands</li> <li>• Always walk</li> <li>• Stand quietly in line and wait your turn</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Keep your area clean</li> <li>• Food stays in the cafeteria and on the tray</li> <li>• Raise hand if you need assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Use good manners</li> <li>• Only eat your own food</li> <li>• Throw trash away properly</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Share and use the equipment properly</li> <li>• Follow game rules</li> <li>• Stay on the playground</li> <li>• Keep hands and feet to yourself</li> <li>• Leave rocks alone</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Return equipment</li> <li>• Stop, think, and decide</li> <li>• Leave toys at home</li> <li>• Stop and line up when whistle is blown</li> </ul>	<ul style="list-style-type: none"> <li>• Let everyone play</li> <li>• Use appropriate language</li> <li>• Keep hands and feet to yourself</li> <li>• Follow game rules</li> <li>• Practice good sportsmanship</li> </ul>
<b>Walkways/ Lining Up</b>	<ul style="list-style-type: none"> <li>• Always walk</li> <li>• Keep hand and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Go straight there</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Stay to the right</li> <li>• Walk quietly past classrooms</li> </ul>

**Be kind and be on time throughout the day! 😊**

## ***COMMITMENT TO EXCELLENCE COMPACT***

***2018-2019***

### **TEACHERS' COMMITMENT**

- ✓ I will come to school and use my professional skill to the highest level.
- ✓ I will work and do whatever it takes to meet each child's educational needs and help him/her succeed.
- ✓ I will communicate with parents and students to inform them about student progress and concerns.
- ✓ I will model the principles and core values of the Sahuarita Unified School District.

### **PARENTS'/GUARDIANS' COMMITMENT**

- ♥ I/We will make sure our child arrives at school on time each day.
- ♥ I/We will provide our child with a quiet place to study each night.
- ♥ I/We will check our child's school agenda/calendar each night and make sure that the work is done.
- ♥ I/We will discuss our child's progress and read with him/her each night.
- ♥ I/We will stress the importance of hard work, self discipline, and good citizenship.
- ♥ I/We will support the school norms and standards for success.
- ♥ I/We will give five (5) hours of our time in volunteer service to our child's school.

### **STUDENTS' COMMITMENT**

- ☀ **PROMPT** - I will be at school on time each day. I will be on time with my assignments.
- ☀ **PREPARED** - I will bring necessary materials. I will complete class work and homework assignments to the best of my ability.
- ☀ **PRODUCTIVE** - I will work hard to succeed. I will be attentive and participate in class. I will complete homework and always do my best.
- ☀ **POLITE** - I will be a student of character and treat others the way I wish to be treated.
- ☀ **PROUD** - I will make sure that my actions are respectful to myself, my family, my school, my community, and my nation.



**SAHUARITA UNIFIED SCHOOL DISTRICT, NO. 30**  
**BOARD POLICY SUMMARY**

350 W. Sahuarita Road    Sahuarita, AZ    85629

**USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

**Student Computer User Agreement**

**Acceptable use of computers.** Each student must:

- Use computers to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by a school-employed person.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use computers for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use school computers and appropriate disciplinary action up to and including expulsion for students.

**Network etiquette.** Students are expected to abide by the generally acceptable rules of network etiquette. Therefore, they must:

- Be polite and use appropriate language. Not send, or encourage others to send, abusive messages.
- Respect privacy. Not reveal any home addresses, or personal phone numbers or personally identifiable information.
- Avoid disruptions. Not use the network in any way that would disrupt use of the system by others.

## STUDENT AGREEMENT

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# SAHUARITA UNIFIED SCHOOL DISTRICT

## UNIFORM STANDARDS OF DRESS FOR GRADES K – 8

### **Acceptable Top Garments:**

- \* Solid/Plain White, Blue, Red, Tan or Gray
- \* Must have sleeves and a collar
- \* Must be no longer than fingertips or tucked in
- \* Preferably plain without logos or insignias
- \* Must be shorter than shorts and skirts
- \* All undershirts must follow dress code colors
- \* Includes SPS OWL t-shirts and all District Spirit Wear

### **Shoes:**

- \* Must have a back strap for safety reasons.
- \* No platforms or heels higher than 1" on shoes
- \* No shoes with pop out rollers allowed on campus

### **Hats:**

- \* May not be worn inside

### **Acceptable Pants, Shorts, Skirts and Dresses:**

- \* Solid/Plain Tan, Navy Blue, White, Gray, Black
- \* Skirts and dresses must be longer than students' fingertips
- \* Shorts must be longer than students' thumbs
- \* Pants and Jeans must be fitted, no baggies
- \* Pants and shorts must be hemmed
- \* Leggings, tights, and socks do NOT need to follow dress code color

### **PE:**

- \* Appropriate athletic shoes, with socks, are also recommended for the safety of our students. (No platforms or sandals)

The uniform dress code is in place for many reasons, some of which are listed below:

- \* **Neatness:** We want to try to emphasize the importance of a neat appearance related to school as our children's work place. Neat appearance does build self-confidence and encourage better behavior and more serious work habits. We are trying to emphasize that sloppy or very casual dress does not have a place at school where we are trying to do our very best and neatest work.
- \* **Higher Expectations:** We want to encourage our students to have a serious attitude towards their work.
- \* **Unity and School Pride:** We want our students to show pride in themselves and their school in everything they do.
- \* **Less Expensive:** Most parents have found that a uniform school code of dress is less expensive than buying other "label" brands for school.
- \* **No arguments about What to Wear:** Parents at schools with a uniform code of dress report that they appreciate that they no longer have "debates" in the mornings over what a child will wear that day.
- \* **Gang and Safety Issues:** Obviously one of the issues is safety. By everyone wearing the uniform school code of dress, we no longer have students trying to look "cool" or "stylish" in sloppy, potentially gang associated clothing.

SPS School Shirts may be ordered through the PTO.

Dress code clothing is available at Wal-Mart stores and Tucson area stores. Parents might consider purchasing shorts and shirts that are longer than the required length as children grow so quickly during the school year.

# Sahuarita Unified School District No. 30



Sahuarita High School  
Sahuarita Middle School  
Sahuarita Primary School  
Sahuarita Intermediate School

Anza Trail School  
Sopori Elementary School  
Walden Grove High School  
Copper View Elementary School

## ***SAHUARITA PRIMARY SCHOOL***

We, the undersigned, state that we have read and understand the information contained in the following documents:

- Parent/Student Handbook, 2018-2019
- Transportation Compact for Success
- Commitment to Excellence Compact
- Student Computer User Agreement
- SUSD Uniform Standards of Dress for Grades K-8 (Dress Code Policy)

Furthermore, we understand that the basic norms stated in these documents are there to support the mission of student safety and well-being for all students attending Sahuarita Primary School.

Student Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

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

Sahuarita Primary School

Parent/Guardian Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**\*\*Please do not turn in any other signed forms. This signed form will be used in place of the signature forms found in the documents listed above. Failure to have this signed form on file at Sahuarita Primary School will result in the loss of bus and computer privileges for your student.**