



Parent/Student Handbook 2018-2019

Phone Numbers & Office Hours

Fax Number 398-2024

District Phone Number 625-3502

Principal	625-3502 ext. 1301
Front Office/Information	625-3502 ext. 1303
Counseling	625-3502 ext. 1335
Attendance	625-3502 ext. 1300
Nurse	625-3502 ext. 1302
Cafeteria	625-3502 ext. 1311
Transportation	625-3502 ext. 1127
District Office (7:30-4:00)	625-3502 ext. 1000

Office Hours: 7:30-3:30pm

Student Hours: 7:30-2:30pm Regular Day/1:00pm Early Release Day/12:15 am Half-Day

Website: www.susd30.us

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 August 10, 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. 1300. **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 everyday. We are learning new concepts everyday and children that miss a lot of school fall behind. Coming to school regularly will set the precedence for your child's future education.

Upon the 9th absence in a semester the student's attendance may be reported to the Pima County Truancy Department, per previous warning letters sent home. Students that miss too much school also run a high risk of being retained in the same grade.

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 8:10 AM and ends at 2:30 PM. Any Child arriving to the classroom after 8:10 or leaving before 2:30 **MUST BE SIGNED IN/OUT AT THE OFFICE BY A PARENT OR GUARDIAN** (driver's license required).

Tardiness is a disturbance to the classroom and learning. If a parent or guardian does not sign in a student, the student may receive lunch detention for that day. Excessive tardiness excused or not, will be directed to the principal for intervention. ***Tardies will affect a student's attendance record.***



Arrival and Pick-up-

Students should arrive between 7:45 and 8:05 A.M. **Students should not arrive prior to 7:45 A.M as there is no adult supervision at this time.** No child or parent should be in the building before school without an appointment. School begins promptly at 8:10 A.M.

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. 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.

Bus Routes

All bus route information may be obtained from the July edition of district news letter or can be found on the district 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).

Bus Route/Parent Pick-Up Changes

Per District, parents must designate one bus stop for their child. We ask that parents create one schedule for their students for the year (i.e. bus everyday, parent pick-up everyday, or bus on Mon. and Tues. and parent pick up on Wed., Thurs. Fri.) **Changes in permanent schedules must be approved by the principal.** We realize that on certain days, emergencies or unforeseen circumstances arise and other arrangements must be made for the students to go home. We understand these changes, but ask that changes be kept to a minimum. **ANY OTHER CHANGES MUST BE IN WRITING AND GIVEN TO THE TEACHER AT THE BEGINNING OF THE DAY.** (I.e. doctor's appointments, etc) This information is then given to the front office to ensure accuracy. **NO PHONE CALLS WILL BE ACCEPTED** to change departure information. Only emergencies will be approved through the school principal. Please call the front office at EXT. 1300 in the event of an emergency.

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 as part of the



SUSD Student Transportation Services Compact for Success

- Students will remain seated on the school bus.
- Students will face forward when on the bus.
- Students will keep their hands, feet, and personal objects to themselves.
- Students will maintain a quiet conversation voice (level 2) and use appropriate language.
- Students will obey reasonable direction from the bus driver at all times.
- For safety and cleanliness reasons, eating/drinking on the bus other than an enclosed water bottle shall be prohibited.
- Students will have their District issued identification card with them and visible when boarding the bus (Grades 6-12).

Students will be acknowledged for their cooperative efforts in multiple ways that may include:

- Positive reinforcement
- Incentive prizes/drawings (group and individual)
- Timely departures/arrivals—Teamwork Works!
- Positive notes
- Parent calls

Infractions of bus rules are serious concerns, as student safety is our top

priority. In order to establish a positive and safe environment, the following sequence of consequences will be in place when a student chooses to violate the above-mentioned procedures and routines.

- 1st offense**-Student will be given a conference and bus warning letter.
- 2nd offense**-Student will be given a 3 day suspension from the bus.
- 3rd offense**-Student will be given a 2 week suspension from the bus.
- 4th offense**-Student will be given a suspension from the bus for the remainder of the school year.

PLEASE NOTE: The District reserves the right to invoke a severe clause and immediately refer the student to administration if appropriate (i.e. belligerent defiance, acts of violence).

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.

It is asked that you please designate one bus stop where you would like for our professional bus drivers to deliver your child each afternoon after school. Students may ride only one bus.

****Kindergarten students must be met by an adult at the bus stop. If no adult is present, students will be transported back to school.**

Thanks 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 are distributed at the beginning of the school year and are available in the front office. If a family's financial situation changes during the year, free and reduced applications will be available in the office.

Meal prices are as follows:

Breakfast Free to all students

Lunch

*Please see classroom teacher for specific lunch time.

Cost	\$2.20	(Reduced \$0.40)
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Paying in advance (i.e. one week or one month at a time) is strongly encouraged. Students will be allowed to charge a negative balance up to \$2.00. After the child reaches this maximum, the cafeteria will send a note home with the child and the child will be given an alternative meal consisting of a sandwich and milk. If you have questions please call the cafeteria at 625-3502 ex. 1311

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:

- 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.

Cafeteria-Wellness policy

The Sahuarita Unified School District #30 is committed to providing a healthy school environment that enhances learning and development of lifelong wellness practices.

It is with this in mind that on July 01, 2006, the Governing Board adopted the 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.

A healthy school environment goes beyond school meals in the cafeteria. A healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices and appropriate amount of physical activity. 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.

All foods and beverages made available on campus during the school day for K-8 grade students and whenever possible to High School students are consistent with the Arizona Nutrition Standards – ANS. These standards limit the amount of sugar, fat, calories and sodium in foods available at school.

School meals must meet the USDA nutrition standards for the appropriate age group.

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

Any "group" or "class" snack sent in MUST adhere to the following School Wellness Policy:

Carbonated beverages are prohibited in the cafeterias and are not recommended for snacks.

Classroom Snacks:

Classroom snacks must feature:

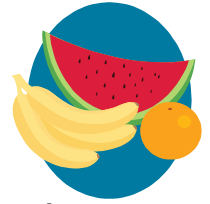
Healthy choices Low Fat, Low Sugar snacks. Limits on calories – i.e., 100 cal per bag

Suggested Snacks:

Fresh Fruit (apples, oranges, bananas, etc), fruit kabobs, juice bars, juice, yogurt, raisins, pretzels, granola bars, baked chip, cheese sticks

Water or 100% Juice are 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

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. 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 Sopori Elementary, 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.1300 or 1303 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 12:15pm 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

At Sopori 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.

Please inform the office if your home or work phone number changes, 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 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.

To be a chaperone on your child's field trip, district policy now states that every chaperone must fill out a volunteer application and complete a volunteer criminal affidavit which must be notarized. For your convenience there is a notary in the school's front office who can notarize the forms.

First Day of School

IMPORTANT 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 ext. 1336

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. 1302

Bathroom Accidents

Students will be sent to the health office to be changed into a clean set of clothes. We keep dress code pants and shirts on hand for such incidents. Soiled clothing will be bagged and kept in the health office for parent pickup. A note will be sent home with your child to inform you of the incident.

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 will be excused from



school. The child should be fever free for 24 hours without medication before coming back to school. In the event your child requires medication at school, please contact the school health aide.

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 nurse, please call 625-3502 ext 1302

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 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. 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 anytime.

Medication

Sopori 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.

Vaccinations/Immunization Requirements

- OVP (Polio) 4 doses at any age, but 3 doses meet requirements for ages 4-6 if at least one dose was on/after the 4th birthday; 3 doses meet requirements for 7 years and older if at least one dose was on or after the 4th birthday.
- DPT (Diphtheria/Pertussis/Tetanus) Age 6 and under: Needs 6 doses at any age but, 4-5 doses meet requirements for ages 4-6 if at least one dose was on or after the 4th birthday. Age 7 and older 4 doses but 3 doses meet the requirements for ages 7-18 years if at least one dose was on or after the 4th birthday. If one last dose was given before the 4th birthday, one more Td is required.
- MMR (Measles, Mumps, Rubella) 2 doses both have to be on or after 1st birthday.
- TD (Tetanus) Required every 10 years.
- Hepatitis B: 3 doses are required.
- Varicella ~ Children attending child care, K, 1st, 2nd and 7th grade are required to show proof of immunization or history of varicella (chicken pox) infection.

Vision and Hearing Screenings

Annual vision and hearing screenings are a part of SUSD health program for K-2 students.

Homework

Homework should:

1. Promote growth, self-responsibility, and self-direction in learning;
2. Develop good work habits for students;
3. Enrich, enhance, or extend school experiences;
4. Bring students in contact with out-of-school learning resources (libraries, Internet, or computer programs);
5. Help children learn to budget time; and
6. Provide essential practice in skill acquisition.

Homework Make-Up Protocol

Although the teacher can be a friendly reminder, it is the responsibility of the student to get all the make-up work the day the student returns to school.

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

NCLB Notification

As you may be aware, the federal government has reauthorized the Elementary and Secondary School Act titled No Child Left behind (NCLB). The reauthorization has mandated several changes in Title 1 schools with an increased effort to inform parents. I am writing to let you know of some of your

rights under NCLB. Under NCLB, you can request information concerning the professional qualifications of your child's teacher(s). To be more specific, you may request any of the following information, at a minimum:

- Whether your child's teacher meets Arizona teacher *qualifying and licensing* criteria for the grade level or subject area which the teacher teaches;
- Whether your child's teacher is teaching under *emergency or other provisional status* from the State Department of Education;
- The baccalaureate *degree major* of the teacher and any other graduate certification or degrees held by the teacher;
- Whether *paraprofessionals* (teacher aides) provide any services to your student, and, if so, you may request information on the qualifications of those individuals.

If you would like to request information about No Child Left Behind, please call the school at 625-3502 ext. 1300.

Paperless School

It is Sopori's goal to cut down on our paper usage to save costs and the environment!! District, School, and Classroom information will be sent via email as much as possible. Emails may contain information in the following formats: Word and Publisher. **Please check your emails daily for important school information.** Email addresses need to be given to your child's teacher during "Meet and Greet" and updated as needed. If an email address is not available, a hard copy of all information will be sent home with your child. *District and Sopori information will also be available on the district website: <http://susd30.us/schools/sopori-elementary-school/> **Information from outside organizations may be available in a paper format only. These items do not use district paper (i.e. activities outside of school: sports, clubs, etc).

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. Please remember classroom supplies are usually shared as community items. If some school supplies are personal or of great value, we recommend that students use these items at home.

Other items, such as 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 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 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.**

ONLY previously designated adults will be able to check out students. If permanent pick-up or bus arrangements change, the office must receive a written note from you, sent in with your child that morning. These must be approved by the Principal. **NO phone calls are accepted.**

Parents who need to pick up their child prior to dismissal time for a health care appt. are required to sign out their child in the office. Please try to schedule appointments after school hours as much as possible to prevent loss of academic time in the classroom. If no note was sent in, parents must meet with the principal for approval. The principal will approve an emergency situation that might arise. The office will then call the student from his/her classroom to the office. **Parents are not allowed to get their child directly from the classroom.**

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.



Snacks

Most classrooms offer a snack each day at a time appropriate for the students' needs and class schedule. Parents are asked to donate snacks. **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.** 100% juice and water are the only acceptable beverages, with logical healthy snacks. Teachers will communicate their own snack donation schedule. **Birthday or Holiday parties may be excluded from these requirements, but still must be store bought with ingredients listed.**

Specialists

The Sopori 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. 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.

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. 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.

Sopori's 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.

Discipline

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. 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.
- **Destruction of Property:** 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 of 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.

***Please review PBIS matrix regarding school procedures and expectations around campus.**

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, you must bring in 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.**

Per SUSD protocol, all parent volunteers must be approved by the board. It is an easy 5 minute paperwork process that can be completed and turned in directly to the SOPORI office. Any non-custodial volunteer must have the same form, but must provide a fingerprint clearance card with this paperwork. NO individual will be allowed in the classroom without this paperwork, even if they are "approved" by the custodial parent as an emergency contact.

Classroom visitation is encouraged; however, it is not in the best interest of our students to have parents interrupt a teacher during class hours. A student or employee may not have unauthorized visitors in class. If you need to bring something to your child during the school day, such as lunch, books, forgotten items, etc., please come by the school office and school staff will deliver it to the classroom.

Volunteers (Non-custodial)

Please note: State law **requires** all volunteers (except legal guardians who have students in the school district for which they are volunteering) to be fingerprinted when working in a public school setting.

***Parents/Custodians who wish to volunteer please complete the Volunteer Application Form and Criminal Affidavit form. No fingerprints needed.**

****Parent (Custodial) Volunteers will not be allowed to travel and attend field trips with students unless they have completed the Volunteer Application and notarized criminal affidavit form.**

Our school offers a variety of volunteer opportunities. Some jobs provide the volunteer with a chance to work with students. There are also volunteer opportunities for those who prefer not to work directly with students. Volunteers are viewed as *partners* in the education team. They make possible the improved delivery of educational services for students.

You may pick up a fingerprint card from the Police Station. *The fingerprint card must be filled out with black ink.*

Step 1: Application

Volunteer applications are available at each school site. You may also download it from the district website.

Literacy Volunteer Application

- Complete the application and criminal affidavit fully and legibly.
- Return the completed application to the school site at which you would like to volunteer. Get affidavit notarized in front office.
- The Principal will review the application. If approved, the Principal will sign the application and forward it to the Human Resources Department.

Step 2: Human Resources Review

The HR Department will review the application and lot it into the Volunteer Data Base.

- If the applicant is a legal guardian of a student in the District:
- No fingerprints are required. Please see Step 5.
- If the applicant is NOT a legal guardian of a student in the District: Fingerprints are required. Please see Step 3.

Step 3: Fingerprints

You may pick up a fingerprint card from the Police Station. They are also available at fingerprinting locations. The fingerprint card must be filled out with black ink.

Fingerprinting Locations

- Have your fingerprints rolled at an approved fingerprinting location. ****There may be a fee for this procedure.**
- Return your rolled fingerprints to the HR Department.
- The HR Department will submit the fingerprints to AZ Department of Public Safety for processing.

Step 4: Fingerprint Report

Once the Department of Public Safety fingerprint is received by the HR Department:

- If the prints are cleared by DPS: The applicant will be advised that their application will be submitted to the Governing Board for approval.
- If the prints are not cleared by DPS: The applicant will be advised that they are not eligible to volunteer with Sahuarita Unified School District.

Step 5: Governing Board Approval

- If the application has passed all steps and processes, it will be submitted for the agenda of the next available Governing Board meeting.
- Once the Governing Board has reviewed and approved the application, the applicant will be notified they are not eligible to volunteer with Sahuarita Unified School District.

Visitors

Legal Guardians: Please check in at the Front Office prior to entering campus. You will be asked the following information:

Arriving:

- Does your child's teacher know you are volunteering today? (Meetings with teachers must be made in advance and not take place during instruction time to protect student learning.)
- Show valid driver's license. This will be kept in the office while you are on campus.
- Sign in on the Visitor/Volunteer sheet.
- Wear the Visitor/Volunteer Badge in a visible place while on campus.

Departing:

- Sign out on the Visitor/Volunteer sheet.
- You will be given your driver's license.

****Other Visitors on campus for Special Events (Grandparents, aunts, uncles, etc.)**

Arriving:

- **All non-custodial visitors MUST arrive with a guardian/custodial parent during a special event.**
- Show valid driver's license. This will be kept in the office while you are on campus.
- Sign in on the Visitor/Volunteer sheet.
- Wear the Visitor/Volunteer Badge in a visible place while on campus.

Departing:

- Sign out on the Visitor/Volunteer sheet.
- You will be given your driver's license.

***We understand that special situations arise in which neither custodial parent may attend a special student event and would like another family member to represent them. Please contact the principal's office to set up special approval. This must be done in advance of the event.**

***Visitors (noncustodial) on campus who have not completed the fingerprint clearance process and/or are not with a guardian will not be allowed on campus.**

****No person may enter onto school premises, including visits or audits to classroom or other school activity, without approval by the Principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the Principal. (Outside assembly events, sales persons, etc.).**

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 unexcused absences, will be withdrawn from our records.



Sopori School Rules & Expectations

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

Sahuarita Unified School District No. 30
Photography Agreement
2018/2019

_____ Yes, I allow my child's picture to be used for the school's newsletter and Yearbook. This includes pictures in any of the local newspapers.

_____ No, I will not allow my child's picture to be used for the school's newsletter or Yearbook. This includes pictures in any of the local newspapers.

Student's Name: _____ Grade: _____

Parent Signature: _____ Date: _____



_____ Si, doy permiso de que la foto de mi hijo/hijaseausada in the libro del año (Yearbook) y en el papel escolar (Newsletter). Tambien en cauquier papel local.

_____ No, doy permiso de que la foto de mi hijo/hijaseausada in the libro del año (Yearbook) y en el papel escolar (Newsletter).

Student's Name: _____ Grade: _____

Parent Signature: _____ Date: _____

SAHUARITA SCHOOL DISTRICT

Internet Acceptable Use Policy

Read this document carefully

- A. **Acceptable Use:** Internet use must be consistent with educational objectives of Sahuarita Unified School District (SUSD) No. 30.
1. Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g., “hacking”) is prohibited.
 2. Attempts to alter or access the account information or attempts to access or alter the configuration of the computer(s) is prohibited.
 3. Use of Internet games, MMO’s (Massive Multi player Online games), and IRCs (Internet Relay Chats), Instant Messaging, Social Networking, E-mail, and “chat rooms” is not allowed.
 4. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
 5. Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying (including student body elections) is prohibited.
 6. Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.
- B. **Privileges:** Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. An administrator or faculty member may request to deny, revoke or suspend specific Student-User access.
- C. **Netiquette:** You are expected to abide by the generally accepted rules of network etiquette.
- D. **Services:** SUSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. SUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services. While the district will make every effort to insure students only access proper material, the User bears the ultimate responsibility for using the network.
- E. **Security:** Security is a high priority on computer networks. If you identify a security problem, you must notify the librarian on site or the Principal immediately. Do not demonstrate the problem to others users. You may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.
- F. **Responsibilities:** In general, your responsibilities require ethical, efficient, and legal use of the network resources. If a Student-User violates any of these terms or conditions, his or her Internet access will be terminated for up to one calendar year and future access could be permanently denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of Acceptable Use carefully and understand(s) their significance and agree(s) to abide by these terms.

I understand and will abide by the provisions and conditions of the Acceptable Use Policy (A-F). I understand that any violations of the provisions and conditions will result in disciplinary action, the revoking of my use Internet access, and/or referral to legal authorities.

Name (printed) _____ **Grade:** _____ **ID#** _____

Signature _____ **Date:** _____ **Teacher:** _____
(Student)

Students must also have a signature of a parent or guardian and a sponsor-teacher who has read and agrees to uphold this contract. A copy of this document will be placed in the Student-User's permanent file.

Parent or Guardian Cosigner

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. SUSD cannot and does not represent that Student-Users will not have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the Internet. Therefore, I understand that it is impossible for the Sahuarita Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the librarian on site or the principal. Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

If you choose to sign this form, please be aware that the parent/guardian must accept responsibility for providing guidance on Internet use and conveying standards for your son/daughter to follow when accessing and/or exploring Internet sites.

Name (print) _____ **Title**(parent or guardian) _____

Signature _____ **Date** _____

Sponsoring Teacher

I have read this contract and agree to promote this agreement with the Student-User. Because the student may use the network for individual work on in the context of another class, I cannot be held responsible, unless I am negligent, for the student use of the network. As the sponsoring teacher, I agree to report any misuse of the information to the librarian on site or the principal. Misuse may come in many forma but can be viewed as attempting to access sites or sending messages or trying to receive messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

Name (print) _____

Signature _____ **Date** _____

Sahuarita Unified School District No. 30

SUSD STUDENT TRANSPORTATION SERVICES COMPACT FOR SUCCESS

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 had 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. Student 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—Teamwork 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.

- **1st offense-** will be a conference and bus warning letter.
- **2nd offense**—three (3) day suspension from the bus
- **3rd offense**—two (2) weeks suspension from the bus
- **4th 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
2018-2019

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

This form must be turned in no later than Friday, August 10, 2018.

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**.

Student's Teacher_____

Student Name (Printed)_____

Date_____

Student Signature_____

School_____

Parent Name(Printed)_____

Date_____

Parent Signature_____

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 SOP t-shirts

Shoes:

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

Hats:

- * May not be worn inside

Acceptable Pants, Shorts, Skirts and Dresses:

- * Solid/Plain Tan, Navy Blue, Black, White or Gray
- * Skirts and dresses must be longer than students’ fingertips
- * Shorts must be longer than students’ thumbs
- * Pants and Jeans must be fitted, no sagging jeans
- * Pants and shorts must be hemmed
- * Leggings and tights must follow dress code color

PE:

- * Appropriate athletic shoes, with socks, are also recommended for the safety of students

- The uniform dress code is in place for many reasons:
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.

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.

Sahuarita Unified School District No. 30

Sahuarita High School
Sahuarita Intermediate School
Sopori Elementary School
Copper View Elementary
SUSD Early Childhood Center

Sahuarita Middle School
Sahuarita Primary School
Anza Trail School
Copper View Elementary

Sopori School *Home of the Cougars*

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 Sopori Elementary School.

Student Name (Printed) _____ Date: _____

Student Signature _____

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 Sopori School will result in the loss of bus and computer privileges for your student.**