

SCHUMAKER STUDENT HANDBOOK

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Schumaker Student Handbook

Dear Families,

Welcome to Schumaker Elementary School! I am looking forward to another year working with the faculty and staff to help make this a successful year for every student. Schumaker has a long history of strong partnerships between parents and staff, and together we will work hard to help every child achieve to the greatest of his/her potential.

Please read and discuss this handbook with your sons and/or daughters. If you have questions about any handbook item, call or stop by the office for clarification. I invite you to become an active member of our Schumaker community by visiting school, attending programs and activities, volunteering, and joining the Parent Teacher Club. We are happy to have the opportunity to work with you and your children at Schumaker.

Sincerely,

Dr. Julie Laird
Principal

THE MISSION AT SCHUMAKER SCHOOL IS TO PROMOTE THE INTELLECTUAL AND EMOTIONAL GROWTH OF ALL CHILDREN IN A SAFE, PEACEFUL LEARNING ENVIRONMENT WHERE DIVERSITY IS APPRECIATED AND THE LOVE OF LEARNING IS FOSTERED.

Student Handbook

SCHOOL HOURS:

•8:00 A.M. – 2:12 P.M. (Line-up bell rings at 7:55 A.M. - Tardy bell rings at 8:00 A.M.)

•8:00 A.M. – 1:12 P.M. **Every Wednesday**

CROSSWALK HOURS: Please encourage your children to use the crosswalks. Adult crossing guards are on duty at 5th & Pantano, 5th & Maguire and 5th & Sarnoff from 7:15 A.M.-8:30 A.M. and 1:45 P.M.-2:30 P.M.

PLAYGROUND HOURS: Children are not to be on the playground before 7:35 A.M. when supervision begins. They must go directly home when dismissed unless attending our after-school program.

LUNCH HOURS:

K-1	11:00 A.M.	11:40 A.M.
2-3	11:25 A.M.	12:05 P.M.
4-5	11:45 A.M.	12:25 P.M.

SCHOOL VISITATIONS: Parents are welcome to visit Schumaker School at any time. Please make arrangements with your child's teacher. All visitors to the building are required to "check-in" with our office before going to classrooms.

CHILDREN DROP-OFF/PICK-UP AREAS: All children who are transported to school by car are to be picked up and dropped off at the Maguire car bays. If you park across the street from the school, your child will need to cross at the crosswalk at 5th and Maguire. Do not pick-up or drop-off your child in the school parking lot. 5th Street bays are for daycare vans and TUSD buses only. Thank you for helping to keep all students safe.

BICYCLES: An area is provided for parking of students' bicycles. It is requested that students who ride bicycles to school use a lock and wear a bike helmet. Bicycles are not to be ridden on the school grounds or sidewalks surrounding the school. Skateboards are not allowed.

HEALTH AND MEDICINE AT SCHOOL: Arizona State Law requires that a child must be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, rubella, hepatitis, and chicken pox before he/she enters school. Free immunizations are available from the Pima County Health Department.

We can only administer medication that has been prescribed by a physician (this includes over the counter medications). Prescription drugs must be in the original pharmacy container labeled with the child's name, date, dosage, and time to be taken. An adult should deliver medications to the health office; do not allow children to carry medications to school.

If a child becomes ill at school the parent/guardian will be notified to pick him/her up. If we are unable to reach a parent or guardian, the designee on the emergency card will be contacted. The emergency card must have complete information regarding whom to call in case of an emergency. Please remember to call the school when emergency information changes.

SHOULD I SEND MY CHILD TO SCHOOL?

How do you make the right decision? You do not want to keep a child home if she/he is not sick; but you also do not want to send a sick child to school. Your child should not come to school with the following symptoms:

Fever – (100 degrees or more) Children should be fever free for at least 24 hours before returning to school.

Rash – Children should not come to school with a rash until your doctor has said that it is safe to do so.

Stomachache, Vomiting, Diarrhea – Consult your doctor if your child has a persistent stomachache, which limits his/her activity. If vomiting or diarrhea occurs during the night, please do not send your child to school the next day.

Pain – For toothaches or earaches, please consult your doctor. A child whose only complaint is a headache usually does not need to be kept at home.

Cold, Sore Throat and Cough – Your child should not come to school with a deep or hacking cough, a sore throat accompanied by white spots in the back of the throat, or if a fever is present. If your child has a sore throat and no other symptoms, she/he may go to school.

Pink Eye – Burning, itching or a white discharge in the eyes may be conjunctivitis, which is highly contagious and uncomfortable. Prescription eye drops must be used for 24 hours before returning to school.

TARDIES: Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time for all students. Any child who arrives after 8:00 A.M. is considered tardy, and must stop in the office for a tardy slip before they will be admitted to class. Children arriving late from a doctor's appointment are excused.

REPORT OF ABSENCE: In order to check on each child's absence and safety, we require parents to phone the school (731-5202) anytime after 7:00 A.M. on the day of the absence. If you do not call, a note must accompany your child upon return to school.

CHANGE OF ADDRESS OR TELEPHONE NUMBER: Please notify the office immediately when there is a change of address, telephone number or emergency contacts for your child. We cannot stress enough the importance of current information where parents or another responsible adult may be reached during the day. If you are withdrawing your child from school, please notify the office.

BREAKFAST PROGRAM: Breakfast is available to all students. Students who qualify for reduced or free lunch also qualify for breakfast at reduced or free prices. Once qualified for free or reduced lunch, no additional paperwork is needed for breakfast. Serving time is 7:20-7:55 A.M. Students arriving after 7:55 A.M. will not be served. The full price of the breakfast is \$1.00.

SCHOOL LUNCH: Children may buy a school lunch or bring a lunch from home. School lunches are provided for \$1.50 per child, including milk. Milk is available separately for 30 cents. Lunches may be paid for in advance, by the week or month. Please make checks payable to Schumaker Food Service. Students may bring an extra \$1.50 for lunch, which will be kept in the office until needed. If emergency money is not available, students will be given a peanut butter sandwich and milk.

FREE/REDUCED PROGRAM: Applications for free/reduced lunches are available in the office. All families must reapply at the beginning of each year.

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. By addressing concerns directly to the teacher, we hope to improve teacher/parent communication.

STUDENT RECORDS: The cumulative record is an individual report on each student. It is required by law and is stored in safekeeping in the school. Parents/Guardians may view the cumulative folder in the presence of the school principal or designee. No one outside the school may see the record unless the court subpoenas it. Special Education records are kept at Rosemont Service Center.

HOMEWORK: We believe that homework can assist students in the development of self-discipline, self-direction, and study skills. It provides a vital link and ongoing communication among parents, teachers, and students.

Guidelines for time: Although not assigned every day, the following guidelines are used to determine the amount of homework that may be expected.

Kindergarten	Not to exceed 10 minutes per day
First	Not to exceed 20 minutes per day
Second	Not to exceed 30 minutes per day
Third	Not to exceed 40 minutes per day
Fourth	Not to exceed 50 minutes per day
Fifth	Not to exceed 60 minutes per day

Homework may be assigned on a daily or weekly basis. Long-term projects may also be included in the above time frames. Children finishing assignments early are encouraged to read for Schumaker Reading Club credit or practice math facts. Reading at home has the greatest influence on student achievement.

PROGRESS REPORTS: Progress reports are sent home four times each school year. The progress report envelope should be signed and returned each quarter (Kindergarten progress reports are signed and returned on a semester basis). Elementary School grades are based on a rubric.

STANDARDIZED TESTS: Children in Grades 2-5 take the Dual Purpose Assessment (DPA) which combines the Arizona Instrument to Measure Standards (AIMS) and the Terra Nova which is a standardized test. Grades 1 and 2 take District Core Curriculum tests. These tests will assess some skills in reading, language and math.

TEXTBOOKS: Textbooks are furnished by Public School Funds and become the responsibility of the student to whom they are assigned. Students are expected to care for the books issued to them and pay for books that are lost or damaged.

FIELD TRIPS: Educational field trips are planned as part of the school program. A permission slip must be signed and returned to school for each field trip. Children without signed permission slips will not be allowed to attend. Students in classes at Schumaker may not be removed from class to attend field trips with siblings.

SPECIAL EDUCATION PROGRAMS: Special Education programs in the areas of Learning Disabilities, Emotional Disabilities, Hearing Impaired, Speech and Language, and Gifted Education are provided to assure the most appropriate learning opportunities for every child.

LIBRARY: The school library is gradually becoming a multi-media resource center. Students and teachers are encouraged to use it frequently for reference needs or to select books for personal reading. Parents are urged to cooperate by encouraging children to use our library facilities, helping them to properly care for borrowed materials, and returning them on time. Parents are required to pay for damaged or lost books.

SUBSTITUTE TEACHERS: Every student will be taught by a substitute teacher at some time. Students are expected to be courteous and treat substitutes as guests. Inappropriate behavior will result in disciplinary action from the teacher or principal.

MORNING BREAK: The ten-minute morning break is a part of the required physical education curriculum. It is not free playtime. All students are a part of the Schumaker Miler's Club. Students are required to walk the designated course to become more physically fit. Teachers on duty monitor and issue mile markers. Rewards are given to students reaching the designated number of miles. Students may eat snacks as they walk.

VALUABLES: TUSD is not responsible for loss, damage, theft or vandalism of students' personal property. Please do not send toys, personal P.E. equipment and valuables to school. Please label your child's lunch box, coat and other personal belongings. If something is lost, please check the Lost and Found rack located by the office. At the end of the year, all unclaimed items are given to the TUSD Clothing Bank.

SCHOOL INSURANCE: School Insurance Forms will be sent home the first week of school. Mail forms directly to the company.

FIRE DRILLS: Fire drills are held once per month throughout the school year. Bus evacuation drills are held two times per year.

NEWSLETTERS: Look forward to newsletters at least every other week from your child's teacher containing classroom information and events. School and P.T.C. newsletters will be sent home frequently to keep you informed of school activities, menus, and special dates of interest. Check with your child periodically about the newsletters to make sure they reach home.

SCHOOL PICTURES: School pictures of every student will be taken in the fall and spring of the year. A notice with purchase options is sent home prior to the scheduled activity. Non-students may take pictures on re-take day in November.

VOLUNTEERS: Volunteers must check in/out through the office. A visitor's badge is issued and must be worn while you are in the building. We greatly appreciate our volunteers.

POSITIVE REINFORCEMENT

1. HONOR ROLL: Only fifth graders are eligible first semester, and fourth and fifth graders are eligible second semester. In order to qualify for honor roll, a student must receive all 3's and/or 4's on his/her progress report.

2. MILER'S CLUB: Students completing a designated number of miles during morning break will receive recognition and certificates.

3. PRIDE IN SCHUMAKER COUPONS ("SCHUPONS"): Students exhibiting positive behavior, beyond the normal expected good behavior, will receive a Schupon. Students may trade their Schupons for prizes such as a pencil, eraser, or small prize on Spirit Day at the Schupon table during lunch.

4. STAR STUDENT OF THE MONTH AWARD: Each classroom will choose one child who has exhibited excellent citizenship for that month. Those children will attend a Star-of-the-Month luncheon at 11:00 A.M. on the last Thursday of the month in the cafeteria. Their "information sheets" will also be displayed in the lobby.

5. PERFECT ATTENDANCE SLIPS: Each student attending school Monday – Friday will receive a perfect attendance slip on Friday. This slip will be put in for a weekly drawing. The prize will be lunch from a local restaurant of the child's choice.

6. ON TIME AWARDS: Students who arrive on time each day during a school quarter will receive a certificate.

7. SCHUMAKER READING CLUB: We encourage all students to join the Schumaker Reading Club by getting a form from their teachers, and recording the number of minutes read at home. Students will be rewarded for their reading.

PARENT-TEACHER CLUB (PTC): You are encouraged to become an active part of the P.T.C. Meetings are held on the second Monday of each month at 6:30 p.m. in the library. **We need you.** It is vital that the home and school work together as a team. Information about the Parent-Teacher Club will be coming home with your child. There are no membership fees, and all are welcome to attend our meetings.

2005-2006 PTC Officers:

Co-Presidents: Karen Bettenhausen and Becky Long

Vice Presidents: Barbara Hammons and Marie Kalberer

Secretary: Becky Riveras

Treasurer: Kelly McVey

SITE COUNCIL: The State of Arizona ARS-315 has mandated that all school sites will have a site council. The site council is a representative body of stakeholders working together to make decisions for the school. While only members are permitted to vote on issues, all stakeholders are welcome to attend meetings and share your ideas. Meetings take place the first Monday of every month at 3:00 p.m.

2005-2006 Site Council Members:

<u>Council Facilitator</u> Marjorie Miller	<u>Staff Members</u> Lori Encinas Tracy Ganote Barb Sager Alternate: Ida Melen	<u>Parent Members</u> Dane Crouse Barb Hammons Tari Powell Joe Bratton Kelly McVey Marion Lane Reddrick Richardson Alternate: Becky Long
<u>Teachers</u> Kelli Bailey Debbie Cota-Robles Andrea Finley Sandy Herfkens Debbie Towle	<u>Community Member</u> Ellen Karns Alternate: Anita Jones	

ALPHA CLUB: Fourth and fifth graders may join the ALPHA Club, a service club sponsored by Mrs. Stensel and Mrs. Carnahan.

LEGAL NAME ON RECORDS: A student's full legal name, as it appears on the Birth Certificate, is used on all cumulative student education records and District computer records, according to Governing Board Policy 5015. Only an adoption or other Court Order would permit use of a name other than the full legal name on all official cumulative student education records. A student may be called by another family name in class if so desired.

RIGHTS OF DIVORCED PARENTS: A non-custodial parent has full student education rights unless there is a Court Order, or other legal document, which specifically restricts the non-custodial parent's rights. If there is any doubt as to rights, a school can take up to 45 days to reply to a request. In case of separation, either parent has full rights. Federal law says information must be given out to a non-custodial parent unless the custodial parent can produce a Court Order, or other legal document, restricting the student education records rights of non-custodial parent. Please be sure the office has a copy of any court orders pertaining to your child.

PROMOTION/RETENTION: You have the right to appeal the decision of your child's teacher(s) to retain or promote your child. In order to appeal, a written request for a review by the Tucson Unified School District Governing Board must be received by the Superintendent, 1010 E. 10th Street, Tucson, AZ 85719.

SCHUMAKER DRESS GUIDELINES

Schumaker Elementary School's philosophy is to provide an educational environment designed to motivate, teach and encourage students to attain the highest levels of proficiency in all areas. Dress guidelines are intended to promote the awareness of social, cultural and aesthetic forces that affect the school environment. Students are expected to dress appropriately and in a way that reflects personal and school pride. Clothing should be neat, clean, modest and in good taste. Shoes must be worn at all times.

Therefore, the following will not be permitted:

- Examples of clothing that are inappropriate in a teaching and learning environment: swimsuits, halters, strapless tops, spaghetti straps, exposed undergarments, see-through clothing, shirts that bare the midriff, short-shorts, short skirts that do not cover the buttocks while sitting or standing, garments with plunging necklines and "muscle shirts" or basketball shirts without an accompanying T-shirt.
- Clothing, accessories and/or head coverings that identify or have been altered to identify with illegal organizations.
- Clothing that portrays racial statements, profane language in inflammatory language, and/or sexual depictions/innuendo.
- Accessories that can be used as a weapon, such chains spiked rings and/or collars.
- Clothing that advertises or advocates the use of alcohol, illegal substances, sex and tobacco, may not be worn.

Other prohibited matters of appearance:

- Hair shall be kept in a style that does not take away from the learning environment. The only exceptions will be on specific school spirit days.
- Body piercing shall be limited to the ear. Exceptions only at the discretion of the principal and/or site council.
- Shoes that present a safety hazard are prohibited.
- Hats of any kind are not allowed to be worn in the school building. They may be worn on the playground.

*NOTE: These dress guidelines represent the minimum standards. Additional guidelines may be adopted as needed.

Students wearing inappropriate clothing to school are given an opportunity to change clothing or they will be released from school in the company of a parent or guardian.

Revised
2/2004

SCHUMAKER ELEMENTARY EXPECTATIONS

Students Will Allow Learning To Take Place.

1. Special permission and a hall pass are needed to be in the building before school and during lunch recess.
2. Clothing that does not endanger a student's safety or disrupt the educational environment will be allowed (hats/caps will not be worn in the building).
3. Toys, make-up and unnecessary items will be left at home unless school permission is given.
4. Students will exhibit appropriate behavior in the classroom so learning may continue.
5. Property belonging to others should be taken only with their permission.
6. Students will act responsibly toward shared school property.
7. There will be no littering or vandalism.
8. Keep hands and body to yourself; fighting is not allowed.
9. Foul language and gestures, ethnic/racial/religious slurs, name calling, hurtful or inappropriate comments are not allowed inside or outside the building.
10. Courteous behavior is expected at all school events and activities.

Students Will Act In A Safe Manner.

11. Use the exit assigned to your room. (Siblings should arrange meeting spot other than classroom doors.)
12. Walk bicycles on school property and in crosswalks.
13. Use objects safely so they don't harm self or others.
14. Running is permitted only in designated areas on the playground. Walk everywhere else.
15. Dangerous items will not be brought to school.
16. Students will not leave the school grounds without permission.

Consequences For Not Meeting Schumaker Expectations

Schumaker adheres to the consequences outlined in the TUSD Student Rights and Responsibilities Handbook.

Continuing And/Or Severe Clause:

Continuing or severe infractions may include the following immediate consequences:

1. Immediate parent/teacher/principal conference
2. In-house suspension
3. Suspension as per TUSD "Code of Conduct".