Faith Mather Sossaman Elementary School

Student Handbook 2023-2024

Home of the Sabercats

Queen Creek Unified School District

Our Vision: **Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. Queen Creek Unified School District expects their students to be successful, compassionate and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.**

Our Mission: **Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.**

Our Priority Areas and Goals:

Student Success	*Safe and Healthy Environment*	*Exceptional Personnel*	*Effective Partnerships*	*Effective Operations and Systems*
· *Inspire all students to meet or exceed annual, individual, and academic goals.* · *Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy.* · *Empower each student with skills and tools that support being a confident, resilient, and healthy individual.*	· *Ensure a safe and secure environment.* · *Teach kindness, respect, and integrity.* · *Provide opportunities that result in meaningful connections, resiliency, and coping skills.* · *Raise awareness of mental health.* · *Enhance diversity related educational opportunities.*	· *Value and support all personnel.* · *Recruit and retain highly qualified, diverse personnel.* · *Maximize purposeful professional development to empower personnel.* · *Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.*	· *Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement.* · *Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders.* · *Ensure transparency by providing information used in the decision-making process.*	· *Optimize use of funds through fiscal responsibility.* · *Strategize use of resources through balanced planning.* · *Manage district systems efficiently through key performance indicators.* · *Continuously improve facilities and technology.*

Dear Sossaman Families:

Welcome to Faith Mather Sossaman Elementary School! Whether you are new or returning to Sossaman, we want to make sure you are informed of the policies, procedures, rules, and routines. This handbook is designed to provide you with a wealth of valuable information, which will hopefully answer many (if not all) of the questions you may have. To ensure that your child has a successful year, we encourage you to read and discuss the information provided in this handbook together.

We believe great schools form partnerships with students, parents, and staff. Together we will join forces to make decisions that are in the best interest of the students and build a strong learning community. We invite you to visit the school and your child's classroom to create the bonds that will help your child be successful at Sossaman Elementary.

We believe great schools encourage parent involvement. There are many ways to become involved at your child's school, such as volunteering in the classroom, office or cafeteria. Joining the PTO, donating supplies, lending a hand to school projects and programs, or simply providing a quiet place at home for school work are other ways you can become involved. Whichever way you choose, your involvement with your child's education is valued and encouraged.

We believe great schools provide exemplary instruction. Sossaman will strive for excellence in academic achievement and provide a learning environment that meets the needs of all our students and promotes self-worth. Our staff is dedicated to helping our students reach their potential by setting high expectations for all.

We believe great schools establish open lines of communication between students, staff, parents, and the community. Therefore, we will continue to consistently share information, events, and noteworthy news. Please be sure to visit our school website throughout the year for updated information.

Above all else, we believe it is the little things students, staff, and parents do throughout the year that make a school great. Please help us celebrate all the "small things" that make Faith Mather Sossaman Elementary a great school.

We know you have a choice on where you send your children to school; thank you for making us your school of choice. We are looking forward to a great year with you and your children.

Sincerely,

Mrs. Sherry Towns
Elementary Principal
And the Faith Mather Sossaman Faculty & Staff

The last page of the handbook needs to be read, completed, and returned to school as soon as possible.

Mission Statement

FMSE will inspire and prepare lifelong learners who make a positive difference in the community.

Vision Statement

FMSE, in partnership with students, parents, and the community will nurture life-long learners by cultivating the skills necessary to succeed in the 21st century through STEAM integration, in a safe and stimulating learning environment.

Goals

Engage: We are committed to engage students in hands-on, interactive activities to learn perseverance and to become lifelong learners.

Explore: We are committed to exploring so that students have the ability to apply their knowledge and skills in real world application.

Explain: We are committed to providing a safe environment where students explain their learning and communicate their ideas daily.

Elaborate: We are committed to elaborating a deeper understanding of concepts to become future leaders and innovators in our global community.

Evaluate: We are committed to evaluating students daily, both socially and academically, so that they can reflect on becoming contributing members of society.

Faith Mather Sossaman Faculty and Staff

2023-2024

Principal - - - - - - - - - - - - - - - - - Sherry Towns

Dean of Students - - - - - - - - - - - Mandy Bachali

Faculty:

Sunshine Ortiz---------Kindergarten
Barbara Perryman----Kindergarten
Tracy Petersen---------Kindergarten
Jessica Robinson ----- Kindergarten
Lori Sterenberg--------Kindergarten
Lisa Thomas----------Kindergarten
Sarahbeth Belvado----First Grade
Danielle Caspersen----First Grade
Madison Glover--------First Grade
Kristi Moran—----------First Grade
Sophie Santacruz-------First Grade
Jodi Smith—----------First Grade
Katelyn Badorek--------Second Grade
Tanya Corona----------Second Grade
Brittany Della Donna---Second Grade
Paul LaPorte----------Second Grade
Colleen Monfils---------Second Grade
Keri Nava—----------Second Grade
Cameron Bujnoski-----Third Grade
Sara Hardwick----------Third Grade
Mallory Johnson-------Third Grade
Luz Renteria----------Third Grade
Olivia Ritchea----------Third Grade
Tami Vega---------- Third Grade
Ruth Biggs—----------Fourth Grade
Lacy Blumenfeld--------Fourth Grade
Nancy Madriaga -------Fourth Grade
Jennifer Nason----------Fourth Grade
Rachel Wares ----------Fourth Grade
Tiffany Wilcock----------Fourth Grade
Lauryn Delzer ----------Fifth Grade
Capri Heintz----------Fifth Grade
Christina Kells ----------Fifth Grade
Richelle Lewis ----------Fifth Grade
Heath Medieros --------Fifth Grade
Emmaline Stoltz --------Fifth Grade
Jason Bowman ----------Sixth Grade
Renee Braun---------- Sixth Grade
Stephanie Elliott --------Sixth Grade
Meeghan Leyva ---------Sixth Grade
Karen Mallo----------Sixth Grade
Andy Pioske----------Sixth Grade
Tabitha Maxwell—-----Preschool

Faculty (continued):

Steve Kirchoff ----------Band
Carly Peterson----------Orchestra
Rebecca Barlow ----------Music
Chris Ross—----------Music
Nick Applegate----------Music
Lara Cox----------Phys. Ed.
Kelly Sprung ----------Phys. Ed.
Jody Schauer—----------Phys. Ed.
Jamie Glen----------Gifted/ELP
Courtney McGarry----------Data Specialist
Heather McMinn----------Reading Specialist
Meredith Alaniz----------Resource
Meghan Lutz----------Resource
Michelle Sutter----------Resource
Shawn Incorvaia ----------Counselor
Lori Stading ----------Speech Therapist
Elizabeth Nelsen—----------Speech Therapist

Staff:

Connie Romano ----------Administrative Assistant
Lulu Vasquez ----------Attendance Specialist
Kim Joynt—----------Administrative Clerk
Jeanne Patton----------Health Assistant
Bryon Hopper---------- Health Assistant (PT)
Robert Myers ----------IT
Miriam McAlpine----------Smart Lab Aide
Anne Herbert----------Librarian
Kirsten Allen---------- Reading Aide
Rhonda Wood----------Reading Aide
Karla Dressen—----------Instructional Aide
TBD—----------Crossing Guard
Nikki Hicok—----------Playground Aide
Shawntel Carito---------- ----Playground Aide
Ashley Duffy----------Playground Aide
Nicole Davidsz—----------Playground Aide
Michelle Cardona---------- ---Playground Aide
Scott Sisk ----------Facility Manager
Shawnie Hatch—----------Cafeteria Aide/Crossing
Teresa Hales—----------Cafeteria Aide
Lisa Roger ----------Cafeteria Manager
Ashlee Aldrich----------Kitchen Staff
Christy Falquez—----------Kitchen Staff
Jessica Palermo ---------- Kitchen Staff
Paula Standard----------Kitchen Staff

District Administration

Superintendent
Dr. Perry Berry

Assistant Superintendent of Elementary
Erika Copeland

Assistant Superintendent of Secondary
Casey Eagleburger

Chief Operations Officer
Amber Stouard

Chief Financial Officer
Jessica Johnston

Director of Human Resources
Dr. Patty Rogers

Executive Director of Operations and Construction
Cole Morris

Director of Athletics and Student Services
Dr. James Gowdy

Board President
Jennifer Revolt

Board Vice President
Samantha Davis

Board Member
Patty Campbell

Board Member
James Knox

Board Member
Matthew Riffey

Sossaman PTO

Co-Presidents
Chelsey Penneman
Carly Twiggs

Vice Presidents
Jennifer Dennison
Tiffany Molasky

Treasurer
Thanh Staley

Secretary
Emily Casey

Social Media Member at Large
Kayla Purnell

Members at Large
TBA

PTO Email:
fmsossamanpto@gmail.com

Facebook:
www.facebook.com/fmsepto

Instagram:
@fmsepto

OFFICE HOURS & GENERAL INFORMATION

Office Hours . . . . . 7:45 - 4:00 pm
Office Phone 480-474-6900
Health Office Phone 480-474-6904
Attendance Line 480-474-6905
Transportation 480-987-5982
Cafeteria 480-474-6903
District Office 480-987-5935
Website . . . . . .https://sossaman.qcusd.org/
Social Media:
Facebook: https://www.facebook.com/QCSossaman/
Twitter: https://twitter.com/qcusd_sossaman
Instagram: https://www.instagram.com/qcusd_sossaman/

PHYSICAL ADDRESS

22801 E Via del Jardin
Queen Creek, Arizona 85142

SCHOOL HOURS

Teacher Work Day . . . . . 7:30 – 3:30
K through 6th grade . . . . . 8:15 – 2:55
First Bell Rings 8:10
Late Bell Rings 8:15

Early-Release Wednesdays:
All Students Released 12:55

Students are not allowed on campus prior to 7:45 a.m.

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that **EVERY** person who has custody of a child between the ages of 6 and 16 years shall send the child to school for the full time school is in session within the school district in which the student resides.

Regular attendance is essential for success in school. A student not only misses work on the day of absence, but also is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process. Instructional time is from 8:15-2:55; please do not take your child out of school early as this disrupts the learning of our students and could result in a half day absence. A picture ID (driver's license) will be required when signing your child out.

A written note or call to the attendance line within 24 hours explaining the absence or lateness **must** account for every absence or tardiness. Your call to us will save time and help protect your child. ***It is vital that we have one or more telephone numbers to contact you during the school day. If your contact numbers change, let us know right away.*** A student arriving after the late bell rings **(8:15 AM)** must report to the office to obtain a late pass which is then given to the teacher. This allows the office to correct the attendance report.

After a student has incurred 18 absences (for any reason), every absence thereafter will be reported as unexcused. Arizona Law (A.R.S. §15-901(A)(1)) defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused**.**

PERFECT ATTENDANCE AWARDS

Perfect attendance will be awarded to students without absences, tardies, or signed out early (for any reason) on a semester basis.

To report an absence or a tardy please call the attendance line: 480-474-6905.

WHEN A STUDENT IS ABSENT OR TARDY

1. A parent/guardian should call the attendance office as early as possible. **Siblings may not excuse absences**. Absences must be excused within 24 hours.
2. Call ***before*** 8:10 am. Please specify the student's name, teacher and reason for absence.
   Please do not email teachers regarding absences, as the teacher may have a substitute, who will not receive the message.
3. If the parent/guardian cannot call the attendance line, a note must be sent in upon the student's return to school, explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuse.
4. **Autodialer:** When a student is marked absent by their teacher in the classroom, the automated system will call families within approximately one hour. This phone call will notify parents that their child is not present for the day. If you called in advance to excuse your child and the registrar has already entered it in the system you will not receive a call. If you have not called to excuse your child's absence, the phone call will serve as a reminder to *call the school* back to inform us of the reason for your student's absence.
5. *If you do not call the school, the absence will be recorded as unexcused.*

BEFORE- AND AFTER-SCHOOL CARE

FMSE is proud to offer Discovery Kids, an on-site, before- and after-school care program. This licensed program provides quality, caring, enriching and engaging activities for children both before and after school. Please refer to the QCUSD Family Handbook for more details.

BULLYING

Bullying of any kind is not tolerated at Sossaman Elementary School. Bullying is defined as **repeated acts** over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical (pushing, hitting, kicking, spitting, stealing), verbal (threats, taunting, teasing, name-calling), or psychological (social exclusion, spreading rumors, manipulating social relationships). Students are encouraged to tell an adult if they see any questionable behaviors. Our school counselor presents lessons to each class at the beginning of the year, where age-appropriate strategies are shared with students to use if they are a witness or a victim of bullying. To help give our families a better understanding of what is and isn't bullying see appendix A in the back of the handbook.

CAFETERIA AND LUNCH SCHEDULES

Cafeteria Phone...480-474-6903

The Sossaman cafeteria offers breakfast and lunch to our students.

2023-2024 Student Meal Prices:

	Breakfast	Lunch
Full Pay	$1.75	$3.00
Reduced	No Charge	No Charge

We provide meals at a free or reduced rate depending on your income level. Meal applications are available at your school site, the Queen Creek USD Administrative Office, or online at www.qcusd.org. Applications will also be available to fill out online at **http://family.titank12.com** for the 2023-2024 school year. The site will provide you with your approval status once it is processed.

All meals are provided under the National School Breakfast and Lunch Program Federal guidelines. This means meals are planned according to the requirements provided by USDA. All school meals must meet specific calorie targets, fat percentages, fiber, vitamin and mineral targets.

Catering for Parents: The Child Nutrition Department provides Smart Snack compliant birthday packages for your student. Information for ordering and options is available at www.qcusd.org/Child_Nutrition. The cafeteria is also available to provide breakfast and lunch when your student is on a field trip.

Save time at the grocery store and let the Child Nutrition Department package and deliver snacks to your child's class.

You are welcome to eat with your child at any time. Please check with your child's teacher to find out what time he or she eats lunch. When you arrive at school, please sign in at the school office, and get a visitor's badge before heading to the cafeteria.

For more information from our Food and Nutrition Department please refer to the QCUSD Family Handbook.

Lunch Schedule

Kindergarten: 11:15-12:00 (regular day)/ 10:30-11:15 (early release)
1st Grade: 11:25-12:05 (regular day)/ 10:40-11:20 (early release)
2nd Grade: 11:50-12:30 (regular day)/ 11:05-11:45 (early release)
3rd Grade 12:00-12:40 (regular day)/ 11:15-11:55 (early release)
4th Grade: 12:15-12:55 (regular day)/ 11:30-12:10 (early release)
5th Grade: 12:25-1:05 (regular day)/ 11:40-12:20 (early release)
6th Grade: 12:40-1:20 (regular day)/ 11:55-12:35 (early release)

**students are in the cafe for the first 20 minutes of their scheduled time
*****times are subject to change*****

CAFETERIA RULES

Eating in the cafeteria can be a different type of experience for many children. Without parents there to remind them of polite manners, children easily forget. Cafeteria rules are consistent with rules across our school: be kind, be respectful, and show integrity. Please take time to review the expectations with your child.

- **Be Kind** by using quiet voices, raise your hand to ask for help or ask a question, wait your turn in line, and keep hands, feet, and unkind words to self.
- **Be Respectful** by sitting bottom on bench, feet on floor, and facing forward, walking at all times, following adult directions the first time they are given, and staying seated until dismissed.
- **Show Integrity** by keeping food to self, clean up after self and throw trash away, use good table manners, eat your own food, and report all accidents/incidents to an adult.

Students are NOT allowed into classroom areas during lunch without a teacher.

We will have a nut-free table for students with allergies. Please contact the school health office and your child's teacher to inform them of your child's food allergies.

Code of Conduct: Sossaman Standards of Behavior

At Sossaman we work hard to give every child a great education. Our behavior standards are designed to ensure:

1. Teachers are able to teach the grade level standards.
2. Students allow one another to get the education they deserve.
3. Students engage in activities that are in their best interest and are safe for all.

To provide our students with a safe and positive learning environment QCUSD utilizes PBIS (Positive Behavior Intervention and Support). PBIS has been shown to increase academic achievement and student performance, decrease classroom disruptions and office discipline referrals, and improve school climate and safety. Since all QCUSD schools implement PBIS students have a clear understanding of the expectations as they move from one school to the next. Our QCUSD expectations for behavior are:

- **Be Kind**
- **Be Respectful**
- **Show Integrity**

Teachers will review each of the expectations and what it looks like around our campus (ex: classrooms/instructional areas, cafeteria, playground, bathrooms, buses, etc.). We encourage you to take time to review the behavior matrix with your child; the behavior matrix can be found at the back of the handbook (appendix B).

FMSE is using PBIS Rewards to help with our PBIS program. PBIS Rewards is a technology based platform that is used to issue points to students for following the Sossaman Standards throughout the school day. Students earn one point each time they're observed following the behavior expectations. These points accumulate and, depending on the teacher's preference, can be redeemed for student privileges, tangible items and school wide raffles such as acknowledgement on the morning announcements or VISA (Very Important Student Award) cards. Parents can monitor how their child is doing with meeting the Sossaman Standards, by downloading the PBIS Rewards "Parent App" on their smartphones or tablets. A letter with more instructions on PBIS Rewards will be sent home with students the first week of school. (appendix C).

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior. When misbehavior occurs in the classroom or on campus, teachers and staff will work with the student to correct the behavior using the Sossaman Student Management Process (see appendix D at the back of the handbook). If positive behavioral change is not occurring or when the offense is immediately serious, a disciplinary referral to the school administration will be generated. Please refer to the chart in the QCUSD Family Handbook for a list of common and/or serious student conduct violations, along with a range of recommended consequences. This list is not meant to be exhaustive.

SOCIAL MEDIA:

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Snapchat, Instagram, and Twitter (this list is not inclusive as there are numerous social media sites/apps). Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. If conduct off campus during non-school hours leads to disruption of the educational environment students will be subject to disciplinary action.

COMPUTERS

Sossaman Elementary students will be given the opportunity to use and learn about computer technology. Classrooms will be equipped with or have access to mobile computer carts daily.

ELL (ENGLISH LANGUAGE LEARNERS)

All students enrolled in QCUSD whose primary language is other than English are eligible to be placed in the SEI program (Structured English Immersion). For more information refer to the QCUSD Family Handbook.

EMERGENCY EVACUATION PLAN

Sossaman Elementary has an Emergency Evacuation plan in effect. Fire drills occur on a monthly basis, and two lockdown practices occur annually. Bus evacuation drills are held twice a year for all students.

Queen Creek Unified School District has adopted a proactive strategy for lockdown procedures known as ALICE: Alert, Lockdown, Inform, Counter, and Evacuate. The ALICE plan offers a different philosophy in response to school violence. ALICE encourages the use of technology and information so that staff and students can make life-saving decisions during a time of crisis.

ENHANCED LEARNING PROGRAM (ELP) -- GIFTED

Queen Creek Unified School District provides an Enhanced Learning Program (ELP) for students in grades 2-6; students in grades K-1st receive enrichment activities in their classrooms. For more information on our Enhanced Learning Program please refer to the QCUSD Family Handbook.

FIELD TRIPS

Throughout the school year, teachers may schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the classroom curriculum and introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date. A fee may be requested from each student to help defray transportation and admission costs. **Students may go on a field trip with their own class or club only.** If your child needs medication during the field trip, the medication must be in its original container and must have appropriate documentation showing how and when the medication is to be dispensed.

Volunteers are allowed on field trips based on need and occupancy ratios. Chaperones are required to ride the bus and pay an admission fee.

ALL STUDENTS MUST RIDE THE BUS TO AND FROM THE FIELD TRIP WITH THEIR CLASS.

Special Note: Due to liability, siblings are not permitted to attend field trips.

Tax Credit Donations for Field Trips:
Did you know you can make a tax credit donation to help cover field trip costs? Arizona State Law (A.R.S. 43-1089.01) allows you to get a dollar- to-dollar reduction when you give up to $400 (joint returns) or $200 (individual returns) to a public school for extracurricular activities. The earned funds from the tax credit program come directly to Sossaman and can be used to help cover the cost of busing and admission for field trips. It's easy to participate! Just complete a tax credit form and return it to the school or district office with your check and you will receive a receipt for the amount you donate. Then when tax time rolls around you claim the credit on your state taxes.

FOOD/DRINKS POLICY

The following rules apply to our campus:

1. Students are encouraged to bring water bottles to school
2. Water is the only acceptable beverage in the classrooms, hallways, and other learning areas
3. Gum is not allowed to be chewed on campus or on buses

4. All food items brought in for class celebrations **must** be store-bought; due to allergies homemade treats are not allowed

GRADING AND REPORT CARDS

QCUSD uses Synergy grading program for grades and report cards. Grades are taken on a weekly basis for assigned lessons, homework, quizzes, and tests. Parents can check grades at any time using their parent ID and login (see information below for Parent and StudentVue).
Report card grades are as follows:

Kinder- 2nd Grades	**3rd - 6th Grades**
E = Exceeds Expectations	A = 90-100%
M = Meets Expectations	B = 80-89%
P = Progressing	C = 70-79%
N = Needs Improvement	D = 60-69%
	F = below 59%

PARENT/STUDENTVUE:
ParentVUE, allows 1st-6th grade parents and students to check current grades, homework and attendance online, anytime. Everyone is assigned their own password, so grades are always private. You may access ParentVUE from any computer with internet access. A letter will be sent home during the first week of school with your personal activation code and instructions.

IMPORTANT INFORMATION:
- Midterm/progress reports are sent home at mid-quarter of each nine week grading period.
- Report cards are sent home or emailed through Synergy at the end of each quarter.
- Students who have **6 or more missing homework assignments** will receive an N for **Homework Effort.**

HOMEWORK: Homework is not simply busy work assigned to children to keep them occupied at home. Homework assignments and studying serve several educational needs that are essential to receiving a complete education. Homework provides children with the opportunity to develop self-discipline, study habits, and time management skills. By completing homework, children learn how to be independent and responsible. In addition, homework helps to close the gap between school and home; learning should happen at home as well as in school.

Homework for students at Sossaman Elementary is designed to:
- reinforce the importance of schoolwork
- improve study skills
- supplement regular class work
- help broaden the scope of student knowledge

Each student will have a certain amount of homework during the school week and may have some on the weekends. A student with an excused absence will have **two days** for each day absent to make up all of the missing work. A student with an unexcused absence will be expected to do all the work and may (at teacher discretion) receive credit. Suspended students must take the responsibility of doing all assignments during their absence and turn in the work the first day back in school.

Each teacher/grade level sets their own homework policy, which will be sent home the first week of school, please take time to review the policy with your child. If your child tells you that he/she does not have homework, it is suggested that you contact your child's teacher.

Students are expected to read for at least
15 minutes each night.

Parents requesting homework for students who are absent may call the office before noon, and pick up any assignments between 2:30 and 4:00 p.m. If requested, assignments may be given to a sibling to take home. Classes will not be interrupted by a request for homework. Please allow the teachers appropriate time to ready the assignments for your child.

HEALTH OFFICE

The school has a full time health aide to administer our health program. The health office is an emergency station and is not equipped to take care of any serious illness. Students who become ill or injured at school should report to the health office or other office personnel immediately. ***The health aide is not a doctor,*** so she cannot make a diagnosis regarding an illness. In instances where students are sick and need to go home it will be the parents' responsibility to make arrangements for their child.

Students with any of these symptoms must be kept home from school until they are symptom free for at least 24 hours.

- A Fever greater than 99.9 degrees
- Vomiting
- Diarrhea

PARENTS MUST KEEP EMERGENCY CARDS UPDATED WITH CURRENT CONTACT NUMBERS AT ALL TIMES.
PLEASE INFORM THE OFFICE IMMEDIATELY SHOULD YOUR CONTACT INFORMATION CHANGE!!

IMMUNIZATIONS
House Bill 2295 – Chapter 208, 1990 Law requires that the pupil be suspended from school upon enrollment if documentary proof of immunization is not submitted, unless the student is exempt due to certification that immunization is detrimental to the student's health. This requires exclusion of students who lack documentary proof of immunization during outbreaks of communicable immunization and/or preventable diseases. **Contact the school health office for more information.**

MEDICATION:
If it becomes necessary for a student to take **ANY** form of medication at school, a consent form must be completed and signed by a parent or guardian. The form can be obtained from the Health Office.

The medication **must** be in its original pharmacy container and should state the **student's name, the dosage, and the times to be administered.** Expired medication will not be given. Only medication that needs to be given during school hours is permitted, including cough drops and Tylenol.

An adult must bring medication in person directly to the health aide's office. No child may transport medication to or from school.

All medication is kept in a locked cabinet and is dispensed through the health aide by responsible staff.

Refer to the QCUSD Family Handbook for more information.

LIBRARY SERVICES

The library opens at 8:10 a.m. and remains open until 2:45 p.m. Students are encouraged to use the library as much as possible. From time to time it may be desirable for the student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need. Books must be returned in order to check out additional book(s).

Students must pay for lost or damaged books and materials.

LOST AND FOUND

Please put your child's name on clothing, backpacks, lunch boxes, and personal items brought to school. Taking time to do so may save the cost of buying replacements. Found items are stored at school and eventually (at the end of each month) donated to charity if not claimed. Please visit the school office or the "lost and found" bin if something is lost at school. Students are asked to turn in any items they find on the school campus.

PLAYGROUND RULES

All students will be expected to play in a safe and friendly manner at all times on the school playgrounds. We encourage the use of good sportsmanship by everyone. Students should play games (ex: Gaga Ball, 4-Square, tetherball) according to the rules taught in PE. All rules are to be followed or playground privileges may be revoked. Teachers will review rules and expectations the first week of school and again following intersession breaks.

- **Be Kind** by taking turns on equipment, including everybody, playing fair, and keeping hands, feet, and unkind words to yourself
- **Be Respectful** by walking to and from the playground, staying within the playground boundaries, following adult directions, and using equipment properly
- **Show Integrity** by throwing trash away, lining up when signaled, following game rules, and reporting incidents to an adult

SEASONAL FESTIVITIES/CELEBRATIONS

In FMSE and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities and festivities to celebrate these special times of the year. They do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning.

SPECIAL EDUCATION

Queen Creek Unified School District provides a variety of special education programs and services to our students. In keeping with state and federal mandates, the type of special education program which best meets each student's individual educational needs is determined at a meeting attended by district personnel and the student's parents or guardians. Our main goal is to serve our students in the least restrictive setting possible. Services are provided for all identified students ages 3-22. Parents/students who desire further information on these programs and services should refer to the QCUSD Family Handbook.

STUDENT APPEARANCE

Wearing neat, clean clothes helps children feel good about coming to school to learn. Clothing that distorts the student's identity or disrupts the learning process ***will not be allowed***.

- Any clothing displaying alcohol, cigarettes, drugs or any sexual connotations is not appropriate.
- See-through, spaghetti straps, bare-midriff shirts, or clothing which is backless or revealing is not suitable for school wear.
- Short-shorts (must meet fingertip rule), ripped or torn jeans, or sagging pants are unfit for school.
- Hats of any kind will not be worn in the building.
- Flip-flops, backless sandals, and high heels are discouraged for safety reasons.
- Heelys (shoes with built in wheels) and slippers are not allowed.
- For safety reasons, tennis shoes are a **MUST** on PE days.

When necessary, parents will be contacted for a change of clothing. Refer to the QCUSD Family Handbook for complete details.

STUDENT ARRIVAL

MORNING DROP-OFF POLICY

Kindergarten thru 6th grade students are to be dropped off in the front of the school; please drive all the way forward (all the way up to the bike racks) before letting your children out of the car. Kindergarten students will enter the campus through the kindergarten playground. Students in grades 1-6 will enter through the large gates alongside the bike rack.

DO NOT, AT ANY TIME, PARK in any drop-off zone. Parents wishing to park should do so in the front parking lot and escort their child(ren) into the building or to the playground. Don't forget to set a good example for our students by using the crosswalk.

Please avoid prolonged goodbyes (for example: getting out of your car to let your child out; fixing your child's hair; or tying his or her shoelaces) as traffic backs up and other parents are waiting to drop off their child too.

The staff parking lot and bus loading areas cannot be used by parents to drop off or pick up children for any reason. For the safety of your child and all our students at Sossaman, please drop off and pick up in designated areas only.

Please DO NOT drop off students before 7:45 a.m., as we do not have adult supervision before this time.

STUDENT DISMISSAL

STUDENT CHECKOUT

A student being excused before the end of the school day (2:55) should bring a request on the morning of the dismissal; the time and reason for leaving should be included on the request. The student will remain in the classroom until the teacher is notified by the main office. The parent/authorized person **MUST** report to the office and sign the child out; proper identification will be required.

When a student misses instruction it cannot be replaced, so whenever possible try to schedule medical and dental appointments outside of school hours.

STUDENT TRANSPORTATION: BUS RIDERS

Your child's transportation information can be found by visiting the QCUSD website and clicking on the "Bus Route Information" link. Simply type in your address and you will receive pick-up and drop off times, bus stop location, route number, and bus number. If you have any questions, please contact the Transportation Department at 480-987-5982 between 7:00 and 3:30.

For a safe and enjoyable ride to and from school children should be reminded frequently about the rules for good behavior on the bus. The following rules apply when riding a bus to and/or from school:

- **Be Kind** by using nice words and school appropriate language, using a quiet voice, and staying in your seat facing forward when the bus is moving
- **Be Respectful** by following the driver's instruction, keeping food and drink in your backpack, and keeping your hands, feet, and objects to yourself
- **Show Integrity** by keeping your phone and technology in your backpack, and keeping the bus clean and undamaged

Students are **NOT** allowed to ride a bus other than their assigned bus route, or get on or off at a different stop unless a written request or phone call is received from the parent/guardian and is signed by the office. All requests should be received by the front office by 1:30. ***In the absence of a written request or a phone call, the student will be put on his or her regular bus***.

Kindergarten through 2nd grade – a parent MUST be at the bus stop to receive your student each day. If a parent is not there, your student will not be let off the bus. They will be returned to the school at the end of the school route. Parents may complete a Release of Responsibility Form found on our Transportation Department Website to authorize your Kindergarten through 2nd grade student permission to walk home with an older sibling or a group of students. This form must be submitted to the Transportation Office via fax or email.

SCHOOL TRANSPORTATION DISCIPLINE PLAN:

It is essential for all students to exhibit good manners and behavior while in a school vehicle. Any infraction which jeopardizes the safe transportation of any passengers will be reported directly to the transportation and/or school administration for disciplinary action. Consequences may range from assigned seat to loss of bus privileges.

The Transportation Department will administer all infractions and disciplinary measures that occur on the bus and/or at bus stops.

STUDENT TRANSPORTATION: PARENT DRIVE UP - Front Parking Lot

With the number of students on campus, our afternoon pick up remains as busy as ever. To ease the congestion, please consider having your children ride the bus or walk or bike from school. If those aren't options, please be sure you're following the procedures so the lines keep moving:

- Stay in your vehicles and pull all the way forward into the lot to avoid blocking the entrance to the drop off loop.
- Put names of students on window hanger/ paper on your dashboard

- Please stay off your phones
- For the safety of our students we ask that parents refrain from using the bus/ staff lot.
- Please be sure your children are able to buckle themselves in.

STUDENT TRANSPORTATION: PARENT WALK UP- School Entrance

This option is for students whose parents are walking up to meet them at the end of the day.

- Please be respectful and wait your turn in line
- Do not call out to your student, please allow the staff member to get them for you

STUDENT TRANSPORTATION BY BICYCLE, SCOOTER, SKATEBOARD, OR WALKERS

For the safety of our students, we recommend only students in grades 2-6 ride their bikes, scooters, skateboards, or walk to school. Bike racks are available and student-provided chains or locks **must be used** by students who choose to ride their bikes to school. As with other personal items brought to the Sossaman campus, we cannot accept responsibility for the safety of bikes, scooters, or skateboards throughout the school day. The school is not responsible for theft of parts or damage while bicycles and scooters are parked in the bike rack.

The following rules are to be observed by **all bike, scooter, and skateboard riders**, entering and leaving school property:

- In traveling to and from school, all ordinances concerning bicycle/scooter/skateboard safety must be observed.
- Students who violate city wheeled-vehicle guidelines will jeopardize their privilege of bringing a bike, scooter, or skateboard to campus. Serious injury can be prevented through observation of these rules.
- Students riding bicycles, scooter, or skateboards are not to arrive on campus before 7:45 a.m.
- **Helmet use is strongly advised.**
- Students who arrive on bikes/scooters/skateboards must use the racks and each bicycle/scooter/skateboard must be locked individually.
- Once students (parents and siblings) reach the crosswalk, they **must** walk their bikes to the bike rack. ***Bike, scooter and skateboard riding is not allowed on school grounds.***

STUDENT TRANSPORTATION CHANGES

Any transportation changes require a written note or phone call from the parent/guardian. Please **do not** email your child's teacher as there may be a substitute and therefore the message may not be received. Since the end of the day can be a bit hectic, please call with transportation changes prior to 1:30; requests made after this time may not reach the student in time for dismissal.

TEACHER ASSIGNMENT

There will be no teacher assignment changes. Our staff works diligently to ensure each classroom is staffed with a highly effective teacher. Further, our staff plans with great detail to ensure all classes are balanced in a variety of categories including but not limited to: academics, gender, special needs, etc. Environmental requests need to be filled out and submitted by May 1; environmental request forms are available in the front office and may not be accepted after May 1.

TELEPHONE

Students are **NOT** permitted to use the office or classroom telephones for any personal calls except **in an emergency and with staff permission**. Generally, telephone calls for students will be handled between classes, during lunchtime, or after school.

Cell phones and smart watches are not to be used during the school day. Students with cell phones or smart watches will be asked to turn them off once they arrive at school. If a student is caught using a cell phone or smart watch during the school day, the device will be taken away and a parent may be required to come and pick it up at the school.

If you'd like to talk with your child's teacher, please call either before classes begin or after the students are dismissed. If you call during class hours and leave a message with the office, the teacher will return your call within 24-48 hours.

TOYS, TRADING CARDS, TABLETS, CELL PHONES, SMART WATCHES, AND ELECTRONIC GAMES

Toys, trading cards, tablets, cell phones, smart watches, and any type of electronic games are not allowed on campus. These items will be taken from any student bringing them, and will be kept by the teacher until a parent comes to pick up the item. The school is not responsible for theft or damage of items brought to school by students.

VISITORS

Parents are always encouraged to visit our campus, see programs in action, and visit with teachers. For the protection of our students, all visitors are required to check in at the office and wear a visitor's badge/sticker while in the building. Prior to being admitted to the building the office will check with the teacher to announce your arrival.

Unplanned visits before or after school are disruptive to the teachers' prep time. In addition, unplanned visits during instructional time are disruptive to the classroom learning environment. If you need to meet with your child's teacher, please schedule an appointment with the teacher. Children from other schools and younger siblings are not allowed to visit in the classroom; please do not ask for an exception to this restriction.

We ask that you have teacher approval prior to entering a classroom. Classroom observations should be scheduled with the teacher and principal, and should not exceed one hour. The visit should be scheduled 24 hours in advance and the purpose should be shared with the teacher and principal. The teacher **will not** be able to conference with a parent while students are in class. Conferences/meetings must be scheduled for another time. The parent must report back to the office and sign out and return the visitor's pass prior to exiting the school.

VOLUNTEERS

Volunteers are always welcome and needed at Sossaman Elementary. During the day we need classroom assistants, small group leaders, one-on-one tutors, etc. If you are planning on volunteering all day or do not have a child in a classroom you would like to volunteer in, you will need to undergo a background check. If you wish to volunteer and are not the parent or legal guardian of a student in the classroom, please apply for a volunteer position on our district website. There are many ways to help on your own time if you are not able to come to school during the day. If you are interested in volunteering contact your child's teacher or our PTO.

Sossaman Parent - Student Handbook Acknowledgement

Please read, sign, and return this page to your teacher.

I, _____, acknowledge that the

(print student's name)

Sossaman Elementary Student-Family Handbook found on our school's web page has been read and discussed with me, and I understand and will adhere to its contents.

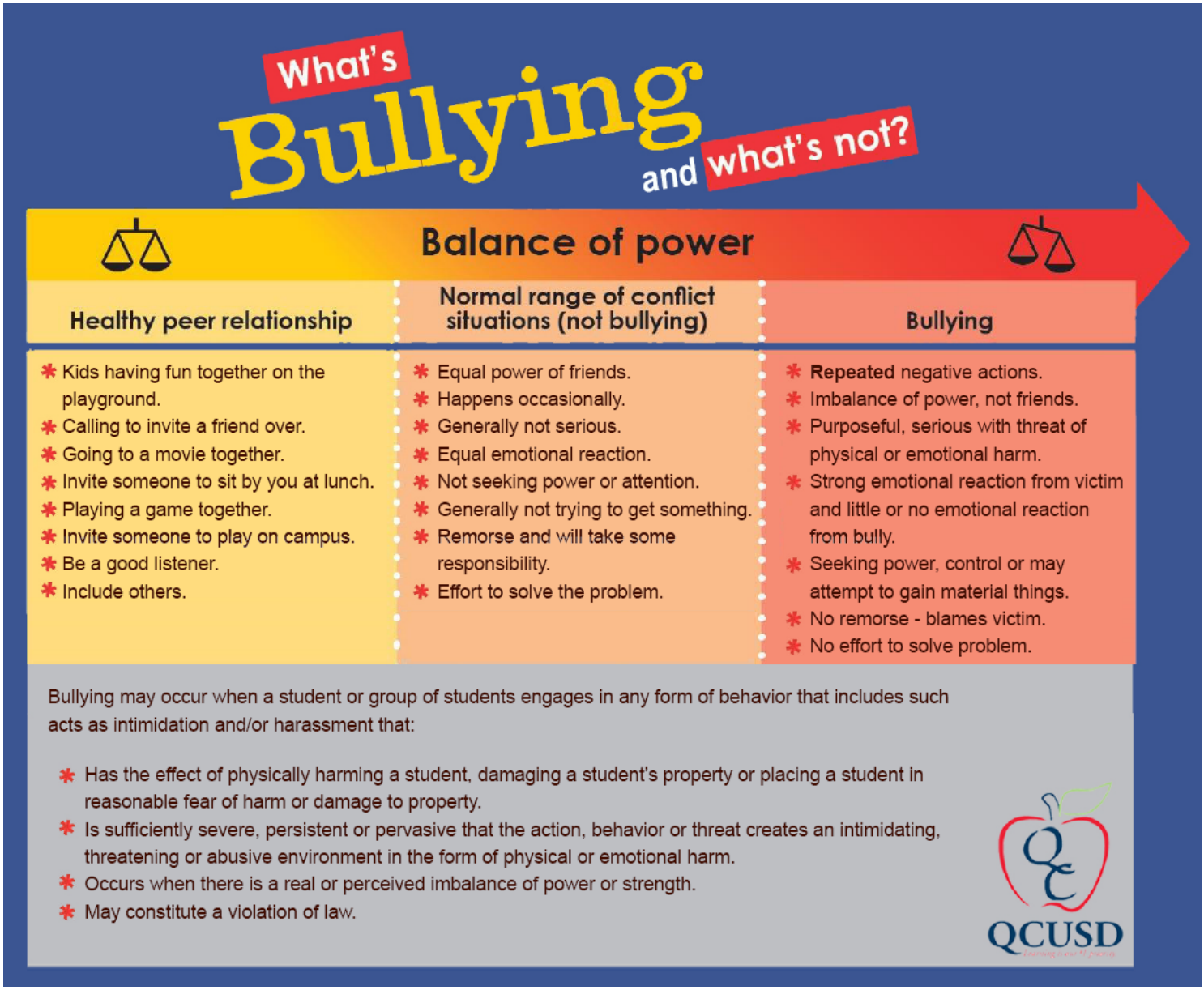
☐ I do not have internet access and would like a copy of the FMSE student handbook.

Student Name: _____ Teacher:_____

Student Signature: _____Date: _____

Parent Signature: _____ Date: _____

Appendix A:


What's Bullying and what's not?
Balance of power
Healthy peer relationship
Kids having fun together on the playground.
Calling to invite a friend over.
Going to a movie together.
Invite someone to sit by you at lunch.
Playing a game together.
Invite someone to play on campus.
Be a good listener.
Include others.
Normal range of conflict situations (not bullying)
Equal power of friends.
Happens occasionally.
Generally not serious.
Equal emotional reaction.
Not seeking power or attention.
Generally not trying to get something.
Remorse and will take some responsibility.
Effort to solve the problem.
Bullying
Repeated negative actions.
Imbalance of power, not friends.
Purposeful, serious with threat of physical or emotional harm.
Strong emotional reaction from victim and little or no emotional reaction from bully.
Seeking power, control or may attempt to gain material things.
No remorse - blames victim.
No effort to solve problem.
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.
May constitute a violation of law.
QCUSD

Appendix B:

Sossaman Sabercat Standards

Location ➡ Expectations ⬇	Restrooms	Buses	Cafeteria	Classroom and Instructional Areas	Hallways Stairways Courtyard	Playground	Assemblies and Field Trips
BE KIND	• Use quiet voice • Give others privacy • Keep hands, feet, and unkind words to self • Keep restroom clean	• Use quiet voice • Respect others property • Keep hands, feet, and unkind words to self • Wait in line to load/unload the bus	• Use quiet voice • Raise hand for help or question • Keep hands, feet, and unkind words to self • Wait your turn in line	• Use quiet voice • Be courteous of other student's learning • Keep hands, feet, and unkind words to self	• Be silent • Hold door open for next person • Keep hands, feet, and unkind words to self • Allow others to pass	• Take turns on equipment • Include everyone • Keep hands, feet, and unkind words to self • Play fair	• Be silent when the quiet signal is given • Show appreciation at assemblies by clapping • Keep hands, feet, and unkind words to self
BE RESPECTFUL	• Keep water in sink • Wait patiently • Return to room quickly	• Walk • Sit with backs and bottoms on seats • Follow adult directions • Remain seated while the bus is in motion	• Walk • Sit with feet on floor, bottom on bench, and facing table • Follow adult directions the first time given • Stay seated until dismissed	• Walk • Wait your turn • Follow adult directions the first time given • Be an active listener • Use equipment and materials appropriately	• Walk • Stay on right hand side of hallway/stairwell facing forward in a straight line • Keep hands and body off walls and bulletin boards	• Walk • Stay within playground boundaries • Follow adult directions the first time given • Use equipment properly	• Listen when others are speaking • Sit with bottoms on floor during assemblies • Follow adult directions
SHOW INTEGRITY	• Throw trash away • Go, flush, wash, dry • One pump of soap • Push hand dryer one time • Report incidents to adults	• Keep bus clean • Keep aisle clear of obstruction • Report incidents to adults	• Clean up after self/Throw trash away • Eat your own food • Use good table manners • Report incidents to adults	• Be on time • Keep track of your belongings • Return items to their place • Ask for help when you do not understand • Report incidents to adults	• Throw trash away • Go directly to location • Report incidents to adults	• Throw trash away • Line up quietly when signaled • Follow game rules • Report incidents to adults	• Stay with your group • Keep track of your belongings • Represent your school by showing great character • Report incidents to adults

Appendix C:

Sabercat Standards Reinforcement Matrix

Reinforcement	When	What
Frequent (daily/weekly)	• E-Tickets are given out whenever a staff member recognizes a student following PBIS Expectation/Behavior • E-Tickets are tracked electronically by the office	• All staff carry devices to reward students via their badges • Principal chooses 5-7 random tickets and will announce the names on Friday Morning Announcements
Intermediate (monthly)	• One student per grade level is chosen randomly to be the Kona Ice winner on the first Friday of each month.	• Free Kona Ice slushy/cup • Picture featured on Kona Ice display for the month
Long Term (quarterly)	• School Wide Incentive done when e-ticket threshold is reached each quarter. • Principal draws 10 names randomly from PBIS Rewards electronic bank quarterly	• Quarterly assemblies & bigger prizes/incentives (PTO and community donations) • Students will receive a VISA (Very Important Student Access) pass to exchange for incentives

Appendix D:

Faith Mather Sossaman Elementary
Student Management Process

Sabercat Standards:
Be Kind, Be Respectful, Show Integrity

Type of Behavior

Intervention 1:
- Conference with student
- Teach/reteach skill/desired behavior
- Document intervention on sheet

Intervention 2:
- Conference with student
- Teach/reteach skill/desired behavior
- Document intervention on sheet
- Reflect on behavior with teacher
- Communication with parents required

Intervention 3:
- Conference with student
- Teach/reteach skill/desired behavior
- Document intervention on sheet
- Reflection in buddy class
- Student to see counselor to review reflection
- Communication with parents required

Intervention 4:
- Complete ODR (office disciplinary referral)
- Attach interventions to ODR

Minor Behaviors:
- Disobeying Sossaman Standards
- Refusal/Non-compliance
- Disruption of the learning environment
- Inappropriate language, writing, or drawing
- Academic dishonesty/lying
- Disrespectful towards peers, staff, and adults
- Disrespectful towards school materials and property
- Electronic devices

Major Behaviors:
- Bullying - ongoing
- Aggressive physical behavior
- Weapons, drugs, alcohol, tobacco
- Sexual harassment, sexual misconduct
- Vandalism of school or personal property
- Extreme disrespect towards staff and adults
- Cheating on district/state assessments
- Theft (big ticket items)
- Threats

Step 1:
- Teacher completes ODR
- Teacher notifies administrator/designee student is being sent to the office

Step 2:
- Administrator/designee determines consequence

Step 3:
- Administrator/designee follows through on consequence

Step 4:
- Administrator/designee provides teacher feedback

TIPS for a Great Day
- Greet all students when they enter the classroom
- Remind all students of expectations to prevent problem behavior
- Reinforce students frequently for meeting expectations (Sabercat Tickets)
- Hold students accountable consistently when they don't meet the expectations
- Thank students for a great day

Revised June 2019