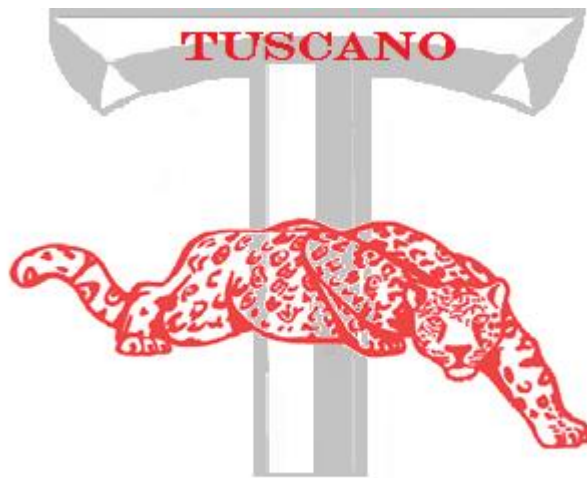


Tuscano Elementary School



RESPECT, RESPONSIBILITY, RESULTS

**Family Handbook
2015-2016**

FAMILY HANDBOOK

Tuscano Elementary School

3850 South 79th Avenue

Phoenix, Arizona 85043

Phone: 623-707-2300 FAX: 623-707-2304

District Web Site: <http://www.fesd.org/>

Tuscano Web Site: <http://tusc.fesd.org>

“RESPECT, RESPONSIBILITY, RESULTS”

MISSION STATEMENT

The Tuscano Elementary School community, through a cooperative partnership with families, pledges to create a safe, nurturing environment with high academic and behavioral expectations where all children can succeed. Our mission is to foster children who are happy, healthy, and responsible lifelong learners.

BELIEF STATEMENTS

The Tuscano Elementary School community believes in:

- All students are capable of success; no exceptions
- Providing a safe, nurturing environment
- Parent involvement with a variety of authentic opportunities in and out of the classrooms
- High academic and consistent behavioral expectations where all children can succeed in a literacy-rich and learning-centered environment
- Fostering a sense of community
- Maximizing engaged time in a hands-on, minds-on, relevant environment
- Direct, explicit, and systematic instruction
- Following a team concept which utilizes each others' expertise
- Cooperative learning
- A risk-free environment promoting a positive experience for all learners
- Building self-esteem for all
- A warm, welcoming environment
- Addressing multiple intelligences and teaching to students' strengths
- A child-centered focus

PARENT INVOLVEMENT POLICY

The goal of Tuscano Elementary School, as well as the parents of the students we serve, is dedicated to ensuring the success of each and every child. To meet this goal and achieve the vision of the mission statement, the following expectations for parents, students and teachers are set forth below:

PARENTS ARE EXPECTED TO HELP THEIR CHILD(REN) BY:

- Providing a safe, nurturing home environment with adequate nourishment and rest.
- Seeing that the child is on time and attends school regularly.
- Encouraging the child to solve conflicts in positive ways.
- Establishing a time for homework and reviewing it regularly.
- Maintaining an interest in what the child is learning as well as his/her progress.
- Communicating and working with school staff to support, encourage, and challenge the child.
- Attend Parent/Teacher conferences and APTTs when scheduled.

STUDENTS ARE EXPECTED TO DO THEIR BEST BY:

- Attending school regularly.
- Coming to school prepared with all necessary materials.
- Completing and returning homework assignments on time.
- Working hard to do their best in class and on schoolwork.
- Respecting and cooperating with other students and adults by following classroom and school rules.
- Helping to keep the school safe.
- Respecting the individual and cultural differences of others.

TEACHERS ARE EXPECTED TO HELP STUDENTS BY:

- Providing high quality curriculum and instruction
- Providing assistance to parents so they may help with their child’s learning.
- Maintaining ongoing communication with parents.
- Showing that they care about all students.
- Having high expectations for themselves and students.
- Providing a safe and positive learning environment.
- Respecting the individual and cultural differences of students and their families.

Tuscano Elementary pledges to help parents, students, and teachers succeed in these expectations by:

- Involving parents on the School Site Council.
- Regularly providing communications and obtaining parental feedback.
- Working with parents to develop mutually acceptable involvement procedures and activities.

The Six Pillars of Character Using “CHARACTER COUNTS!”

Parents are encouraged to use character vocabulary and reinforce the six pillars of character in the home. At Tuscano Elementary School the six pillars of character will be integrated across the whole curriculum. We will create a climate where these six pillars of character will be learned by example. Because character takes on meaning when it is lived, all students will be encouraged to serve others in some way—doing chores in the classroom, school, and at home and by giving a hand to older people, to younger children, and to other students. Our Artist in Residence mural in the cafeteria, completed

in the 2008-09 school year, reminds the Tuscano community to demonstrate the character pillars.

The six pillars of character are:

Trustworthiness:

- Be honest.
- Don't deceive, cheat, or steal.
- Be reliable—do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation. Be loyal—stand by your family, friends, and country.

Respect:

- Treat others with respect and follow the Golden Rule, "Do unto others as you would have them do unto you."
- Be tolerant of differences.
- Use good manners.
- Use appropriate language.
- Be considerate of the feelings of others.
- Don't threaten, hit, or hurt anyone.
- Deal peacefully with anger, insults, and disagreements.

Responsibility:

- Do what you are supposed to do.
- Persevere—keep on trying!
- Always do your best.
- Use self-control.
- Be self-disciplined.
- Think before you act and consider the consequences.
- Be accountable for your choices.

Fairness:

- Play by the rules.
- Take turns and share.
- Be open-minded and listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

Caring:

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

Citizenship:

- Do your share to make your school and community better.
- Cooperate.
- Get involved in community affairs.
- Stay informed; vote.

- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.

From www.charactercounts.org

Kids at Hope

Tuscano has embraced and adopted the Kids at Hope belief system:

We Believe-that all children are capable of success, NO EXCEPTIONS!

We Connect-with all children in a meaningful, sustainable way.

We Time Travel-by teaching children to visit their future in four destinations.

We Believe-At Tuscano, we believe all children are capable of success...not some children, not most children, but **ALL** children. We focus on what your child can do and what she or he is capable of. This is the foundation of Kids at Hope. Kids at Hope is a belief system designed to engage and activate entire communities to support success for all children. You can visit their website at www.kidsathope.org.

We Connect- Children succeed when they have meaningful and sustainable relationships with caring adults. Kids at Hope refers to these relationships as the Four ACES.



Ace of Hearts-Anchor Parent



Ace of Spades-High Expectations



Ace of Clubs-Other Caring Adult



Ace of Diamonds-Opportunities to Succeed

You are the Ace of Hearts for your child. You are the only one who can give your child this important Ace.

The staff at Tuscano strives to intentionally connect with students and hand out the other three Aces on a daily basis. Your child can receive these Aces from others in your family, in your neighborhood, and in the community as well.

Time Travel-We are committed to teach your child to visualize and verbalize their future in the Four Destinations listed below. We assist and encourage your child in creating multiple pathways to reach those dreams and goals.

- Home and Family
- Community and Service
- Hobbies and Recreation
- Education and Career

TUSCANO’S BEST PRACTICES IN READING

- Standards-Based Approach to Teaching and Learning
- Instructional Practices to Engage and Support All Students in Learning
- Direct, Explicit, and Systematic Teacher-Led Instruction in the Big 5 Focus Areas of Reading Instruction
 1. Phonemic Awareness
 2. Phonics
 3. Fluency
 4. Vocabulary
 5. Comprehension
- Student Engagement Throughout the Learning
- *Assessing Student Learning (a minimum of three times a year)*
- Creating and Maintaining an Effective Learning Environment for Student Learning

Because reading is the foundation of all learning, it is imperative that each child learns to read early and well. Participation in “Best Practices” will aid us in meeting our goal of all students reading on grade level by 3rd grade.

CAMPUS PROCEDURES

Students are expected to conduct themselves at all times in a manner that will bring credit to themselves, their family, community, and school. It is important for students to understand that the entire school staff is responsible for their conduct during school hours, while anywhere on the school campus, on the bus, going to and from school, and at all school functions. Our procedures include: Assembly/Large Group Meetings, Bus, Cafeteria, Computer Lab, Hallway, Media Center, Playground, and Restroom. Students are encouraged to demonstrate The Six Pillars of Character from “Character Counts!” at school and home.

ASSEMBLY/LARGE GROUP MEETINGS

We will have several assemblies throughout the school year. During this time, classes will sit in assigned areas. Students will be a polite and respectful audience.

BUS PROCEDURES

- Be respectfully lined up and wait until the bus comes to a complete stop before attempting to get on board. Students are to line up according to route under our awning per line, as directed by staff. Kindergarten and first grade students are always escorted to the busses before later grades under the direction of staff.
- Do not push or crowd while entering or leaving the bus.
- Kindergartners should sit in the front of the bus.
- Go directly to your seat, sit straight, and face the front of the bus.
- Remain seated throughout the trip.
- Keep the aisle clear.
- Do not put hands, arms, head, or feet out the window.

- Do not throw anything inside the bus or from the bus.
- Do not eat or drink on the bus (plastic water bottles are permitted).
- Talk quietly, using respectful language.
- Remain seated until the bus has reached its destination and has come to a complete stop.
- Follow the bus driver's directions.
- Riding the bus is a privilege. This privilege will be revoked if bus procedures are not met.

CAFETERIA PROCEDURES

The ABC's of Cafeteria Behavior

Always use "inside voices".

Be respectful to cafeteria staff.

Clean up after yourself.

Don't leave your table without permission from an adult.

Enter/exit the cafeteria in an orderly fashion.

TUSCANO BREAKFAST PROGRAM

Tuscano has partnered with the Dairy Council, Fuel Up to Play 60, United Way, and other agencies to provide all students with a *free breakfast* each morning. All students will have the opportunity to eat breakfast in their classrooms from 7:50-8:05 every morning. Unfortunately, if your child arrives after 8:05 we are unable to provide a free breakfast due to program regulations. This is a wonderful opportunity for all students. A study conducted by Harvard researchers found that students who ate breakfast were "...significantly more attentive in the classroom, earned higher grades in math, and had significantly fewer behavioral and emotional problems."

COMPUTER LAB PROCEDURES

- No food or drinks in the lab.
- Enter lab quietly and orderly.
- Stay in your seat until dismissed.
- Practice good posture.
- Raise your hand for help.
- Use inside voices at all times.
- Do not change monitor function keys.
- Internet is used only with teacher permission.
- Ask for teacher permission to print.
- Close all applications prior to leaving. Only the last class of the day needs to shut down computers.
- Leave the computer lab as neat as you found it: push in chairs, take all personal materials with you, and throw away any garbage.

HALLWAY PROCEDURES

- Walk in a line on the right side of the hallway following line leaders.

- Stand away from the walls while waiting in line.
- Stop at corners to check for traffic. Students walk together.
- Hands should always be kept to yourself and away from the walls.
- Respect the learning time of other classes by keeping your voices down.
- No one is allowed in the hallways, including before school, without a pass (kindergartners always have a buddy).
- Always walk. Absolutely no running.

MEDIA CENTER PROCEDURES

- Follow all classroom and Tuscano Elementary School rules in the media center.
- Use a quiet voice.
- Keep your hands and feet to yourself.
- Treat all library books and materials with respect.

PLAYGROUND PROCEDURES

- Cooperate, take turns, and share equipment.
- Observe safety zone if not using equipment. Stand a safe distance away from moving equipment and parts.
- Slides: One person at a time. Sit down and slide feet first. Do not walk up the slide.
- Swings: Sit on the swing by yourself. Hold onto the chains and swing back and forth only. Do not twist or swing sideways. Be aware of safety zone.
- Monkey Bars: Grip with your hands and be careful of feet. Bars are not for sitting or climbing across the top. Before starting to go across, make sure there is no one else on the bars.
- Display good sportsmanship.
- Playground equipment, such as balls and jump ropes, should not be on the play structure.
- Awnings: Keep hands and playground equipment away from all shade awnings.
- If a ball leaves the playground, only an adult will retrieve it.
- Tag, football, and running games are to be played in the grass areas only.
- Karate, wrestling, boxing, tackle football, and keep away games are not permitted at school.
- Rocks and sand are not to be thrown.
- Toys and electronic games are not allowed.
- Students must stay in the assigned playground areas (stay away from the fence).
- Use courtesy when using the drinking fountain. Wait quietly.
- Line up promptly when the whistle blows.
- No baseballs.
- Permission is needed to use the exterior restrooms or leave the play area.
- Respect the vegetation and stay out of the garden during playground times.
- No food allowed on the playground.

RESTROOM PROCEDURES

- Passes must be used in emergency situations.

- Use your inside voice in the restrooms.
- Students do not loiter or play in the restrooms.
- Students are to flush toilets and wash hands.
- Paper towels are thrown in the trashcan when used.
- Defacing the walls is vandalism. (No writing utensils in the bathrooms)
- No food can be brought in the bathroom.

CAMPUS GUIDELINES

ATTENDANCE/TARDIES

The regular school attendance of school age children is required by state law. The parent or guardian is charged by law with the responsibility for the student's consistent school attendance. If your child will be absent for any reason, please call the school at 623-707-2300 and follow the directions for "attendance". Give your child's name, the name of your child's teacher, and the reason for the absence. If we do not hear from you, a call will be initiated from the school to check on absences. Please return that phone call with the reason for absence. Letters from the school office will be sent on the fifth and tenth day of absence, excused or unexcused, with a concern about a student's attendance. Eighteen days is considered "excessive" by the Fowler Elementary School District. A student will be removed from school enrollment after ten consecutive school days of unexcused absences.

The bell rings at 7:50 a.m. and instruction begins promptly at 8:05 a.m. When a child arrives to school after 8:05 a.m., they must report to the office for a tardy slip, and will miss breakfast. When a child enters the classroom after instruction begins, instruction for all is interrupted and the child has missed out on an important part of the day. Because of this, parents are expected to get their children to school on time.

If you sign your child out of school before 11:30 a.m., your child will be counted as absent for the full day of school by the State of Arizona. If you sign your child out of school before 2:30 p.m., your child will be counted absent for half a day by the State of Arizona. Please make every attempt to make appointments after school hours so this type of absence is not reported on your child's attendance record.

ANIMALS

No live animals other than classroom pets, including insects and reptiles, may be brought on any school property without permission from the teacher and the principal. This includes dogs per ARS 13-1502A1. No animals may be transported on the school bus.

BICYCLES/ROLLERBLADES/ROLLERSHOES/SKATEBOARDS/SCOOTERS

For safety reasons, students are not permitted to bring and/or ride roller blades, roller shoes, scooters, and skateboards to and from school. **Bicycle riders must wear a safety helmet and need to use extreme caution.** Bicycles are to be ridden in a controlled and safe manner while traveling to and from school. Bike riders must also walk their bikes across the crosswalks. While on campus students must walk, not ride their bikes. All bikes must be locked separately in the bike rack area and this area is off limits to all students during school hours. Neither the district nor its employees can be responsible for damage to or theft of bicycles.

Children are not to ride bicycles on Lower Buckeye Road, Broadway Road, 75th Avenue, and 83rd Avenue.

BUS DISCIPLINARY ACTION

Students may lose bus privileges for violations of bus procedures while waiting at the bus stop or while riding the bus. Kindergartners may lose bus privileges if they are not met by an adult at the bus stop and have to be returned to the school. Serious safety infractions such as, but not limited to: fighting, destruction of property, use of a weapon, or making a dangerous threat while on the bus will result in immediate bus suspensions. The length of time the student is ineligible to ride the bus will be determined by school administrators. All bus suspensions are for AM and PM runs, as well as field trips.

CELL PHONES

Telephones are provided in each classroom for teacher and student use. No cell phones are allowed at school. If phones are in classes or playgrounds, the phone may be confiscated and held in the office for parents to come pick-up.

CLASSROOM INTERRUPTIONS

To create and maintain the best learning environment for students, interruptions during instructional times must be avoided. Please make all necessary arrangements with your child and be certain that your child has his or her lunch, lunch money, homework assignments, keys, permission slips, and/or books before school begins. Please do not call your child's classroom during instructional hours unless it is an emergency. Please notify the teacher ahead of time if you will be picking up your child before dismissal time. For safety and security reasons, parents will be asked to sign in as a visitor, put on a visitor's badge, and pick up the child in the classroom.

CLASSROOM SIZE AND ORGANIZATION

Class placements are always tentative. It may be necessary to build new classes after the beginning of the school year if enrollment necessitates. Arizona's English Language Development mandate may also require us to move students after assessment data is available. Every effort is made to keep our class sizes reasonable.

CONFERENCES

Parents or teachers may request a conference at any time. There are two **mandatory** Parent/Teacher/Student Conferences throughout the year per district calendar. At these scheduled conferences, the teacher, parent, and student will discuss the student's individual growth and progress.

The principal and assistant principal are always available to meet with parents, teachers, and students. These appointments need to be scheduled through the front office.

CROSSING GUARD

A crossing guard will be provided to help students crossing 79th Avenue in front of the school. The crossing guard will be on duty prior to school beginning and immediately after school. All students are to follow the crossing guard's directions to ensure safety in crossing the street. Bike riders will walk their bikes across the crosswalks and on school grounds.

CURRICULUM AND INSTRUCTION

Tuscano Elementary School teachers deliver the Fowler Elementary School District curriculum based on Arizona's College and Career Readiness Standards available on the Arizona Department of Education website, www.ade.state.az.us, and clicking on "Standards & Assessments". The following is a list of subject areas, adopted textbook companies, and their websites:

- | | | |
|------------------|-----------------------|--|
| • Reading | Houghton-Mifflin | www.eduplace.com/kids |
| • Mathematics | Macmillan/McGraw-Hill | www.macmillanmh.com |
| • Language | McGraw-Hill | www.mhschool.com |
| • Social Studies | Harcourt | www.harcourtschool.com/index.html |
| • Science | Scott Foresman | www.sfscience.com |

CUSTODY

In most cases divorced parents continue to have equal rights, such as access to information where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both natural parents.

DISCIPLINE

A main function of Tuscano Elementary School is to provide all students with the best educational environment. In order to do this, discipline must be maintained in the school and self-discipline must be developed by each student. No student will be allowed to disrupt the educational process of another student. All teachers and staff members are responsible for enforcing all of the Tuscano Expectations and Procedures.

If a student is referred to the office by a teacher or staff member, the principal and/or assistant principal may:

- Counsel the student.
- Contact the parents by phone or send home a discipline referral notice.

- Assign a logical consequence.
- Conduct a parent, student, and teacher conference to create a plan of action.
- Restrict a student from a school activity.
- Contact the parents and send the student home for the day.
- Contact the parents and suspend the student from school activities or school.
- Recommend to the Fowler Elementary School District Governing Board expulsion from school.

Administrative judgment will be used in each situation. The district guidelines on discipline and vandalism, the Student Code of Conduct, will be used for guidance. A copy of these guidelines is available on our website <http://tusc.fesd.org/> and a copy can be obtained upon request.

DISMISSAL

Tuscano Elementary School students are dismissed at 3:00 p.m. Students are expected to ride a bus, be picked up by parents (behind the school at the west end of the south parking lot), or to immediately walk home. Students are not permitted to go home with friends or ride a bus other than their own without prior written notice to the teacher or principal. The speed limit in the parking area is 5 miles per hour and no cell phones should be in use while your vehicle is moving. Vehicles should never be left unattended in the drop-off/pick-up zone.

No parent traffic is allowed in the bus area in the front of the school per Arizona statute. Please do not use the front driveway entrance between 7:30 a.m. to 8:05 a.m. and 2:45 p.m. to 3:15 p.m. No kindergarten or Pre-School parents can park in this area when picking up and dropping off students. Kindergarten or Pre-School students are to be picked-up in the classroom. You must be parked in a parking space.

The parent drop-off and pick-up area is on the **south side of the school**. Drive around the parking lot to the curb, do not pass other vehicles, and pull forward as close to the front of the area as you can proceed. Drop-off or pick-up your child and drive away immediately. Do not leave your vehicle unattended. Parking spaces are available if you need to leave your vehicle or need to sit in it for a period of time.

MISSED OR LATE PICK UP

If a parent has not called or picked up their child by 3:15, the numbers listed on the emergency card will be called. If we cannot reach anyone by phone, the Phoenix Police Department and/or Child Protective Services will be notified.

DRESS CODE

To assist in creating a positive educational environment, a dress code that includes mandatory uniforms has been adopted for the District.

All students in kindergarten through fifth grade who attend Tuscano Elementary School are expected to dress in proper school attire. It is the parents' responsibility to ensure

compliance with the dress code. The standard school uniform for Tuscano Elementary School shall be:

- Tops: white, light blue, or navy (have sleeves and collars, not have any logos or writing on them, be size appropriate)
- Bottoms: navy shorts, slacks, skirts, or jumpers (be no shorter than the ends of the fingertips when arms are down at the side, not have any logos or writing on them, be size appropriate) No sweatpants are allowed. Pants/shorts must be worn at the waist.
- Footwear: Must be worn at all times. Closed shoes, athletic shoes, or sneakers are best suited for school activities as well as safety and are a must for Physical Education. (No flip-flops, roller shoes, backless shoes, or platform shoes will be allowed at school for safety reasons.)
- Hats: Must be worn outside only with the brim in the front, not have any logos or writing on them, and be solid colors.
- Cold Weather Wear: Coats must be removed once the child is in the classroom.
- Jewelry, Make-Up, and Accessories: Jewelry and accessories that present a nuisance or risk to the health, safety, and general welfare of the students or that expresses obscenities or advertises alcohol, drugs, and/or tobacco are prohibited. Make-up is prohibited due to health considerations. Undershirts must be tucked in or not hanging past the shirt.

The last Friday of each month is Dollar Dress Down Day and is sponsored by the Student Council.

Students who violate the District's dress standards may be asked to do any of the following, depending upon the specific circumstances:

- Change into other clothing that has been brought to school by parents.
- Change into clothing that may be provided by the school based on availability. This uniform must be laundered and returned to the school.
- Remove the jewelry or other accessory.

Appropriate disciplinary action shall be taken for repeated violations of District dress standards.

EARLY RELEASE DAYS

The Governing Board of the Fowler Elementary School District has approved Early Release Days every Thursday for the 2015-2016 school year beginning an hour and forty-five minutes earlier than regular dismissal. Tuscano Elementary School's release time on Thursdays will be 1:15 p.m.

EMERGENCY DISMISSAL

In the event that it is necessary to dismiss school in an emergency (i.e. flood, fire, loss of facilities, etc.), children will be sent home by usual means. Tuscano Elementary School will make every effort possible to give appropriate notice to parents and guardians. Please discuss with your child what to do in the event that he/she arrives at home and no one is there. We suggest that each family make arrangements for their children to report to an "alternate home" in the neighborhood. Should it become necessary to immediately

evacuate Tuscano Elementary School, we will relocate to Sun Canyon Elementary School at 8150 W. Durango Street.

FIELD TRIPS – STUDY TRIPS

Students must have written parent permission on the District Form to participate in any off campus field trip or activity. Students are to be transported to and from school-sponsored activities by district-operated vehicles. Only students from the grade level or program are permitted to attend the field trip. Siblings, whether school age or not, are not allowed to ride the bus. Chaperones must be eighteen or older. Chaperones will be required to complete the Field Trip Chaperone Agreement form prior to the field trip. Teachers are not authorized to transport students to and from school-sponsored activities unless prior written permission is given by the Superintendent.

GIFTS TO TUSCANO ELEMENTARY/SCHOOL TAX CREDIT DONATIONS

The Board has the authority to accept gifts and donations that contribute toward the achievement of the goals of the District.

The Tuscano Elementary School community is encouraged to take advantage of the Public School Tax Credit Law (ARS 43-1089.01) which allows taxpayers a tax credit if they contribute to extracurricular activities in public schools. A tax credit is a dollar-for-dollar deduction in the taxpayer's actual tax owed. This tax credit is available to all Arizona individual taxpayers regardless of whether they have children in school. A married couple filing jointly can contribute a donation and receive a tax credit for any amount up to \$400.00. Taxpayers filing single status qualify for a tax credit up to \$200.00. Programs funded by Tax Credit donations at Tuscano Elementary will be field trips, before and after school programs, band and choir. To donate, fill in the Tax Credit Response Form available at the school or district office.

HEALTH

Tuscano Elementary School has the services of a trained, full-time health manager who is an active member of our teaching staff. All medication/pills, whether they are prescription or **over-the-counter** products, must be held and administered by the school's health manager.

If it is necessary for a student to receive medication during school hours, the parent is required to bring the medicine to the health office in a pharmacy dispensed container with pharmacy labeling (i.e. name, directions for administering, physician's name, and dosage of drugs). No unidentified medication/pills will be administered to students.

HOMEWORK

Homework should be done with parent involvement and is for student practice of skills. Our goal is to provide appropriate homework based on the individual needs of the students. Parents reviewing homework when the child is done will provide information about the type of skills being taught at school.

Reading Requirement

<u>Grade</u>	<u>Daily Requirement</u>
K-1	20 minutes
2-5	30 minutes

Remember, “reading” is not restricted only to books—reading can be reading magazines, brochures, game instructions, newspapers, recipes, etc. Reading logs or agendas will require a parent/guardian signature. Please remember that minutes listed are the minimum.

Other Homework

Tuscano has joined the 20/20 Math Club by Rodel (formerly known as MAC-Ro). All students in grades 1-5 will complete monthly booklets at home. Parents are required to review and sign each parent signature page of the MAC-Ro booklets and encouraged to play the family math activity included each month. Other homework may be assigned, at the teacher’s discretion.

Parental Involvement in Homework

Research has found that high achievement in school is generally associated with the student taking more responsibility for their homework and parents having less involvement in the homework process. We offer the following suggestions for managing homework:

A: “All By Myself”

Insist homework be done in private. This defines homework as the child’s responsibility.

B: “Back Away”

Parents should intervene only for two reasons. First, because the child is stuck and has given it their all and *truly* needs help. Second, because the homework is finished and is ready to be checked.

C: “Call It Quits at a Reasonable Time”

Set a time limit on the child’s homework. The deadline should be consistent from day to day. Extra time can and should be allocated for special projects or upcoming tests.

From “Ending the Homework Hassle”

HOURS OF SCHOOL DAY

Tuscano Elementary School hours are 7:50 a.m. to 3:00 p.m. Monday through Wednesday and Friday. Thursday’s hours are 7:50 a.m. to 1:15 p.m. Playground supervision begins at 7:35 a.m. **No student should be on campus before 7:30 a.m.** Instruction begins at 8:05 a.m. *Please respect the learning of others, tardies are disruptive to the learning of the class.* **Students will be considered tardy as the 8:05 bell rings. They will need to get a late pass from the office.**

IMMUNIZATIONS

Each student attending public school in Arizona must have the following on file at his or her school before the child can be admitted to school: proof of immunization, including the month, day, and year of immunization for diphtheria, tetanus, pertussis (whooping

cough), polio, hepatitis A and B series, MMR (measles, mumps, and rubella), and chicken pox (for kindergartners through third graders).

INTERNET

Parent or guardian signature is required on the Code of Conduct for students to utilize the Internet in the classroom, computer lab, and/or Media Center.

KINDERGARTEN

The Fowler Elementary School District provides a full-day kindergarten experience for students who turn five years old before September 1.

LEGAL NOTICE

The Fowler Elementary School District affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination. All courses, services, activities, and employment opportunities are offered without regard to race, color, creed, national origin, age, sex, or handicapping condition.

LOST AND FOUND

Tuscano Elementary School's lost and found is located in the cafeteria. Unclaimed property will be donated to charity quarterly.

LUNCH

Tuscano Elementary School takes part in the National School Lunch and Breakfast Programs. Meals are served every school day. Children may buy lunch for \$1.60. Meals are also available free or at a reduced price for eligible students. If you feel you might qualify for free or reduced lunch prices, please see the office for more information.

Parents are welcome to join their children periodically for lunch. Adult lunches are \$2.85.

OPEN ENROLLMENT

Fowler Elementary School District's Open Enrollment Policy is designed to allow parents the opportunity to request that their child(ren) be permitted to attend a school outside of the attendance area in which they reside. Parents wishing for their child(ren) to attend a school, other than the one in their attendance area, must complete an Open Enrollment Form and turn it in to the school they would prefer their child(ren) to attend by May 1st of each year.

Requests for transfer can only be honored if it will not overcrowd the receiving school. Transfer permission can be rescinded if a child does not comply with the rules and regulations, and meet the terms of the Open Enrollment contract of the receiving school. If your request is honored, transportation to and from the school becomes the responsibility of the parent unless extenuating circumstances are agreed upon and approved by the superintendent.

PARENT/TEACHER ORGANIZATION

A fundamental strength of any school is the high level of parental involvement. At Tuscano we encourage parents to help facilitate and support the educational process by giving of their time and expertise. The Parent/Teacher Organization provides valuable assistance to our community and we encourage you to join. Please see Tuscano's website for PTO contact information or talk to your child's teacher.

PEDESTRIANS

Students living within walking distance of school will observe all safety signs. Students are not to cross any of the streets leading to the school except in the designated or staffed crosswalks.

PERSONAL PROPERTY

All personal property brought to school by students is at their own risk and may be confiscated if it becomes a distraction to others. Neither the school nor its staff can be responsible for damage or theft of personal property.

PHOTO RELEASE

Parent or guardian signature is required on the Code of Conduct for students to be photographed and/or videotaped for classroom websites, yearbook, and other school purposes.

RELEASING STUDENTS DURING THE SCHOOL DAY

All students must remain on the school grounds during the regular school day. To be excused from school during school hours, a parent/guardian must come in to the office and sign the student out from school. **Parents must present a photo ID.** All students who leave and/or return to the school during school hours must check in/out through the office. (Please see "ATTENDANCE" for the State of Arizona requirements about absence reporting when students are released early.)

REPORTING STUDENT GROWTH/PROGRESS TO PARENTS

Student progress and performance will be reported to parents quarterly through report cards. Progress reports will be sent in the middle of each quarter to provide parents with a benchmark of student achievement for grades 1-5.

The criteria for evaluating student work will be:

- Complete—the work meets all the requirements or specifications called for, including timeliness.
- Correct—the work is accurate.
- Comprehensive—the work reflects thoroughness and originality.
- Personal Best—the work reflects pride in workmanship, sense of responsibility, initiative, problem-solving skills, and motivation.

SAFETY AND SECURITY

At Tuscano Elementary School, safety and security is always a concern and an issue that is taken very seriously by staff and parents. We have policies and procedures in place

that assure we are actively involved working to keep our children safe and secure. Supervision and safety is an issue that is continually monitored on our campus. In addition to the minimum of one fire drill a month, we will have a minimum of one lockdown drill a semester. Also, our district has taken a no-tolerance stance to students who participate in any type of event or actions that threaten or that have potential for endangering the safety of others. Our safety procedures include:

- Kindergarten students use a “buddy system” when leaving the classroom during the day.
- Restrooms are monitored regularly by staff.
- Daily calls are made for every unexcused absence.
- Parents are requested to escort their child to the office to sign-in when tardy.
- Children are never allowed to leave campus during the day without being signed out by a parent or guardian, or an adult whose name has been registered with us by the parent or guardian. This registered adult must have photo identification.
- Visitors are required to sign-in/out at the office and wear a visitor’s badge.
- Signs are posted at entryways requesting visitors/volunteers to check in.
- Staff members monitor adults on the campus and request visitor badges.
- Staff members carry whistles to be used in case of emergency.
- Staff is assigned to monitor students before and after school. No students should be on campus before 7:35 a.m. when supervision begins.
- Trained noon playground (including certified personnel) and cafeteria staff are on duty daily.
- Procedures and safety guidelines are communicated to students regularly.
- The head custodian makes rounds regularly throughout the day, reporting any unusual circumstances or people.
- Two-way radios are carried for communication around the campus.
- “Stranger Danger” and personal safety is a regular part of the curriculum.
- Each teacher has a written crisis/emergency plan, including dangerous person instructions.
- The principal and assistant principal constantly monitor and adjust for safety concerns.
- All students remaining at the school after buses leave are brought to the office to call home.

SCHOOL RECORDS

It is imperative that you notify the school with changes in personal information, i.e. phone numbers, addresses, and emergency contact information.

SELLING ON THE SCHOOL GROUNDS

No one, including students, parents, or school personnel, is authorized to sell items for personal gain on school property. School approved fund-raisers will always benefit students and the goals of the school.

SPECIAL SUBJECTS AND SERVICES

The **Art** program exposes your child to various forms of art from around the world. Students will be exploring different artists, styles, and the fundamentals of art; while learning how art incorporates into the world around them.

Music instruction, based on state standards, is actively integrated with the classroom instruction. Music instruction will include movement, voice, instruments, and theory; as well as performance groups like band and choir. **Band** and **choir** is offered to students in grades four and five.

Gifted Student Services are provided to identified second through fifth graders. Identified students are clustered in classrooms at a grade level and are provided enrichment by the regular classroom teacher endorsed in gifted education through differentiated instruction.

The **Child Study Team** processes referrals for educational intervention for students with learning and behavioral problems. This team offers help to classroom teachers in differentiating for students with special needs. Parents of students referred to the team are invited to attend meetings when the needs of their child are being discussed. All decisions regarding evaluation and/or placement to a specific special education program will involve the parents.

The **Media Center** provides our community with the opportunities for using reference materials and to experience the joy of reading. Students may visit the Media Center with their classes or at other times with a pass from their teacher.

Physical Education is provided to all students exposing them to a variety of sports and activities. It is a health-related physical fitness program which encourages lifetime involvement in physical activity.

The Rehabilitation Act of 1973, Section 504, provides services for students identified as “qualified” by demonstrating that he/she has a physical or mental impairment which substantially limits a major life activity, has a record of such impairment, or is regarded as having such an impairment. To be eligible for section 504, a substantial limitation on learning must be demonstrated by an educational need, i.e. a serious academic and/or serious behavior problem resulting from the students’ disability and not other causes.

The Special Education Department of Tuscano Elementary School provides the following programs for eligible students:

- Resource Room
- Self-Contained Program
- Speech and Language
- Occupational Therapy
- Physical Therapy

If you know of a child, or think your child might qualify for services, please see the principal or assistant principal regarding a possible evaluation. The Fowler Elementary School District offers Special Education services to students from age 3 to the end of eighth grade. Students receive weekly **Technology Instruction** and have access to computers in their classroom.

A variety of **After School Clubs** and **Tutoring** are provided for qualifying students. These programs are funded in a variety of ways, including extra-curricular tax-credit donations as well as through the 21st Century Community Learning Center grant. The suggested donation for after school club participation is \$1.00. Tutoring is free.

The **Student Council** plays an important role in our school. This organization engages students in learning about democracy and leadership. Classmates in third through fifth grade elect their Student Council representatives. Our school's organization helps raise funds for school-wide projects and assists the school community when it is in need of aid. Being a Student Council representative develops responsibility and encourages students to be active members in our community.

STUDENTS' LEGAL NAMES

Students' legal names must be used on all school documents and printouts.

TESTING

Other than the classroom assessments which are given during the school year, the following assessments are administered throughout the year:

- Measure students' critical thinking skills for **college and career readiness** (AzMERIT), Grades 3-5 (April)
- DIBELS Next (tri-annually)
- AzAC Reading, Grades 2-5 (quarterly)
- Mathematics Benchmark, Grades 1-5 (quarterly)

TEXTBOOKS

Textbooks and library books are furnished by the Fowler Elementary School District. In the event a textbook or library book issued to a student is lost, damaged, or destroyed; the student is responsible for its repair or replacement. Until the book is found or paid for, the final report card may be held.

USE OF SCHOOL FACILITIES

The community is welcome to use our outdoor facilities before and after school, but dogs must not be on the school grounds at any time. Bicycles, motor driven vehicles, skateboards, scooters, and roller skates/blades must never be ridden on the school playgrounds or on the sidewalks. Trespassing signs will be posted at various points of entry to our campus. These are not intended to exclude legitimate use of the grounds, but rather to prevent loitering and vandalism.

School facilities and property may be leased to extended day resource programs and any person, group, or organization for any lawful purpose in the interest of the community. The purposes include but are not limited to: recreational, educational, political,

economic, artistic, moral, scientific, social, religious, other civic or governmental. A reasonable use fee may be charged for the lease of school facilities and property. For more information, please contact the office.

VISITORS/VOLUNTEERS

Parents are welcome on campus or in the classrooms at any time. However, visitors/parents are required to sign in at the office and pick up a Visitor's Badge. We ask that interruption of the teaching/learning process not take place during the instructional day and that conferencing take place by appointment before or after school. Unauthorized adults and student visitors are not allowed on campus or in classrooms. If you wish to observe a particular activity at school, please call in advance and we will be glad to arrange a date and time for your visit.

Parents are invited and encouraged to participate in the total educational program at Tuscano Elementary School. Volunteers and parents are needed in the classroom to help facilitate learning, assist in programs throughout the school, and to become members of our Parent/Teacher Organization. Interested volunteers and parents are encouraged to contact their child's teacher or the school office.