

# Bret R. Tarver Elementary School



Dolphins swim together

Succeed

Work hard

Inspire

Motivate

## General Time Schedule

Office hours	7:30 a.m. - 4:00 p.m.
School Hours	8:00 a.m. – 2:30 p.m.
*Early Release Thursdays	8:00 a.m. -1:15 p.m.

## Office Phones

Front Office-General School Information-	623-691-1900
Attendance Line-School absence/Tardies-	623-691-1905
Nurse/Medical Information	623-691-1915
Cafeteria-Breakfast/Lunch Information	623-691-1930

## Morning Playground Hours/Horas de Recreo De La Manana

Our playgrounds are open at 7:45 a.m. Students arriving prior to 7:45 a.m. will be asked to eat breakfast or be required to sit along the classroom hallways until 7:45 a.m. We ask that students not arrive prior to 7:45 a.m. unless they are eating breakfast, riding the bus, or have a pass to meet with a teacher or administrator.

### Playground Behavior:

- Follow directions of teachers and other adults employed by the school.
- Play in designated areas only.
- Use playground equipment properly.
- Interact with others without threats, name-calling, insults, rude gestures, hitting, pushing, or fighting.
- Students may not “hang out” in the, restrooms or by classroom doors.
- Report any damaged equipment to a duty teacher, staff member or your teacher.
- Students should be actively involved in a game on the playground.
- Students refusing to follow directions may be asked to go to time out on the wall.
- Students are to line up at the sound of the whistle. Students may get drinks and go to the restroom as long as they understand that they must be in line when the bell rings.

## **This handbook belongs to:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

BUS COLOR: \_\_\_\_\_

## **TARVER ELEMENTARY'S**

All students are capable of success...No Exceptions!

# School/Parental Involvement Compact

## School Commitment

Here at Bret R. Tarver we are committed to **empower** one another to **believe** in ourselves, **achieve** our personal best, and become positive **contributing** members of our community.

***Dolphins SWIM together. . . Succeed, Work hard, Inspire, Motivate!***

***As your school, we pledge to the best of our ability to:***

- Create a school climate that is open, helpful, and friendly.
- Communicate clearly and frequently with parents about school policies, programs and about your child's educational progress.
- Treat parents as partners in the educational process.
- Encourage parents, formally and informally, to comment on school policies and to share in some of the decision-making.
- Teach the state standards at each grade level.
- Encourage volunteer participation from parents and community.
- All students will receive support that allows them to demonstrate adequate growth and proficiency in reading and math.
- We will continue to communicate our belief that **ALL students are capable of success . . .No Exceptions!**

## Parent Commitment

As a parent, I realize the importance of working cooperatively with the school. I want and expect my child to have the best possible education. I pledge to become involved and stay involved, for education is a key to success and is one of the greatest gifts I can give my child.

***As a parent, I pledge to the best of my ability to:***

- Demonstrate the value of education by attending conferences and communicating on a regular basis with the school and teacher.
- Provide reading material and a time to read daily.
- Ensure that being on time and daily attendance is a priority.
- Check to make sure that all homework assignments are completed on time.
- Work in a cooperative manner with the school principal, teachers and staff.
- Participate in classroom/school activities.
- Become involved in the decision-making process.

## Student Commitment

***As a student at Bret R. Tarver, I understand that I am responsible for my learning behavior.***

***I will:***

- Follow all school rules.
- Arrive to class on time.
- Make sure that all homework assignments are completed on time.
- Emulate school slogan: "Dolphins SWIM together. . . Succeed, Work hard, Inspire and Motivate."
- Participate in all learning programs.

### **Attendance- Reporting Absences/Tardies**

Regular attendance and being on time are two things that help students develop and maintain a good attitude towards school. Tardiness and absences can be upsetting for students, as they disrupt their

schedules, require readjustment to the class routine, and interfere with learning. Children with poor attendance usually show poor achievement. ***It is important that your child attends school on time every day.***

Arizona Law 15-802 fixes the responsibility for school attendance on the parent and provides penalties for failure to do so. (District Handbook page 7). Bret R. Tarver participates in the CUTS (Court Unified Truancy Suppression) Program. Our attendance clerk and the administration will be monitoring student attendance very closely this year. ***Citations may be issued and reports filed with the Courts concerning any student with chronic tardiness and/or absences.***

**If your child is going to be absent from school**, please call the school and let us know. If you notify your child's teacher, you must also notify the attendance clerk at (623) 691-1905.

Students entering class after the tardy bell will be referred to the office for a tardy pass. **Students who are frequently tardy may result in disciplinary action.** When a child is tardy, it places undue anxiety and stress on them as they struggle to catch up.

### **EARLY RELEASE**

If you need to pick your child up early from school, please note you will need to come to the front office. For the safety of your child, you will be required to provide identification before releasing your child. Any person desiring to pick a student up early from school will need to be on the student's Emergency Contact sheet. Please note we do not release students 20 minutes prior to the dismissal bell unless it is an emergency. Students are still engaging in learning up to the dismissal bell.

### **Assemblies**

Assemblies are occasionally scheduled throughout the school year. This is another opportunity for students to learn. **All students are expected to follow assembly rules.** Students may sit in assigned areas only. Students will follow rules of good behavior.

### **Baked Goods**

Only **store bought, pre-packaged food** and beverages may be brought to school for any classroom or school function.

### **Field Trips**

Field trips are extensions of the academic curriculum and will include both pre and post activities to enrich the learning experience. If you are interested in being a chaperone, contact your child's teacher. Chaperones must be at least 18 years of age and the number of chaperones is limited depending on the venue for the fieldtrip. Non-registered children may not ride on school busses. All students are expected to follow school rules while on a field trip. Students not following rules will be given a warning. Students may be removed from a field trip by the administration and will be referred to the office for disciplinary action.

### **Communication Between Home and School**

Communication between home and school is essential in providing the best educational opportunities for your child. We believe that communication is essential to your child's success. **Our administration**

**All students are capable of success...No Exceptions!**

welcomes the opportunity to meet and speak with parents and community members. If we are not available, we will make every opportunity to schedule a time to meet. In addition **school newsletters** are an essential component to sharing news. Please look for monthly school newsletters providing information regarding upcoming events, information and celebrations! Please also refer to our **website, Facebook, Twitter** or the school **Marquee** for updates and events.

## **Dress Code**

At Tarver School, we ask our students to use good taste in dress and grooming. Students should wear school uniforms during the regular school day and at school sponsored activities.

**Our uniform policy is as follows:**

- **White, Navy or light blue collared shirts**
- **Solid Navy Blue shorts or pants**
- **Solid Navy Blue jumpers/dresses, skirts, skorts, or capris for girls**

Students should be dressed and groomed in a manner which reflects that school is a place of learning.

(District Handbook page 7)

- No make-up, visible tattoos or writing on the hands or bodies, glitter, or hair color are to be worn or brought to school, except during school spirit weeks.
- **No cone earrings of any kind may be worn. (ear expander, straight, steel, barbell, ear tunnel stretchers).**
- Close-toed shoes are highly encouraged and should be considered for safety reasons and P.E. times. **No flip flops or high-heeled shoes are acceptable.**
- There shall be adequate coverage of the body. Short shorts, bathing suits, halter tops, tube tops, tank tops with large armholes, undershirts, noodle straps, mesh or sheer garments are not considered adequate coverage. Shorts, skirts and dresses should be finger tip length or longer.
- Belts should be looped through the pants so that no part is hanging down.
- **No “skinny” jeans or blue jeans are to be worn, except during Free dress days.**
- Bib overalls must be worn with both suspenders fastened over the shoulder.
- Trousers, shorts, or pants worn sagging on the hips are not allowed.
- Navy blue sweat pants may be worn during cold weather days.
- Leggings may be worn under shorts, skirts or dresses, but not as pants. We highly encourage, navy blue, black, white or gray leggings as part of the uniform standard.
- Sweaters and sweatshirts may be worn in the classroom at any time, but we discourage them out on the playground when the weather is warmer as we want to ensure your child’s safety. Sweaters and sweatshirts should be school acceptable and not promote profanity, violence or anything that causes dissension on the campus. Tarver Sweatshirts are on sale in the office

**Students who do not wear clothing which reflect good judgment or is distracting to the educational environment, along with students who do not comply with these guidelines will be sent to the office for any necessary correction. Parents will be contacted should the need arise.**

## **School-Wide Discipline Plan**

Bret R. Tarver School is a place where students, parents, and school personnel work together to create an atmosphere in which learning is promoted and encouraged. Effective discipline comes from the

belief that teaching students to take responsibility for their behavior is more important than simply enforcing the rules.

In an effort to accomplish this goal, Tarver uses the Assertive Discipline Program in the classroom. This program establishes formal behavioral expectations for our students. Our **SCHOOL-WIDE ASSERTIVE PLAN** expects our students to:

1. Follow directions the first time they are given
2. Use all materials and equipment properly and safely
3. Keep hands, feet, and all objects to themselves
4. Play without being rough or dangerous to others or self
5. Walk on the sidewalks, hallways, and around the school building in a safe manner and their hands behind their backs.

Students are to bring **ONLY** approved learning materials to school. Items which may interfere with teaching/learning and/or which may be stolen or damaged shall be left at home. These items may include, but are **NOT** limited to: magazines, stuffed animals, tapes or CDs, markers, tape recorders, cell phones, hand-held games, toys, Tasos or Pokemon cards, collectables, skateboards, skates, radios/ipods, ipads mp3 players, tablets, make-up, cameras, perfume, or hair spray. **\*\*Students may not use cell phones on the campus. If a cell phone is out and/or in use, it will be confiscated by an adult and given to administration and a parent will be called to pick it up. Should a student need to have a cell phone for after school use, the cell phone should be turned off, given to their classroom teacher or the office staff, including administration to hold until the end of the day.**

Students who choose to not follow the rules may lose their recess privileges. Students who are extremely disruptive will be referred to the office. Behaviors that may result in office referral include: physical aggression, vandalism, theft, inappropriate language, endangerment, defiance of school staff, bullying, and other behaviors as warranted. **Severe offenses may result in the immediate suspension from school.** Examples of these include, but are not limited to: possession of any weapon or replica of weapon, drugs, aggression, threatening behaviors or repeated violations.

### **Discipline Steps**

Each time a student receives a severe out of the classroom referral, the following discipline plan will be followed:

1st Offense: Phone call to parents. 1-2 hours detention, loss of recess or in-school suspension.

2nd Offense: Phone call to parents. 2-4 hours detention, loss of recess or in-school suspension.

3rd Offense: Parent conference. 1 day in school detention, loss of recess. Out of school Suspension possible based on offense.

4th Offense: Parent conference. 1 day out of school suspension.

5th Offense: Parent conference. 2-3 days out of school suspension.

Severe Offense: Parent conference. 5-10 days out of school suspension. Police may be notified if a crime has been committed.

**\*\*\*The administration has the authority to alter the discipline plan as necessary.**

### **Discipline: Severe Misbehavior (Suspension) Policy**

***Students will be referred to the office and may be suspended from school for up to 10 school days for the following offenses.*** Parents will be notified in the event of a suspension and may be required to conference with the administrator, teacher, and child before the student will be readmitted to school.

**All students are capable of success...No Exceptions!**

- Continuous or open defiance of rules and/or authority of school staff.
- Fighting/Hitting with intent to harm.
- Vandalism of school property or destroying another person's property.
- Obscene language used toward an employee.
- Sexual Harassment. (District Handbook page 15)
  - "Sexual harassment may include but is not limited to: suggestive or obscene letter notes, invitations, derogatory comments, slurs, jokes, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures or cartoons, sexual statements or actions which intimidate or demean others."
- Racial comments.
- Theft.
- Possession of any object that may be construed as dangerous.
- Severe violation of any school rule, which is deemed threatening to the school climate by the administration, including gang-type behavior. (District Handbook page 15)

Students suspended from school may not be on the school campus at any time for any reason during the suspension period unless accompanied by a parent or guardian. Students suspended from school are responsible for making up all missed work. Students suspended from school are to report to the office upon the day of return for clearance to re-enter class. Students may not go to the playground or cafeteria until cleared through the office. A parent conference in person or by phone is required for re-admittance to school.

### **Weapons Policy**

- **No student** shall have in his or her possession on school premises or on a school bus a firearm, replica of a firearm or weapon including but not limited to: guns, BB guns, pellet guns, toy guns, explosives, "poppers", fireworks, stink bombs, chains, knives, clubs, brass knuckles, rocks, slingshots, or any other item that can be used as a weapon or that could result in bodily harm.
- **Students will face disciplinary action as outlined below:**
- Firearm, possession of (loaded or unloaded, used in a threatening manner)
  - 10 days suspension, police notified, charges filed, School Board referral
- Knife, possession of (used in a threatening manner)
  - 5-10 days suspension, police notified, charges filed, School Board referral
- Any weapon used in a threatening manner
  - 3-10 days suspension, police notified, possible School Board referral
- Possession of any air gun, realistic replica of a weapon
  - 3-10 days suspension, police notified, possible Board referral
- Any item used as a weapon in a threatening manner
  - 3-10 day suspension, police notified, possible Board referral
- Any item that can be used as a weapon and that could result in bodily harm,
  - possession of (NOT used in a threatening manner)
  - 1-10 day suspension, possible police notification, possible Board referral

### **Bus Referrals:**

Students are expected to follow all bus and school rules while on the busses, For their safety and the safety of others. Should your child be referred from the bus drivers, the following steps will be taken and parents will be notified.

- Referral #1- conference with administration, phone call home, 1-day detention

- Referral #2- conference with administration, phone call home, 1-week detention
- Referral #3- conference with administration, phone call home, 1-day bus suspension
- Referral #4- in-person meeting with administration, student, parent, bus driver and/or transportation supervisor to sign a behavioral contract for the bus
- Referral #5- removal from bus for the remainder of the school year

### **Cafeteria:**

Bret R. Tarver wants to maintain an open-door policy in our cafeteria. Any parent or student who has a concern regarding the cafeteria is encouraged to pick up a contact administration or the cafeteria manager at (623) 691-1930. All students at Tarver receive free breakfast and lunch as part of the Federal food program.

### **Cafeteria Rules**

#### **Please review the following cafeteria rules with your child:**

- Enter and leave the cafeteria quietly. Use indoor voices.
- Be courteous and respectful to all cafeteria staff.
- Keep the cafeteria lines orderly. Cuts or saving places in line are not allowed. Students may not return to the line after going through.
- Sit at assigned table(s).
- Clean table and floor areas before exiting the cafeteria. Place all paper and garbage in the correct receptacle.
- For health and safety reasons, students are not allowed to share food.
- Do NOT share home lunches.
- Do NOT take food out of the cafeteria. No “saving” food for later.
- Students not complying with cafeteria rules or staff directions may be sent to detention or the office.

### **From Home To School**

There have been some questions in the past as to when the school’s authority starts and ends. State law suggests that the school has jurisdiction over students from the time they leave their houses in the morning until they return home after school.

#### **Students should follow these safety guidelines:**

- Ensure you leave your house early enough so you can arrive without rushing, 5 to 10 minutes before the bell rings at 7:55 a.m. Our playground supervision is available beginning at 7:45 a.m. each morning. Students should not be on the playground until that time.
- Remember to show good behavior on your way to school or home. Your safety and the safety of others are very important. Remember to use the sidewalk and stay out of the street. Show respect to our community by staying out of yards and avoiding littering.
- Do not approach or get into an automobile with a stranger. Do not stop and talk to strangers.
- Report immediately to an adult any problems you encounter with strangers.

The school may impose disciplinary actions for failure to follow the above guidelines. (District Handbook page 11)

### **Academic Goals**



Bret R. Tarver School's mission is to *empower* one another to *believe* in ourselves, *achieve* our personal best, and become positive *contributing* members of our community.

As part of our mission we have established academic goals that develop life-long learning and promote rigorous mastery of state standards and life skills. Our goals are:

- To provide students with a solid academic foundation emphasizing reading, writing, mathematics, science and social studies.
- To assist students in developing problem-solving strategies and reasoning skills.
- To provide an instructional environment where students' academic needs are individually met and promoted
- To provide opportunities for students to excel through creative expression in the arts including music, art and physical education.
- To provide opportunities for students to increase their technological skills through computer-based learning, STEM opportunities and exposure to coding through Hour of Code
- To build the Leaders of today for the Leaders of Tomorrow through Leader in Me, a curricular framework that instills the 7 Habits of Happy, Healthy Children through the 7 Habits of Highly Effective people.

### **Grading Policy and Honor Roll**

Bret R. Tarver uses the District report cards and grading systems. The following scale will be used:

**HP – Highly Proficient** – denotes superior academic performance on challenging subject matter reflected by content standards.

**P – Proficient** – denotes solid academic performance and understanding of the state content standards.

**PP – Partially Proficient** – denotes partial understanding of the skills and knowledge necessary for proficient work at grade level.

**MP– Minimally Proficient** – denotes insufficient understanding of prerequisite skills; students who achieve at this level have serious gaps in knowledge and skills and may require remediation.

### **Homework Policy**

The purpose of homework is to provide practice to supplement classroom instruction. Homework also helps students develop good, consistent study habits and assume some of the responsibility for their learning. In order for your child to reach their highest potential, *all students* will have some type of homework Monday thru Thursday. All students are responsible for understanding homework expectations before leaving school. Students are responsible for completing assignments and turning it into their teacher on time. Please provide a time and study area for your child to complete their homework. Research continues to show that student achievement is greater for those children when parents are actively involved in their child's education.

### **Student Folders**

Every student will receive a color-coded Homework Folder to provide and promote consistent feedback to parents regarding class and homework. All homework should be listed in the folder. We highly encourage you to communicate with your child's teacher utilizing the folder too. Your child is responsible to maintain their agenda or folder. If your child loses or misplaces their materials, they will be responsible for replacing the items at a cost of \$1

## Nurse's Office / Medication

- Tarver employs a full-time nurse to assure your child's academic progress is not impeded by minor injuries or illnesses.
- If you have medical information about your child, please let our school nurse know to ensure continuity of care. (623-691-1915).
- If your address or phone number should change, please call or send a note so that your child's records can be updated and you can be contacted in the event of an emergency.
- All medication must be authorized by a physician and be in its original container. If your child takes any medication, a release to dispense the prescription must be signed and given to the nurse.
- Students may not carry medication with them. All medication must be turned in to the nurse.
- Students will be referred to the school nurse when an illness or injury are reported by the student to a staff member. The nurse will assess the nature of the incident and take appropriate action.
- Parents will be notified through a copy of the Nurse Referral and Disposition Report. The nurse will make every effort to contact parents personally when injuries, illnesses and accidents warrant personal communication. It is our belief that parents and schools working together support students best!

## Phone Usage / Correct Phone Numbers

When students are injured or sick, contacting parents quickly is essential. **Please keep the school office and your child's teacher informed of any changes in home or work phone numbers.**

## Parking Lot Safety

To provide safety for all the children at Bret R. Tarver and help with traffic flow, please follow the following guidelines:

1. When dropping off students, please use the lane closest to the school building. We encourage students to have all their items ready as soon as the vehicle stops to expedite drop off.
2. When picking up students in the front parking lot, please use the lane closest to the school building. We will help load your child in the designated loading/unloading area. **PLEASE NEVER LEAVE YOUR VEHICLE UNATTENDED IN THE DROPOFF OR PICK UP LANE**

Students should never be picked up or dropped off in the middle of the road or parking lot. This is extremely dangerous as cars are all around. ***Please do not honk your horn.*** Instruct your child to be waiting and watching for you. All students must wait by the pickup area.

## Video Release-Photographing Students

The students and staff at Tarver often take part in many exciting activities and newsworthy events. During these activities, it is possible that your child may be photographed or interviewed. Student pictures may be displayed throughout the school and on our school **Website, Twitter or Facebook** page. If you do not wish your child's photo to be used in these displays, please let the school know in writing. A form is provided for you at the beginning of the year giving permission for your child to be photographed.

## **Visitors**

Our desire is to have all parents and guardians actively involved and participating in their child's education. Please feel free to join us for special events, volunteer with the parent liaison, visit your child's classroom or have lunch with your child in the cafeteria.

We have a commitment to our students and teachers to create learning environments that are structured, purposeful, and safe. To ensure that we are providing this environment, the following visitor protocol is in place at Tarver Elementary.

- All visitors must check in at the office and secure a visitor badge before entering a classroom.
- Upon entering the office, please be prepared to leave your drivers license or ID with the front desk when you sign in and get your visitors pass. Your license or ID will be returned when you sign out at the end of your visit.
- All visitors must wear this badge in a visible place. Visitors without badges will be stopped by staff members and asked to go directly to the office to sign in.
- Visitors under the age of 18 must be accompanied by an adult. (District Handbook page 5)

**Classrooms/Special Area Classes:** parents and guardians are welcome to observe in the classroom as long as the observation does not disrupt the teaching and learning. Visitors may **not** bring children with them into the classroom. Upon arrival at Tarver it will be necessary to check in with the administration to arrange for your visit. The administration will contact the teacher to determine if the observation is possible at that time. **The time allowed for observation is not to exceed 1 hour.** This should be enough time to observe your child in a variety of learning situations. At the end of your visit, it will be necessary for you to come to the office to sign out and retrieve your license or ID.

**Playgrounds:** There are **NO** visitors allowed on the playground during school hours for the safety of ALL students.

**Bathrooms:** The bathrooms located throughout the campus are for student use only and not to be used by visitors. There is a bathroom in the nurse's office for adult visitors to use.

**Cafeteria:** Parents and Guardians are allowed to visit their children in the cafeteria during lunch. Parents may eat at the designated table with their child **ONLY**. Please stay with your child and remember not to use the restrooms in the cafeteria as they are for students. The students are expected to exit the cafeteria with their class and visitors are then to sign out in the office.

Thank you for your cooperation and support.