

2021-2022 HANDBOOK RECEIPT ACKNOWLEDGMENT



I have received my copy of the **Anza Trail School's Handbook**. It is my responsibility to read and understand the matters set forth in this manual.

I understand and acknowledge that Anza Trail School has the right to modify, amend or terminate policies, practices, and other programs. If such modifications, amendments, and terminations occur, I understand I will be notified of such changes.

Student Full Name: _____
(Please Print)

Student Signature: _____

Date: _____ Grade: _____

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature: _____

Date: _____

***This form will be kept in your student's records for the school year. Please return this form to your teacher (Middle School -1st period).**



***Anza Trail K-8th
An Excelling, A+ School
350 W. Sahuarita Rd.
Sahuarita, AZ 85629
(520) 625-3502 ext. 1700***

***Physical Address:
15490 S. Rancho Sahuarita Blvd
Sahuarita, AZ, 85629***

***Darlene Robinson, Principal
Julio Moreno, Assistant Principal
Jeanine Sanders, Assistant Principal***

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



SUSD 2021

Plan of Excellence



VISION

Excellence

MISSION

The Sahuarita Unified School District will work as a team to help every student succeed.

1 Safe and Supportive Environments

Clean, Safe, Physical Plants and Resources
School Culture
Comprehensive Operational Plans, Procedures, and Routines

2st 21st Century College and Career Readiness

Individualized Instruction
Effective Instructional Practice
Strong Instructional Program

3 Highly Qualified Faculty and Staff

Proactive and Ongoing Outreach to Identify Qualified Professionals
Invest in Continuous Development and Opportunity
Recognize Excellence

4 Home, School, Community Partnerships

Strategic Partnership
Communication

5 Valid Accountability for All

Highly Performing Schools
Valid Use of Analytics to Drive Meaningful Decision Making
Systematic Focus on Quality

6 Personalized Experience for Every Student

Individualized Approach to Instruction
Providing Multi-model Opportunities to Achieve Student Success
Individualized Programs

The ABC's of Anza Trail K-8 School

2021-2022

A

*** Asterisk** - Anything with an * asterisk is subject to change/cancellation until deemed safe due to pandemic circumstances.

A+ - We have earned the distinction of **A+ School of Excellence** from the Arizona Educational Foundation.

***Absences –**

Step 1: (3 – 4 Days Absent*)

- Initial Absence Notification Letter Sent to Parent/Guardian
- Teacher and Student Conference

Step 2: (5-6 Days Absent*)

- 2nd Letter Regarding Absences Sent to Parent/Guardian

Step 3: (7-8 Days Absent*)

- Parent/Guardian, Student and Anza Staff Meeting

Step 4: (9-12 Days Absent*)

- 3rd Letter Regarding Absences Sent to Parent/Guardian (US Certified Mail)
- Required Parent/Guardian, Student, Anza Staff, and SRO Law Enforcement Officer Meeting

Step 5: (13+ Days Absent*)

- Police Report for Truancy to SRO Law Enforcement Officer

*= Total Days Absent (excused & unexcused)

A successful school experience is the responsibility of the child, the parent, and the school. A child's progress, both academically and socially, is influenced by daily participation. **The State of Arizona considers 5 days of unexcused absences truancy.** Regular attendance without tardiness is the key to academic excellence.

ATTENDANCE PROCEDURES:

- When a student is absent, a parent/guardian must notify the school attendance office by phone no later than 9:00 AM and leave a message at either 520-625-3502 x1776.
- To excuse an absence, parent/guardian must provide written documentation explaining the student's absence within 5 days after the student returns to school.
- Due to state policy, any student missing more than 10 consecutive unexcused days of school will be withdrawn. Parents must re-enroll the student if/when returning.

A student's absence from school is ONLY excused for the following reasons:

- Participating in a school-related activity
- In school or out of school suspension
- If the school health assistant sends a student home, the student is excused for the day of and the day after. **(All students must be seen by the school health assistant if going home early due to illness if not, the absence will be unexcused.)**
- Observance of major religious holidays of the family's faith
- Illness
- Bereavement or other family emergencies

A parent/guardian note must be sent within 5 days of the student returning to school explaining the absence.

Please continue to bring in a doctor's note if you have it.

After 10 absences, written medical documentation from a health care professional may be required.

REMINDERS:

- Absences are counted by semester and checked quarterly.
- Students can begin arriving at 7:35 AM. All campus gates are locked & there is no supervision before 7:35 AM.
- Any student not in their seat at 8:05 AM will be marked tardy.
- All security gates, including parking lot gates, will be locked from 8:00 AM until dismissal time.
- During school hours all Anza Trail visitors must bring a valid photo ID to be allowed on campus. They are required to sign in and wear a visitor's badge/sticker while on campus. The badge must be in clear view at all times.

Administration – Our three administrators are here to help. They all believe in an “open door” environment and encourage parents and students to contact them with questions, concerns, or ideas. Everyone is welcome at Anza Trail.

- Mrs. Darlene Robinson, Principal, 625-3502 ext. 1701
- Mr. Julio Moreno, Middle School Assistant Principal, 625-3502 ext. 1703
- Mrs. Jeanine Sanders, Elementary Assistant Principal, 625-3502 ext. 1704

***After-School Activities** – Anza Trail offers a wide variety of after-school activities during the year. Studies have shown that students who actively participate in extracurricular activities are more likely to succeed and excel in school. Only students participating in an after-school activity, program, or sport are allowed to remain on campus.

After-School Activities Bus – Only students participating in an after-school activity, program, or sport are allowed to take the activity bus. The activity bus will be let out at 4:45 p.m.

Arrival and Pick-up –

**** SAFETY ABOVE CONVENIENCE** ALL DROP-OFF AND PICK UP OF STUDENTS MUST BE ON LEFT LANE. STUDENTS MUST EXIT VEHICLES ON LEFT SIDE CURBSIDE OF SCHOOL ONLY.**

Before 7:35 a.m. all campus gates are locked and there is no student supervision. **Students can begin arriving at 7:35 a.m.** There are two designated drop-off locations on campus. Students K-2nd grade can be dropped off in the car-loading and unloading loop on the west side of the school and 3rd-8th graders can also be dropped off on the east side of the school. Students that arrive on campus before 8:00 a.m. must go to their grade level waiting area or to **breakfast in the cafeteria**. Any student not in their seat at 8:05 a.m. will be marked Tardy.

Morning waiting areas: (7:35 a.m. - 8:00 a.m.)

K-2nd Grades – K-2 Playground
3rd-5th Grades – 3-5 Playground
6th-8th Grades - Courtyard

All Security Gates, including parking lot gates, will be locked from 8:00 a.m. until dismissal time.

Dismissal Schedule:

<u>Grade Level</u>	<u>Regular</u>	<u>Early</u>	<u>Half Day</u>
Kinder, 1 st , & 2 nd Grade	2:40	1:40	12:40
3 rd , 4 th & 5 th Grade	2:45	1:45	12:45
6 th , 7 th & 8 th Grade	2:50	1:50	12:50
Buses Depart	2:55	1:55	12:55

Dismissal Changes - All dismissal changes must be submitted in writing or called into the front office (520-625-3502 x1700 or x1776) before 2:00 PM. No dismissal changes should be left on a teacher's voice mail. If left on any Front Office voicemail, there is no guarantee the change will be made, please attempt to call again.

Kindergarten – 5th Grade Parent Pick-Up

- Kindergarten students will be picked up at the Kindergarten door, located at the end of the Kindergarten hallway in the C1 building.
- 1st grade students will be picked up at the 1st grade door, located at the end of the 1st-grade hallway in the C1 building.
- 2nd-grade students will be picked up outside the library door near the vehicle exit gate.
- 3rd - 5th Grade students will be dismissed from their building/classrooms.

- Anza Trail Aides will be present to assist with this dismissal process until 3:05 p.m.
- Unfortunately, we will not be able to move all siblings to one area for pick up. If you have more than one child in any of the grade levels, you will be required to pick each child up in their assigned areas.
- Anza Trail's first and foremost concern is the safety, security, and welfare of our students. **Everyone picking up a student, by foot or in a vehicle, for grades K-2, must present a photo ID and must be authorized by the parent or guardian.** If changes need to be made to the Emergency Contact List, please contact the Anza Trail front office for a Student Information Update form.

Sibling Pick-Up & Walkers and Bicycle Riders – in Cafeteria

- Students who walk home, or ride bicycles with an older sibling, will be waiting inside the Cafeteria until they are picked up by the older sibling.
- These students walk or ride home **without a parent.**
- Students are asked to walk or ride their bikes directly home.
- With parental written consent, students in Kindergarten may walk or ride their bikes home with an older sibling.
- With parental written consent, students may be picked up by other adults at their designated Parent Pick-Up area (see above). No parents/adults are permitted to pick-up from sibling pick-up area. This area is for students only and is monitored by school personnel.

BUS/After School Care Vans:

(Location: Front of School)

- All Kindergarten through 5th-grade students will be escorted to the bus loading area.
- Anza Trail Aides will always be present to assist with this dismissal process until 3:05 p.m.
- 6th, 7th & 8th-grade students will not be escorted to the bus loading area.
- Questions about bus routing, stops, pick-up times, etc., please contact Transportation 520-625-3502 x1127 or x1128.

Early Sign Out for All Students

Parent/Guardian must sign out students in the front office and must show a picture ID. The front parking lot will close by 2:20 p.m. for bussing and students will not be able to be signed out.

***Athletics: 6-8 Grades -**

1st Quarter- Boys' Flag Football, Girls' Volleyball, Boys' and Girls' Cross Country, and Cheerleading.

2nd Quarter- Girls' Soccer, Boys' Basketball, and Cheerleading.

3rd Quarter- Boys' Wrestling, Girls' Basketball, Boys' Soccer, and Cheerleading.

4th Quarter- Girls' Softball, Boys' Baseball, and Boy's and Girls' Track & Field.

- **There is a \$25 Pay to Play participation fee for all sports each quarter.** Scholarships are available if you cannot afford the fee. Please submit a letter requesting a scholarship to an administrator.
- A physical examination is required in order to participate in after-school athletics. **A new physical exam is required each year and needs to be submitted prior to the first day of try-outs, no exceptions (Arizona Interscholastic Association Regulation). Physical exams for the following school year shall be given on or after March 1st.**
- Students have issued a uniform free of charge and are expected to return the uniform in good condition. If the uniform is damaged or lost, the student will be charged for the replacement of the uniform. Students will also lose the privilege of fun activities or field trips until the uniform is turned in or paid for.
- All student/athletes are expected to adhere to all student conduct policies, including bus rules while participating in athletics. Academic Eligibility is checked every two weeks. Students with D's or F's are ineligible and will not participate.
- A copy of the Student Athletic Code of Conduct is located on the ATS website.

B

Backpacks – To help your child carry school materials, you are asked to provide a backpack. Notebooks and folders are encouraged to support organizational skills and school/home communication. Please check it every day. The school and/or your child's teacher will provide school-related info throughout the school year.

Be Kind – Anza Trail is a *Be Kind* Campus.

Bikes/Scooters – Are allowed. They must be secured with a lock and must be parked in the designated areas to prevent theft. Designated areas are as follows: Next to C2 building, next to the East Ramada, and west of Library. **The District and the school are not responsible for lost or stolen items. Helmets must be worn. Students must walk their bike/scooter on the sidewalk once they enter the gates. School fields become a public park after 4:30 pm.**

***Birthdays/Special Occasions** – Please check with your child's teacher for their individualized class procedure for birthdays and special occasions. Please adhere to our district-wide Wellness Policy. Store bought nutritional snacks and/or non-edible treats are preferred. Student flower and balloon deliveries are not allowed on the bus or in the classrooms. For safety reasons, they will be held in the front office until the end of the day. Only water will be allowed on buses and classrooms. Link for the Wellness Policy:
<http://susd30.us/wp-content/uploads/2018/08/Sahuarita-USD-Guidelines-and-Procedures-to-Support-Local-Wellness-Policy-B.pdf>

Breakfast – Breakfast is served every morning from 7:35 a.m. – 8:00 a.m. Breakfast is \$1.05* for K-5 grade students and \$1.35* for 6-8 grade students. *Prices subject to change starting the 2020-2021 school year

Bullying - Will NOT be tolerated. Conflicts and harassing behavior must be reported immediately. Bullying is defined as the activity of repeated, aggressive behavior intended to hurt another person, physically, verbally or emotionally and where there is an imbalance of power. Students found to be bullying other students, will be disciplined by an administrator. As a school, we document any aggressive activity through Incident Reports. If you feel your child has been a victim, please contact their teacher or counselor, and your student must fill out an Incident Report. We cannot fix it unless we know about it.

Bus – Students need to know their bus number and follow the Compact for Success. If you have questions, the Transportation Dept. may be reached at 625-3502 ext. 1127. **Riding the bus is a privilege.** Students will be suspended from the bus if they do not follow rules. It is important to keep all students safe. All students and parents/guardians will be required to sign a detailed rules and consequences contract.

C

Calendar – The school year calendar is filled with important events for the year. A monthly newsletter will be posted on the ATS web page, as well as sent home electronically. For those who do not have technology access, call the school to request a hard copy. The school/district calendar is posted on the SUSD website: www.susd30.us.

Cell Phones – Are not to be seen or used on campus between the hours of 7:35 A.M. – 2:50 P.M (unless directed by Teacher for educational purposes only; it may not be used for reward purposes). Students caught with a phone in hand will have their phone confiscated. A parent or legal guardian must pick up the phone. If there is an emergency, there is a phone available for student use in the back office. The District and Anza Trail assume no responsibility for personal items lost or stolen.

Checks - When writing checks out for payments, please make sure the check is made out to **SUSD #30**.

***Classroom Deliveries** - In an effort to limit classroom interruptions, classroom deliveries or messages will be delivered by an Office Assistant, unless the parent has been requested to volunteer in the classroom. Please limit classroom deliveries as much as possible and for emergencies only. Only water will be accepted for delivery during school hours.

Classroom Removal - Each classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our high standards of behavior. In each classroom, the teacher will send information on the classroom expectations and consequences. At Anza Trail, we listen to every child and try to make everything a learning experience. If a child takes away another child's right to learn, they may be removed from the classroom for a time out in another teacher's classroom and a phone call home will be made by the teacher. If a middle school student's behavior is severe, a discipline referral will be issued, and the school administrators may impose discipline that warrants a classroom removal in the Coyote Turn-Around Center and/or a more progressive discipline will be given.

Computers – K-5th-grade students have a computer class one day a week. We use a variety of age-appropriate programs that reinforce the state standards. 6th-8th-grade students will have the opportunity, through electives, to take technology-based lessons. There are computers for student use in the library.

***Conferences** - Parent/Teacher conferences are held in October and March. Please see the calendar for dates. Your K-5 child's teacher will have a sign-up sheet. 6th-8th-grade teachers have open conferences in the Fall and pre-scheduled conferences in the Spring, if needed.

*You may contact the school for a conference at any time. Grades K-5 contact: Mrs. Romero at 625-3502, ext. 1714; grades 6-8 contact: Ms. Lopez at 625-3502, ext. 1754.

Confiscated Items – Cell phones, electronic items, and misc. items must be picked up and signed out by a parent/guardian in the front office.

D

***Dances** - Several social events sponsored by Student Council, NJHS, and Yearbook are planned throughout the school year and will be announced in advance. Anza Trail middle school students have a dance each quarter. All school dances are after school and an activity bus is available, except for Family Dance and 8th-grade Promotion dance (transportation must be provided by parent). **Student IDs are required to enter dances.**

Discipline - At Anza Trail, three general school-wide expectations guide our behavior: **Be Safe, Be Responsible, and Be Respectful**. When school rules are broken, a Coyote Caution or a Discipline Report will be filled out. All discipline reports will be processed and assigned by administration. All consequences may include, but are not limited to:

- A phone call home and/or loss of privileges
- Lunch detention: Written notification to parent/guardian
- After-school detention: Verbal and written notification to parent/guardian
- In-school Suspension: Verbal and written notification to parent/guardian
- Out-of-school suspension: Verbal and written notification to parent/guardian

Drug/Alcohol/Weapon Free School Zone – Sahuarita Unified School District is a zero-tolerance school district. Any student in possession of or under the influence of any of these may receive **a 1-year suspension**. If a student gives or sells drugs on campus, he/she may be expelled from SUSD. This also extends to any gang influences in school. Law enforcement will also be contacted.

E

Electronic Devices – Portable devices are not allowed on campus from 7:35 a.m. to their respective dismissal time. Students may not use their cell phones or any type of electronic device until they are outside of school grounds or out of the gates. Electronic devices include iPods, MP3s, cell phones, video game players, laser pens, headphones, cameras and any other devices (exception: Kindles or Nooks for reading purposes only). If found, the device will be confiscated and can only be picked up by a parent/guardian in the front office. The second time an item is confiscated, disciplinary action will be implemented. If the items are stolen, we will not investigate as those devices should not have been brought to school. **The District and Anza Trail assumes no responsibility for personal items lost or stolen.**

Email - You may email your child's teacher with any important information or questions. Teacher emails differ, it is best to check the school's website: <https://sUSD30.us/schools/anza-trail-school/staff/> for accuracy. All SUSD staff email end with @sahuarita.net. Professional response timeline for emails includes a 24-hour return email during business days to exclude weekends.

Emergency - If your home or work phone number changes, please inform the attendance/registrar office and teacher as soon as possible, so that you can be located quickly in case of an emergency.

Expectations of Students – At Anza Trail, school-wide expectations guide our behavior:

Be Responsible, Be Respectful, and Be Safe

Each student is expected to:

- Exhibit regular attendance, punctuality, and active participation in the learning process.
- Contribute to a positive climate on campus by treating school property, other students, and all adults with respect.
- Demonstrate positive citizenship and kindness.

F

***Fees** - *(subject to change)* Parents of returning students can pay their children's school fees securely online through the PowerSchool Parent Portal. Log in to the PowerSchool Parent Portal on any web browser (not available on the app) and select Purchases & Payments under Navigation. If an appointment is needed to pay in person or for any questions please call the Principal's administration assistant at ext. 1701.

- P.E Uniform (6-8 only): \$25 Dri-Fit set or \$12 for shorts and \$15 for shirts from P.E teacher
- ART: \$10 per quarter
- NJHS: \$15 per year
- Pay to Play: \$25 per sport
- Replacement ID: \$5
- Replacement Planner: \$5

***Field Trips** - Field trips are both fun and educational for students. We need parent volunteers on the trips (the number of spaces may be limited). A notice will go home before each trip. All volunteers MUST be Board Approved and complete a Field Trip Volunteer Expectation Slip. The teacher will provide you with this form or you can find it on the last page of this section.

Fighting – Is unacceptable student behavior and will not be tolerated. Consequences may include but are not limited to police involvement, in-school or out-of-school suspension, parent notification, mediation, after-school detention, and/or loss of privileges. Students are encouraged to see a counselor, administrator, or staff member if they are having issues with another student and fill out an Incident Report. Reckless behavior such as horseplay, rough play, or "just messing around" often leads to fighting; it is not allowed and will result in discipline.

Fire/Lockdown/Evacuation Drills– At Anza Trail, we have monthly safety drills. These include fire, lockdown and evacuation drills. We will practice and become familiar with the procedures before our first scheduled drill.

Fundraising Sales - The school does not permit individual students to sell items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. **ALL** school fundraising events must be Board approved.

G

Gum – Chewing gum is prohibited on campus and on the bus at all times.

H

Health Office - *****Requirements are ever-changing during these unprecedented times to best ensure everyone's safety. ***** Please let your child's teacher know of any special circumstances which may affect your child. These could include medication that may make them sleepy, a family change, etc. Please let us know if your child has any allergies. We sometimes cook or do food activities to complement lessons, and it would be helpful to know, so we can plan around it. Health aides will tend to minor scratches and scrapes, as well as

sudden illnesses. For more serious injuries, they will contact you. Please be sure to notify the front office/registrar of any changes in contact information in case they need to get in touch with you. If you need to speak with the health aide(s), please call **625-3502 x1742**.

Bathroom Accidents

If a student has a bathroom accident, the Health Assistant will be notified. Health assistant will make arrangements to meet the student at a designated location to address the situation. Parents will be notified, and a clean change of clothes will be offered, if available.

Soiled clothing will be double bagged and placed in the student's backpack to bring home to be cleaned. Very soiled clothing may be stored in the health office for parent pickup.

Chronic Illnesses

Please contact the health office if you have a student with a chronic illness (asthma, seizures, food allergies, diabetes, etc.) so we may know how to best meet your child's needs during the school day. Further medical documentation may be requested.

Illness at School

The classroom teacher, aide, or health assistant will tend to minor illness or injury. For more serious illness or injuries, parents will be contacted.

Students must not come to school if they are sick! Please monitor your child for any signs of illness each morning before sending them to school.

- Any student with a temperature (fever) of 100.0 Fahrenheit or higher, will need to stay home until they are "fever-free" for 72 hours without the use of fever reducing medications.
- Any student with 2 or more **other** "Flu-Like" or "COVID 19-Like" symptoms (or moderate to severe individual symptoms), must stay home until symptoms are resolved.
 - Cough, Shortness of breath or difficulty breathing, Sore throat, Runny or stuffy nose, Muscle or body aches, Headaches, Fatigue (tiredness), new loss of taste or smell
- Any student with vomiting will need to stay home until they are vomit-free for 24 hours without the use of vomit suppressing medications.
- Any student with diarrhea will need to stay home until they are diarrhea-free for 24 hours without the use of diarrhea suppressing medications.

Please report all absences per school attendance policy. Please be sure to notify your school health assistant if your child has been diagnosed with COVID-19, has a suspected case of COVID-19, or has had close contact with someone diagnosed with COVID-19. Student will need to stay at home if advised to quarantine and/or isolate. Students will have to opportunity to make up work missed due to symptoms of COVID-19.

- **If you need to speak with the health aide, please call 625-3502 ext. 1742.**

Student Medication

SUSD#30 is a DRUG FREE ZONE. All prescription and non-prescription medications must be brought to school by an adult a medication administration consent form must be completed, and medications must be stored in a designated location and administered by the School Health Assistant or other staff member (designated by the principal. If your child needs to self-carry an albuterol inhaler, epinephrine auto injector, or other "lifesaving" medication, please contact the school health assistant.

Immunizations

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations or the student fails to receive immunizations as scheduled.

Lice

SUSD#30 has a "NIT-FREE" policy. Any student found to have lice and/or nits in their hair will be excluded from school. Parents should treat hair and remove ALL lice and/or nits from the hair, prior to returning student to school. Student should be accompanied to school by a parent/guardian and the health assistant will verify whether or not the student is able to return to class. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats.

Helpful Phone Extensions- (520) 625-3502 is a district-wide number

- Front Office x1700
- Health Office x1742
- Transportation x1127 or 1128
- Attendance x1776
- Registrar x1705

Homework - Homework is valuable and helps students make the most of their school experience. It reinforces what has been taught in class, prepares students for upcoming lessons, extends and generalizes

concepts, teaches responsibility, and helps students develop essential study habits that will be needed throughout all of their schooling. If your child is spending more than an hour of homework time a day, please contact his/her teacher. At Anza Trail (for grades 3-8), we believe that **"A Due Date is a Due Date"**. This means that if your child does not do their work, he/she may be calling you to let you know that they are staying after school or during lunch. * Late work may not be accepted and/or may not receive full credit. *Teacher's discretion.

Homework Help - May be available at lunch. Please check with your child's teacher if this is an option for your child since it is not a requirement.

***Honors and Recognitions** – Anza Trail acknowledges outstanding student achievement by awarding students with various awards throughout the year. 3rd – 8th grade Awards assemblies, when deemed safe, will be held 1st, 2nd and 3rd quarters to celebrate these successes in our cafeteria. 4th Quarter awards are distributed in class by the teacher (not a formal assembly). (See the school calendar for dates and times.) Parking is available in front and back of the school, and at the Rancho Sahuarita Clubhouse parking lot. All visitors must have a guest pass to enter the campus.

I

IDs – All 6th – 8th grade students are required to have their SUSD ID on them while on campus and on the bus. **The ID cannot be damaged.** If lost or damaged, the student will have to replace the ID for a fee of \$5.00. If a student does not have their I.D, their name will be logged and given a NO ID PASS for the day. On the 3rd occurrence in a quarter, they will receive after-school detention. After the 3rd occurrence, in a quarter, progressive discipline will be implemented. An ID is needed to purchase lunch and to check out library books at school.

Inappropriate Language – Foul language will not be tolerated at Anza Trail. There is NEVER a reason to use inappropriate language. The rule is: Don't say anything to anyone that you would not say to your mother or father.

Independent Reading - Children learn to read and improve their reading skills by reading daily. By giving the children time to read both at school and at home, we can work together to provide a literature-rich environment and a life-long love of reading.

J

Journals - One strategy that we use to help convey the print concept is the use of journal writing. In these journals, Kindergartners combine their emerging writing skills with their drawing skills. As children are exposed to a variety of phonics and reading experiences, journal entries will move from drawings and "inventive" spellings towards more conventional writing. This is extended through 8th grade and progresses through the Writing State Standards.

K

Kindness - Students at Anza Trail are encouraged and expected to treat all members of the school, as well as others, with kindness and respect, regardless of any personal characteristic they have or group they identify with. Bothering others, bullying, and interrupting learning will not be permitted. Anza Trail is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment, intimidation, and bullying. Harassment and bullying are illegal under both state and federal law and will not be tolerated. This includes but is not limited to verbal abuse that insults or humiliates others. Also, included are name-calling, sexual innuendos, and using any personal characteristic or identity in a derogatory way or as an insult.

L

***Library** - All K-5 students go to the library one day a week. Please take care of the books that are checked out and have a special place for them at home as your child will be held responsible for lost or damaged books. We are always looking for volunteers for the library. Please call the school if you are interested in helping.

Lost & Found – Items that are found will be turned in at the front office. Items will be there for at least a month before being turned over to a charitable organization. The district or school assumes no responsibility for lost or stolen items.

Lunch - Children may bring a packed lunch from home or eat a school lunch. The school lunch is \$2.20* for K-5th grade and \$2.50* for 6-8th grade. A menu will go home each month. **Sodas** are discouraged and **energy drinks** are not allowed on the school campus. *Prices subject to change starting the 2020-2021 school year

The ability to check the balance of your child's lunch money account and make online payments is now available. All you need is your student's ID number. Go to the district website at <https://susd30.us/district-services/food-nutrition/>

Click on "Online Meal Payment" tab, and then click on "My School Bucks". You will then enter the information required and follow the steps provided. (There is a \$2 convenience fee for online payments).

Lunch Detention - If a student has been assigned lunch detention, he/she will serve it in the Coyote Turn-Around Center. Students will eat their lunch there and will remain until their lunch break is over. Failure to go to lunch detention on the day it was assigned will result in further disciplinary action. Parent notification is provided via a copy of the discipline report and sent home with the student.

M

Music - Students K-4th grade will be taught the basics of music education and will be sharing many wonderful songs. They will have music one day a week. 5th Grade students will be offered choir, orchestra, or band. In grades 6-8th, general music, band, orchestra, choir, and jazz, are available as electives. Studies have shown that students that play a musical instrument do better in school.

N

Newsletter - Anza Trail will email a monthly newsletter, post on the Anza Trail Facebook page, and on the ATS web page. For those who do not have technology access call the school to request a hard copy. The school/district calendar is posted on the SUSD website: www.susd30.us/schools/anza-trail-school/. Some teachers send home weekly or monthly newsletters as well. Please check your child's backpack and our school website.

O

Organizational Skills – Students are responsible for being organized for learning. This includes maintaining a folder or notebook for homework and having classroom supplies (appropriate books, pencils, pens, and paper). This also includes keeping a neat desk for younger students. Students need to come organized and ready to learn.

P

***Parent Involvement** - Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. Individual teachers will set up parent volunteers for the classroom when needed. If you would like to volunteer in other areas like the library, pick-up/drop-off, or the front office, please see Visitors and Volunteers section for

more information. Also, you can join our school PTO or contact the school at (520) 625-3502 x 1700 for details. Volunteers planning to come more than 5 times in a school year must be Board approved.

***Parking** – The front parking lot will be utilized for Bus Drop Off from 7:30 – 8:05 a.m. Monday – Friday. Bus Pick Up will be from 2:20 – 2:55 p.m. Monday, Tuesday, Thursday, and Friday; Wednesday from 1:20 – 1:55 p.m. **The front parking lot is closed to ALL other traffic during those times.** Please use the Anza Trail front parking lot when visiting; it will be available after 8:05 a.m. For Special Events such as Awards Assemblies or Programs, utilize the parking lot at the back of the school near the basketball courts. We ask that all Anza Trail visitors please check in to the front office for a Visitor's Badge or sticker. It is highly discouraged to leave your vehicle unattended in the front parking lot loop due to our many programs; buses are expected throughout the day. Also, emergency vehicles need to have access to the front loop in case of an emergency.

PDA - Public Display of Affection is not allowed on campus. If caught, parents will be notified. Further infractions will result in disciplinary action.

P.E. - K-5th grade classes will have Physical Education class one day a week. The children are asked to wear sneakers. Girls may want to wear pants, shorts, or shorts under their dresses on their designated day. Middle school students will be **required** to wear **plain red** gym shorts/sweatpants and **plain grey or Anza Trail** t-shirts/sweatshirts. P. E. uniforms may be purchased from the student's P.E. teachers; Dri-fit uniform set is \$25.00, or you can also purchase shorts for \$12 or a shirt for \$15. Now offered is a sweatpants/hoodie set for \$35.00 or sweatpants for \$17.00 and hoodie for \$20.00. P.E. teachers can accept cash or check (payable to **SUSD #30**) for purchases.

Phone Calls – The office will accept incoming phone calls for students in emergency cases only. If you call to get a message to your child after 1:50 PM (12:50 on Wednesdays), your child will NOT receive your message. Cell phones may not be used, seen, or heard on campus during the hours of 7:35 A.M. – 2:50 P.M. Please DO NOT text, message, or call your child during school hours as this is disruptive to the school day and will result in disciplinary action. There is a student phone available in the office for students to use if they need to.

Planners - Students at Anza Trail will be issued a planner free of charge at the beginning of the school year. Students are expected to use their planner to keep track of his/her assignments. If a student loses their planner, replacement planners will cost \$5.

Power School- Power School is the school district's electronic student management system where student information is collected and stored. The Parent Portal gives parents and students access to real-time information that may include attendance, grades, detailed assignment description, and school bulletins. For more information, please visit: <https://sUSD30.powerschool.com/public> to set-up your account for viewing.

Professional Learning Community – Anza Trail is a professional learning community in which students are expected to take responsibility for their behavior and academic achievement. A positive school environment is the result of parents, faculty, and administration articulating and consistently reinforcing high standards of student behavior and performance.

Q

Quality – Quality education is achieved through teamwork between home and school! “We are only as strong as the community that surrounds us.”

Questions - You may want to write down some of your questions that you would like to ask your child's teacher(s). If you have any questions, please do not hesitate to contact the teacher or school by note, phone, or email.

R

Report Cards - Report cards reflect the progress your child has made toward class assignments, assessments, and state standards. Most grade levels will send progress reports home halfway through the quarter. For up to date grade information, please log in to Power School account.

S

Schedules – Once a student schedule is set, we highly discourage making changes. To consider a schedule change, the process below must include:

- Parent/Teacher/Student meeting to discuss current placement.
- Plan of action must first be in place.
- Implementation of an action plan.
- Reconvene to discuss results after 30 school days, if necessary.
- Continue with the initial schedule or set up a meeting with an administrator to discuss potential change of schedule.

School Authority- Off school grounds: School's do have the Broad Authority to control and discipline students acts that are detrimental to the good order and best interests of the school, regardless of whether the acts are committed during school hours, non-school hours, or off campus grounds. When the safety of students is compromised, school-based discipline clearly extends to activities beyond the school grounds, and school authorities may discipline pupils for out of school misconduct having a direct effect on the school, students, and/or staff.

Security Cameras - Cameras have been installed around campus and are checked regularly for student safety.

Sibling Pick Up- Kinder- 5th grade students, who will walk home with a middle school sibling, will be housed in the cafeteria until 2:50. Older siblings need to pick up younger siblings promptly at 2:50 P.M. This area is not a designated parent pick-up area. **Siblings Only**.

Skateboards, Skates, and Heelys – For safety reasons, Skates and Heelys are **not allowed on campus at any time** and will be confiscated. Skateboards used as transportation to and from school may be housed in the front office with our registrar pending prior approval but are not to be ridden on campus.

Snacks - Children generally get hungry by mid-morning. If you wish, you may send a snack with your child. This should be a healthy snack that is quickly eaten, such as crackers, raisins, or fresh fruit. Only water will be accepted for delivery during school hours.

Supervision- Supervision is only available from 7:35am to 3:05pm. Students must exit campus immediately following dismissal.

T

Tardiness – Being tardy is a distraction to students and teachers and may affect their academics overtime, so it is essential that students are on time. Tardiness counts towards truancy and will impact a student's recognition for perfect attendance. Parents or guardians must sign their students in after 8:05AM. The following consequences will be enforced, per quarter, with or without parent/guardian signature:

- 4th tardy: lunch detention
- 8th tardy: after-school detention and a phone call to parent/guardian
- 12th and over tardy: out of school suspension and parent/guardian conference

Toys - Bringing toys to school is discouraged. They distract children from learning. Some teachers allow them for "Show and Tell" but they will need to be kept in your child's backpack. The district and the school are not responsible for lost or stolen items.

Truancy - It is very important that your child comes to school every day. We are learning new concepts every day and children who miss a lot of school fall behind. Coming to school regularly will set the precedence for your child's future educational success. Please see additional Truancy information under the "A" – Absences section.

Tutoring - Many Anza Trail teachers volunteer their time during lunch and after school to tutor students. Students are advised to take advantage of this service and should check in with their teacher for tutoring days and times.

U

Uniform Dress Code - ***Requirements are ever-changing during these unprecedented times to best ensure everyone's safety. *** At Anza Trail, we are committed to preparing our students for the future. This preparation includes academics, social, and job skills. The classroom is the student's "workplace"; we expect them to dress accordingly. The following dress code is a district-wide requirement for all K-8 students:

Shirts:

- Must be **solid** white, gray, tan, blue, or red. (No Black Shirts)
- Must have a collar or be an SUSD sponsored spirit shirt, both must have sleeves.
- Must not be longer than the middle finger with arms resting at the student's shoulders, or tucked in.
- Plain without logos or insignias.
- Must be shorter than shorts and skirts.
- Sweaters, sweatshirts, or jackets may be in any color.
- Dress code shirt must be worn under sweaters/jackets.

Pants, Jeans, Leggings, Capri's, Shorts & Skirts:

- Must be solid black, tan, navy blue, white, or gray. (No heathered patterns or side stripes)
- Multicolored leggings may be worn underneath dress code approved skirts or shorts.
- Skirts and dresses must be longer than the student's fingertips with arms resting at the student's side.
- Shorts must be longer than the student's thumb tips with arms resting at the student's side.
- Must be fitted, not baggy.
- Must be hemmed with no frayed edges, rips or tears

Shoes: Must have a back strap for safety reasons, no slippers.

Hats:

- No headwear is allowed in buildings.
- Hairclips, headbands, and barrettes are permitted, but no bandanas or sweatbands.

Piercings: Any piercings that disrupt the learning process or may pose a potential safety concern will not be permitted.

Out of Dress Code Days: For Fundraising or as an earned reward student are allowed to have designated Out of Dress Code Days.

- **No midsection showing**
- **No backless; No halter tops**
- **No mini skirts**
- **No spaghetti straps or tanks; no strapless shirts/dresses**
- **No ripped, torn, and frayed clothing**

Dress Code Violation Policy:

- Middle School Students: Dress code checks will occur during 1st period and throughout the day. A log of each incident is kept for each quarter
 - **1st Warning:** Sent to the office with a pass. A sticker pass will be provided, and your name will be logged in a binder.
 - **2nd Warning:** Sent to the office again with a pass. You will receive a second sticker. Name is logged again.
 - **3rd Warning:** Sent to the office again with a pass. You will receive a discipline referral from the school administration and will receive After School Detention. If there is a "No Show" on your designated day, Out of School suspension will be assigned.
 - After the 3rd occurrence, in a quarter, progressive discipline will be implemented.
- Elementary students, who do not meet our dress code, will be asked to change clothes in the health office. If we do not have any clothing to fit, students will call home to have a parent/guardian bring appropriate clothing in and will follow the same dress violation as middle school.

Unique - Students at Anza Trail are special and unique. They will have opportunities to describe how they are alike as well as different from others. They will share cultures and learn about different cultures within their classes.

V

***Visitors** - We value and enjoy having parents and community members visit our school for special events. **Visitors must sign in at the school office upon arrival, provide a photo ID, and wear a visitor's badge or sticker.** The Visitor's badge must be in clear view while on campus. It is the goal and responsibility of the school to create a safe learning environment; safety above convenience. Any student visiting is not permitted at any time during the school day. If you are visiting on a regular basis you must become a board-approved volunteer.

***Volunteers** – Any person wanting to volunteer and/or go on field trips must be Board approved. To volunteer please visit <https://susd30.us/families/volunteers/> for instructions on how to become a Board approved volunteer. **Volunteers must sign in at the school office upon arrival, provide their district-issued badge, and wear their badge in clear view at all times while on campus.** It is the goal and responsibility of the school to create a safe learning environment; safety above convenience. All volunteers must pre-arrange Classroom visits with the teacher or an administrator or have a set volunteer schedule.

* K-5 parents/guardians, please hold off on Board Approved volunteers until September. We love your help, but we need to get routines set and get to know our students first.

W

Water Bottles – Water bottles with unflavored water only will be allowed in K – 8th grade classrooms. There are water fountains in each hall and outside on the grounds and buildings. K-5th grade water bottles will be placed in a designated area.

Website – Visit the Anza Trail School's website at <http://www.susd30.us/schools/anza-trail-school>. School information and upcoming events will be available on this website. You may also visit the SUSD website at <http://www.susd30.us> for district-wide information.

Withdrawing from School – As per Arizona regulations, parents/guardians are required to officially withdraw a student if that student is leaving the district. You must come to the office to fill out a withdrawal form. Student records will not be released until the student is officially withdrawn.

Writing on self, others, clothing or ID - Is not allowed. If a student has writing on his/her person, they will be expected to wash it off. If the student has writing on their clothing, they will be asked to change clothing in the health office, and if the student ID has writing obscuring the picture and/or barcode of their school-issued I.D., they will be required to purchase a new ID.

X

eXcellence! At Anza Trail, we will “Reach for the Excellence Within!”

EXCELLING – Anza Trail School has been named by the State of Arizona as an “Excelling” school. Congratulations students, faculty, staff, and parents!

Y

Younger Siblings - Parents with younger children, please check with your child's teacher about bringing children with you when volunteering in the classroom.

Z

ZZZZS - It is important for your child to get plenty of rest. No matter what grade your child is in, setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!



We thank you for all your support and
look forward to a great year!!

TRUANCY PROCESS

Step 1: (3-4 Days Absent*)

- Initial Absence Notification Letter Sent to Parent/Guardian
- Teacher and Student Conference

Step 2: (5-6 Days Absent*)

- 2nd Letter Regarding Absences Sent to Parent/Guardian

Step 3: (7-8 Days Absent*)

- Meeting: Parent/Guardian, Student and Anza Staff Member

Step 4: (9-12 Days Absent*)

- 3rd Letter Regarding Absences Sent to Parent/Guardian U.S. Certified Mail
- Meeting: Parent/Guardian, Student, Anza Staff Member, and SRO Law Enforcement Officer

Step 5: (13+ Days Absent*)

- Police Report for Truancy to SRO Law Enforcement Officer

*Total Days Absent (excused + unexcused) and counted by semester.

A Student's absence from school is ONLY excused for the following reasons:

- Participating in a school-related activity
- In school or out of school suspension
- If the school health assistant sends a student home, the student is excused for the day of and the day after. **(All students must be seen by the school health assistant if going home early due to illness, if not the absence will be unexcused.)**

OR

- Observance of major religious holidays of the family's faith
- Illness
- Bereavement or other family emergencies
- **With a parent/guardian note sent in within 5 days of the student returning to school explaining the absence**

Please continue to bring in a doctor's note if you have it.

After 10 absences, written medical

ATTENDANCE PROCEDURES:

- When a student is absent, a parent/guardian **MUST** notify the school attendance office by phone no later than 9:00 AM and leave a message at either 520-625-3502 x1776.
- The parent/guardian must provide written documentation explaining the student's absence within 5 days of the student returning to school.
- Due to state policy, any student missing more than 10 consecutive unexcused days of school, the student will be withdrawn. A parent/guardian must re-enroll the student if/when returning.

This Attendance Information can be found at:
<http://susd30.us/schools/anza-trail-school/resources/handbook/>

TARDIES:

Parents or guardians must sign their students in after 8:05 AM. Consequences are as follows, per quarter, with or without parent/guardian signature:

- **4th tardy: lunch detention**
- **8th tardy: after-school detention and a phone call to parent/guardian**
- **12th and over tardy: out of school suspension pending parent/guardian conference**

A successful school experience is the responsibility of the child, the parent, and the school. A child's progress, both academically and socially, is influenced by daily participation. The State of Arizona considers 5 days of unexcused absences truancy. Regular attendance, without tardiness, is the key.

REMINDERS:

- Students can begin arriving to school at 7:35 a.m. All campus gates are locked and there is no supervision before 7:35 a.m.
- Any student not in their seat at 8:05 a.m. will be marked tardy.
- All security gates, including parking lot gates, will be locked at 8:00 a.m. until dismissal time.
- All visitors to the Anza Trail Campus, during school hours, are required to sign in at the Front Desk, leave their photo ID, and wear a Visitor's Badge, until they exit the campus.
- In trying to teach our students responsibility and minimize classroom interruptions, please avoid dropping

IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by

students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- student safety in regard to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyber bullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-341](#)

[34-501](#)

[34-502](#)

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

JICK ©
STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: 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, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

A.A.C.

R7-2-1308

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns,
Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Records



SUPERINTENDENT

SAHUARITA UNIFIED SCHOOL DISTRICT #30
350 W. SAHUARITA ROAD, BUILDING 10
SAHUARITA, AZ 85629-9000
PH: (520) 625-3502 x1001
FAX: (520) 625-5380
OFFICE OF THE

Dear Parents:

Our goal in Transportation Services is to provide a safe and comfortable ride to and from school for all students. This requires teamwork and shared understanding of basic operating norms. In order to accomplish these goals, Sahuarita School District has established the following procedures and routines on all District buses and at District designated bus stops as applicable.

1. Students will remain seated on the school bus.
2. Students will face forward when on the bus.
3. Students will keep their hands, feet, and personal objects to themselves.
4. Students will maintain a quiet conversation voice (level 2) and use appropriate language.
5. Student will obey reasonable direction from the bus driver at all times.
6. For safety and cleanliness reasons, eating/drinking on the bus is prohibited, with the exception of a water bottle.
7. Students will have their District issued identification card with them when boarding the bus.
8. The following items are prohibited on the bus: **balloons, skateboards, weapons of any sort, glass items, with the exception of eyeglasses.**
9. Bus norms also apply at respective, designated bus stops, as applicable.
10. Please arrive at your bus stop at least 5 minutes prior to your scheduled pick up time.

Acknowledgement of student cooperation may include:

1. Positive reinforcement
2. Timely departures/arrivals — Teamwork Works!
3. Positive notes
4. Parent calls

Infraction of bus rules are serious concerns, as student safety is our top priority. In order to establish a positive and safe environment, the following general sequence of progressive and logical consequences will be in place when a student chooses to violate the above-mentioned procedures and routines.

- **1st offense** — will be a conference and bus warning letter.
- **2nd offense** — three (3) days suspension from the bus.
- **3rd offense** — two (2) weeks suspension from the bus.
- **4th offense** — suspension for the remainder of the school year.

PLEASE NOTE: The District reserves the right, based on the seriousness and unique consideration of an infraction, to bypass one or more of the progressive steps and administer a more severe disciplinary consequence, or otherwise modify the disciplinary outcome.



SAHUARITA UNIFIED SCHOOL DISTRICT #30
350 W. SAHUARITA ROAD, BUILDING 10
SAHUARITA, AZ 85629-9000
PH: (520) 625-3502 x1001



SUSD ESTUDIANTILES SERVICIOS DE TRANSPORTE COMPACTO PARA EL ÉXITO

familia:

Nuestro objetivo en los servicios de transporte es proporcionar un viaje seguro y confortable a la escuela para todos los estudiantes. Esto requiere trabajo en equipo y la comprensión común de las normas básicas de funcionamiento. Para lograr estos objetivos, el Distrito Escolar Sahuarita ha establecido los siguientes procedimientos y rutinas en todos los autobuses del Distrito y en las paradas designadas del Distrito, según corresponda.

1. Los estudiantes permanecerán sentados en el autobús escolar.
2. Los estudiantes se enfrentarán hacia adelante cuando en el autobús.
3. Los estudiantes mantendrán sus manos, pies y objetos personales para sí mismos.
4. Los estudiantes mantendrán una voz tranquila de conversación (nivel 2) y usar un lenguaje apropiado.
5. Estudiante obedecerá instrucciones razonables del conductor del autobús en todo momento.
6. Por razones de seguridad y limpieza, comer / beber en el autobús está prohibido, con la excepción de una botella de agua.
7. Los estudiantes tendrán su tarjeta de identificación del Distrito emitido con ellos al subir al autobús.
8. Los siguientes artículos están prohibidos en el autobús: globos, patinetas, armas de cualquier tipo, artículos de vidrio, con la excepción de los lentes del ojo.
9. Normas de autobuses también se aplican en las respectivas paradas de autobús, designados, según corresponda.
10. Por favor llegue a la parada del autobús por lo menos 5 minutos antes de la hora programada para ser recogidos.

Reconocimiento de la cooperación de los estudiantes puede incluir:

1. El refuerzo positivo
2. Salidas / llegadas puntuales - Obras del equipo!
3. Notas positivas
4. Llamadas a los padres

La infracción de las reglas del autobús son preocupaciones graves, como la seguridad del estudiante es nuestra principal prioridad. A fin de establecer un ambiente positivo y seguro, la siguiente secuencia general de consecuencias progresivas y lógico estará en su lugar cuando el estudiante opta por violar los procedimientos y rutinas antes mencionadas.

- Primera ofensa - será una conferencia y carta de advertencia de autobuses.
- Segunda ofensa - tres (3) días de suspensión del autobús.
- Tercera ofensa - dos (2) semanas de suspensión del autobús.
- Cuarta ofensa - suspensión por el resto del año escolar.

350 West Sahuarita Road
Sahuarita, AZ 85629-9000
Ph: (520) 625-3502 x1700
Fax: (520) 398-7121

Mrs. Darlene Robinson, Principal
Mr. Julio Moreno, Assistant Principal
Mrs. Jeanine Sanders, Assistant Principal



Dear Board Approved Volunteer,

Thank you for taking the time out of your busy schedule to join us on an opportunity to extend our students' learning through field experience. Your time and support are greatly appreciated. To ensure a memorable experience for both you and the student(s) you will be supervising, please keep in mind the following:

- All field experiences are an extension of our schools and individual teacher's rules and procedures. Think of the bus ride, and the experience as, "Anza Trail School on Wheels." All rules apply throughout the trip and our dress and behavior are a direct reflection of our school, district, and surrounding community.
- Please follow all school rules and guidelines provided by the teacher. If you have any questions about the rules and/or need clarification, please ask the teacher prior to departure.
- Thank you in advance for speaking positively to all children throughout the experience, including when redirecting their behavior. If further discipline is needed, please contact the teacher.
- Due to the many allergies, our students may have, and our adherence to our district's Wellness Policy, we ask that you do not give or purchase food and/or snacks for any student.
- If a child gets hurt, please report the injury to the teacher immediately.
- Continue to model safe and respectful behaviors. If at any time, another student or adult is engaging in unsafe and disrespectful behaviors, please report that to the teacher as soon as possible.

Our collective goal is that every person, child, and adult, have a unique and memorable experience.

Please sign and return the bottom portion of this letter as receipt that you have read its contents and are willing to commit to the guidelines listed above.

Thank you again for your generosity of time and for enhancing our students' learning experience. We are grateful for all you do!

Respectfully,
Darlene Robinson
Anza Trail K-8 School, Principal

Volunteer Expectation Slip

____ **Yes**, I have read the contents of the Volunteer Expectation Letter and am willing to adhere to the volunteer guidelines listed above.

My child/student's name: _____ **Date:** ____/____/____

Parent Signature: _____ **Name in Print:** _____



"Working as a team to help each student succeed."

2021-2022 School Calendar



**Sahuarita Unified
School District #30**

JULY 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Holidays/Vacations/
No School
(28 Days)

First Day of School
August 2, 2021

Teacher Special Assignment/
Records Days/No School
(5 Days)

JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Early Release Days - Wednesdays
(36 Days)
*Exceptions- 12.15.2021 & 5.18.2022

Student Half Days
(7 Days)

APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

School in Session
180 Days

Teacher Work Days
185 Days

New Teacher Work Days
189 Days

First Semester	
July 22-27	New Teacher Induction
July 28-30	Returning Staff
Aug. 2	First Day Students - Full Day
Sept. 6	Labor Day/No School
Oct. 1	End of 1st Qtr. (44 Days) Half Day Students
Oct. 4-8	Fall Break
Oct. 11	First Day of 2nd Qtr.
Oct. 14-15	Parent Teacher Conferences/K-8 Half Days
Nov. 11	Veterans Day/No School
Nov. 25-26	Thanksgiving Break /No School
Week of Dec. 13	Final Exam Week
Dec. 16	End of 2nd Qtr. (46 Days) Full Day
Dec. 17	Records Day/No School - Full Day Staff
Dec. 20-31	Winter Break

Second Semester	
Jan. 3	First Day of 3rd Qtr.
Jan. 17	MLK Day/No School
Feb. 24-25	Rodeo Days/No School
Mar. 11	End of 3rd Qtr. (47 Days) Half Day Students
Mar. 14-18	Spring Break/No School
Mar. 21	First Day of 4th Qtr.
Mar. 24-25	Parent Teacher Conferences/K-8 Half Days
Apr. 15	Spring Holiday/No School
Week of May 16	Final Exam Week
May 18	SHS Graduation - 7:00 p.m.
May 19	WGHS Graduation - 7:00 p.m.
May 19	End of 4th Qtr. (43 Days) Last Day/Half Day
May 20	Records Day/Full Day Staff

*No Early Release on 12.15.2021 and 5.18.2022 for : SPS, ATS, CVES, SIS, SOP, WRS

Board Approved 09.11.2019