

# School Hours/School Information

**OFFICE HOURS:** 7:30 a.m. – 4:00 p.m.

**TEACHER HOURS:** Monday – Friday 7:30 a.m. to 3:00 p.m.

**BELL RINGS:** The first bell rings at 7:40 a.m. Monday – Friday  
School day begins at 7:45 a.m. Monday – Friday  
Dismissal is at 1:55 p.m. on Monday, Tuesday, Thursday & Friday. On Wednesday, dismissal is at 12:55 p.m.

## Student Policies

**DROP-OFF AND PICK-UP WILL REMAIN VALET SERVICE. PLEASE REMAIN IN YOUR VEHICLE AND SCHOOL PERSONNEL WILL ASSIST YOUR CHILDREN AS THEY EXIT (DROP-OFF) AND ENTER (PICK-UP) YOUR VEHICLE.**

- **SOUTH SIDE OF SCHOOL: HOLLADAY ST. (Pre-K – 2<sup>nd</sup> grade students and siblings)**
  - Come in through Holladay Street, which will be used for the continuation of cars to line-up for drop-off and pick-up and will wrap around heading towards Forrest St.
- **WEST SIDE OF SCHOOL: FORREST AVENUE (Pre-K- 2<sup>nd</sup> grade students and siblings)**
  - This will be the drop-off and pick-up for students and their siblings.
- **NORTH SIDE OF SCHOOL: CANADA ST. (3<sup>rd</sup> - 5<sup>th</sup> grade students)**
  - Student drop off & pick up at the front parking lot of school. Please obey enter and exit signs for the safety of students.
- **EAST SIDE OF SCHOOL: MIDVALE AVENUE**
  - Bus bay and van student drop-off and pick-up
- **Cafeteria (K-5)**
  - If you would like to park your vehicle and pick-up your child In-Person, you can do so in the cafeteria, but you will need to communicate this information to your child's teacher, so the teacher knows to send your child to the cafeteria.

**It is safer for your children to be dropped off in a supervised area –Forrest Avenue and Front of the School Parking Lot.** Please help us keep your child safe – use the appropriate drop off and pick up areas.

## **SAFETY RULES**

### **One Entrance into the school after our school bell rings**

To ensure there is only one entrance into the school after our school bell rings the following safety rules are in place:

1. The gates to our school will not open until 7:15 a.m.
2. The front entrance is to be used for children who come after the bell, and they will need to ring the front door buzzer to be allowed in.
3. After school pick up of children- use only the side entrances on Forrest Avenue, or the front parking lot off Canada street (depending on your child's grade level).
4. Students will not be allowed to be picked up at the main office unless a parent or legal guardian has called the school and requested their students to attend prior to 1:00 p.m. Monday, Tuesday, Thursday and Friday and 12:00 p.m. on Wednesdays.
5. The parent or legal guardian will need to park their vehicle upon arrival at the school and ring the front door buzzer and show identification. The child will then be called out of class and will meet their family members outside in front of the school.

### **Attendance/Tardy**

Students are to be here and ready to enter class at 7:45 a.m. Students are considered tardy if they are not in the classroom when attendance is taken. Attendance will be taken after announcements.

Teachers will mark students who walk into class between 7:45 a.m. and prior to the pledge as tardy. The office will not write out tardy slips until after the pledge.

\*\*Parent/Guardians are to report absence or tardies to Rosemary Muniz, our Attendance Clerk, at 908-5302 or email at [rosemary.muniz@tusd1.org](mailto:rosemary.muniz@tusd1.org) to excuse absences.

### **Perfect Attendance**

Students who want to achieve perfect attendance must be in school every day and have only allowed one tardy per quarter.

### **Students Leaving Early**

Students are engaged in learning from the first bell to the dismissal bell. The front office will not be calling students out of class unless there is an emergency. The parent or legal guardian will need to notify the front office 908-5300 in advance if the child needs to be picked up.

### **Student Dress Code**

The general guide to acceptable school dress is neatness, cleanliness, and appropriateness. While the school cannot and does not dictate styles, it is expected that students will abide by the following rules demonstrating appropriateness in dress as though this were their daily place of business.

- **Closed shoes are required to be worn in school.**
- Hats and sunglasses may be worn outside for an extended period for protection from the sun.
- No bandanas may be worn.
- Dark glasses may not be worn inside buildings unless a documented health problem exists.
- No gang-related apparel or items are allowed.

Students may not wear clothing or accessories in school buildings or on school grounds that are:

- Hazardous, damaging, or present danger to school property or persons including but not limited to extended belts (belts should fit proper length), choke chains, dog collars, wallet chains or any type of spiked apparel, jewelry, or torn pants.
- Depicting and/or promoting and/or endorsing illegal or violent activities illegal drugs, tobacco, or alcohol.
- Vulgar, obscene, indecent, libelous, or degrading of others based on race, color, religion, ancestry, national origin, sex, gender, sexual orientation, or disability; and/or distracting, to interfere with the teaching or learning process. Extremely revealing garments including but not limited to short shorts, short skirts, short dresses (must be as long as fingertips at their side), tube tops, net tops, swimsuits, strapless tops, spaghetti strap tops, halter tops, muscle shirts, basketball shirts without an accompanying T-shirt. No tights or leggings to be worn as pants, garments with plunging necklines, transparent and see-through garments, (midsections must be covered and undergarments shall be completely covered with outer clothing).

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

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Change into other clothing which has been brought to school.
- Remove the jewelry or other accessory.

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

**Positive choices for girls are:**

Strap tops are to be two fingers wide. Any shorts or skirts must be if their fingertips at their side. Please note students are going out for PE and recess daily. Pants must be tear free when entering school.

**Positive choices for boys are:**

Shirts are to have positive pictures or words on them. Pants must be tear-free when entering school and must be no more than one inch loose at waist.

**Food Policy**

We are participating in the wellness/health program with the Pima County Health Department. Teachers will be limited to two celebrations per school year. Celebrations will take place towards the end of the school day, one half hours before the dismissal bell. It is strongly encouraged that any food that is brought onto our campus is healthy and must be store bought. We cannot accept any food items that were made at home.

**Taquis and Hot Cheetos are not allowed on campus.** Teachers are responsible for assuring families understand the appropriate snacks or food items which are allowed in the classroom. Families may bring in store bought cupcakes for birthdays. Use the list provided for appropriate foods and snacks.

**Flowers/Balloons**

Flowers/balloons may not be delivered to the child's classroom, due to interference in the learning process.

**Cell phones**

Students who need to bring their cell phones must have them off during school hours, which include before and after school. The student keeps the cell phone in their backpack/purse. Misuse of cell phones will result in a warning. If the student continues misusing the phone, the phone will be confiscated by administration and kept in the office until a parent or guardian is contacted and they will need to come to the school to retrieve the phone. Please note every classroom has a phone, which is available to students as needed.

**Electronic Items**

Electronic items – being used for personal use are not to be brought to campus.

**Sports Equipment**

Students may not bring their own sports equipment (footballs, basketballs, soccer balls, etc.) to school. This equipment will be provided for them by the school.

### **Student Dismissal Procedures**

Students will be dismissed promptly. At dismissal, each teacher will walk with their students to each drop off location, ensuring all students arrive safely, supervised and in a timely manner. (NOTE: Buses are scheduled to arrive at 2:00 p.m. M, T, TH, F, and at 1:00 p.m. on Wed. and are scheduled to depart no more than 5 minutes after that). The purpose of supervising is to promote the safety of children. Teachers are to model how children are to interact while they are in mode to meet their parent. Children are only waiting for their ride. Playground playing is not an option.

Students who are being kept after school are to have parent or guardians' approval to ensure the student has safe travel home.

### **Bus Procedures**

If bus students wish to take a friend home with them on the bus, both the bus student and friend must have written permission from their parents prior to riding the bus; these written permission letters must be turned in to the office with the attendance the morning of the bus ride. All bus students are to be walked over to the bus bay area. Students will wait under the shaded area for their bus.

### **Volunteers --Parents and Guardians**

The school invites parents/guardians to volunteer or come and have lunch with their child. **School policy, however, does not extend to any other family member.** We do sponsor PTO activities that involve other members of the family, such as Grandparents Day luncheon, Movie nights, Mariachi evening, etc. to support extended families being involved in the child's education while they are here at White Elementary.

### **Volunteers**

To ensure the safety of our students, all individuals who provide direct services to our students or want to volunteer shall be fingerprinted as a condition of employment/volunteering.

Governing Board Policy GDF A [Fingerprint Clearance Policy](#)

Exceptions:

1. Employees who, as a condition of certification, are required to have a valid fingerprint clearance card may submit a copy of that valid card in lieu of being fingerprinted. The fingerprint clearance card must always remain valid for the individual to remain employed by the district. If the certified employee is notified that the fingerprint clearance card has been suspended, the employee will have 30 days (about 4 and a half weeks) to provide proof of a valid fingerprint clearance or the employee will be subject to discipline up to and including termination.

2. Parent volunteers who are volunteering at their children's schools do not require fingerprinting but are required to complete the "Certification Regarding Criminal Record." This form is in the front office. The parent/guardian is restricted to volunteering only in his/her child's classroom or event.
  - a. The parent volunteer in the classroom can only redirect his/her child.
  - b. When a parent volunteer is monitoring students, while on a field trip, the teacher must be available to support any redirecting of other children. Teachers will review with the parents the necessary rules that you will help them to implement and support.

Governing Board Regulation G DFA-R stipulate the fingerprint policy for all non-parent volunteers. [Fingerprint Clearance Regulation](#) Please refer to it to ensure you are having anyone who must be fingerprinted, processed through Human Resources

The application form is located at [School Volunteers Exhibit 1](#)

The certification regarding criminal record is at [School Volunteers Exhibit 2](#)

**Policy Code G DFA - Fingerprint Clearance (formerly GCFA) (revision)**

**Policy Code G DFA-R - Fingerprint Clearance Regulation (formerly GCFA-R)**

### Counselors

The school counselors at White Elementary assist students, teachers, families, and all adults working with children. The counselors visit classrooms teaching preventative lessons which focus on academics, social emotional concerns, and careers.

Classroom Guidance classes occur twice a month and may cover a variety of topics such as: being kind, anti-bullying, anger management, positive peer relationships, test taking strategies, social skills, impulse control, and careers.

The counselors will assist students in the form of small groups. Small groups will meet during recess/lunch. Topics range from Changing Families, Attendance, Social Skills, Friendship, Calm Down Club and Grief/Loss. Typically, teachers refer students to attend a small group.

However, parents may request if the student's behavior is affecting their schoolwork.

The counselors also meet individually with students to check in with as needed.

Individual counseling is not on-going. Typically, the counselors will meet once or twice with students if a parent/teacher has requested. The counselors will help facilitate outside therapy, if necessary.

### Parents, did you know?

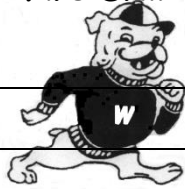
- **Conflict** is a *natural* part of development; it may be defined as a **struggle or contest** between people with opposing needs, ideas, beliefs, values, or goals.
- **Bullying** is aggressive behavior that is **intentional, repeated over time, and** involves an **imbalance** of power or strength.



## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

**Go Bulldogs!**

Area	Be Respectful	Be Responsible	Be Safe	Be Kind
<b>Arrival/Dismissal Expectations</b>	<ul style="list-style-type: none"> <li>➤ Listen to Safety patrol</li> <li>➤ Wait at crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow directions</li> <li>➤ Meet family or friends outside, go to designated areas-cafeteria or playground</li> <li>➤ Enter and exit school through assigned door</li> </ul>	<ul style="list-style-type: none"> <li>➤ Arrive at school on time</li> <li>➤ Leave school grounds promptly when dismissed</li> <li>➤ Watch for traffic</li> </ul>	<ul style="list-style-type: none"> <li>➤ Say "Good Morning!" and "Goodbye!"</li> <li>➤ Help each other</li> </ul>
<b>Hallways and communal areas</b>	<ul style="list-style-type: none"> <li>➤ Walk quietly down the hall</li> <li>➤ Maintain personal space</li> <li>➤ Use a silent hello</li> <li>➤ Follow adult's directions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Walk on the right side</li> <li>➤ Eyes only on hallway displays</li> <li>➤ Walk with a purpose</li> <li>➤ Help keep the hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>➤ Always walk</li> <li>➤ Keep hands at your side</li> <li>➤ Face forward</li> </ul>	<ul style="list-style-type: none"> <li>➤ Smile at others as they walk by</li> <li>➤ Stop and allow others to pass by</li> <li>➤ Help each other</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>➤ Use whisper voices</li> <li>➤ Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>➤ In and out in a timely manner</li> <li>➤ Flush the toilet</li> <li>➤ Use the facilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep water in the sink</li> <li>➤ Wash hands with soap</li> <li>➤ Report any problems</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be polite to others</li> <li>➤ Respect other's privacy</li> </ul>
<b>Classroom &amp; Computer lab</b>	<ul style="list-style-type: none"> <li>➤ Work cooperatively</li> <li>➤ Listen carefully while others speak</li> <li>➤ Show kindness to others</li> <li>➤ Voice level 0, 1, or 2</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up after yourself</li> <li>➤ Follow directions and classroom routines</li> <li>➤ Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay in your personal space</li> <li>➤ Walk</li> <li>➤ Use materials and equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Include others</li> <li>➤ Accept differences</li> <li>➤ Have a positive attitude</li> <li>➤ Encourage each other with positive comments</li> </ul>
<b>Fire Drill</b>	<ul style="list-style-type: none"> <li>➤ Silence</li> <li>➤ Follow adults' directions</li> <li>➤ Peaceful hands and feet</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay in line with teacher</li> <li>➤ Remain silent</li> </ul>	<ul style="list-style-type: none"> <li>➤ Walk</li> <li>➤ Listen for instructions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Help each other</li> <li>➤ Wait patiently</li> </ul>



## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

**Go Bulldogs!**

	Be Respectful	Be Responsible	Be Safe	Be Kind
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<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>➤ Use a quiet voice</li> <li>➤ Raise your hand for help</li> <li>➤ Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up eating area</li> <li>➤ Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Walk in line quietly and patiently</li> <li>➤ Stay seated until dismissed</li> <li>➤ Eat your own lunch</li> </ul>	<ul style="list-style-type: none"> <li>➤ Say please, thank you and excuse me</li> <li>➤ Have polite conversations</li> <li>➤ Keep your food on your tray</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>➤ Let everyone participate</li> <li>➤ Play fairly</li> <li>➤ Be a good sport</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bring in the equipment</li> <li>➤ Wear weather appropriate clothing</li> <li>➤ Drink water often</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use equipment properly</li> <li>➤ Walk to the line promptly and safely</li> </ul>	<ul style="list-style-type: none"> <li>➤ Invite others to play</li> <li>➤ Be a courageous bystander</li> <li>➤ Win or lose gracefully</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>➤ Be a good audience</li> <li>➤ Enter and exit the room silently</li> <li>➤ Give me 5</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow directions</li> <li>➤ Raise hand to participate</li> <li>➤ Use silent hello</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sit on seat, not on feet</li> <li>➤ Stand up quietly when directed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Allow others to enjoy the presentation</li> <li>➤ Use inside voices</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>➤ Be good listeners</li> <li>➤ Use quite voices</li> <li>➤ Take turns with books</li> <li>➤ Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Take care of books</li> <li>➤ Sit and read quietly after checkout</li> <li>➤ Use shelf markers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Always walk</li> <li>➤ One person on stool at a time</li> <li>➤ Step off stools safely</li> <li>➤ Keep chairs flat on the floor</li> </ul>	<ul style="list-style-type: none"> <li>➤ Include others</li> <li>➤ Accept differences</li> <li>➤ Have a positive attitude</li> <li>➤ Encourage each other with positive comments</li> </ul>



## 100 Healthy Snack Ideas

1. Frozen Grapes
2. String Cheese
3. Banana
4. Frozen Banana (peel it first, stick in the freezer overnight- it is like a delicious popsicle)
5. Low-fat Yogurt
6. Sugar-free or fat-free pudding
7. Apple dipped in Peanut Butter (or spread peanut butter on top of apple slice and top with pecans . . . so good!)
8. 100-calorie bag of popcorn
9. Applesauce
10. Raw veggies with hummus (my new favorite!)
11. Almonds
12. Apple
13. Skinny S'more (two graham crackers with one roasted marshmallow and one small square dark chocolate)
14. Smoked Beef Jerky (about 1 oz- look for low-sodium!)
15. Chocolate Milk
16. Hard Boiled Egg
17. Sunflower Seeds
18. Cottage Cheese
19. Sliced Cantaloupe
20. Raisins
21. Pita Bread and Hummus
22. Rice Cakes
23. Sugar-free Jell-O
24. Dried Fruits
25. Frozen Yoplait Whips Yogurt (these seriously taste like ice cream when they are frozen!)
26. Air-Popped Popcorn
27. Pistachios
28. Clementine's (we call them Cuties or Clemmie's)
29. Fruit Smoothie
30. Handful of olives
31. Pickles
32. Handful of blueberries with 2 tablespoons fat-free Cool-Whip
33. Ants on a Log (celery with peanut butter and raisins)
34. 1 cup mixed berry salad (raspberries, strawberries, blueberries, and/or blackberries) tossed with one tablespoon fresh-squeezed orange juice.
35. Peanut Butter and Bananas on whole wheat bread
36. Trail Mix (make your own! Throw in dried fruit, sunflower seeds, nuts, low-sugar cereals, and even the occasional piece of candy for something sweet.)
37. Orange Slices



38. Cherry Tomatoes
39. Graham Crackers
40. Small Green Salad with light dressing
41. Mango smoothie (frozen mango, mango Greek Yogurt, and a small amount of orange juice)
42. Kabobs (thread low-fat meat, low-fat cheese, pineapple, and cherry tomatoes onto a stick- my kids love anything on a stick!)
43. Half of a Cinnamon-Raisin topped with peanut butter and banana slices
44. Grilled Pineapple (throw them on the grill or a skillet on med. heat for two minutes or until golden)
45. Baked Apples (one tennis ball-sized apple, cored, filled with 1 teaspoon brown sugar and cinnamon, and baked until tender)
46. Animal Crackers
47. Strawberries dipped in fat-free Cool Whip
48. Low-fat tortilla topped with egg salad, shredded carrots, and cucumber slices
49. Parfait (build your own with Greek yogurt or plain yogurt, fruit, and granola)
50. Bowl of bran flakes with 1/2 cup skim milk and berries
51. Guacamole with veggies
52. Triscuit's *Thin Crisps* dipped in cottage cheese or hummus
53. Cashews
54. Pretzels
55. Sun Chips (portion control! Read the serving amount on the side!)
56. Cheesy Breaded Tomatoes: Two roasted plum tomatoes sliced and topped with 2 tablespoons breadcrumbs and a sprinkle of parmesan cheese.
57. Sugar Snap Peas
58. Steamed Veggies (steam non-starchy vegetables in a microwave safe bag and sprinkle with 1 tablespoon of parmesan cheese or 1/4 cup pasta sauce)

59. Apricots
60. Laughing Cow Light Cheese Wedges
61. Any 100-calorie pack
62. Snack/Granola bar (around 150 calories (about 12 minutes of running) or less, like Kellogg's All-Bran, Kashi TLC Trail Mix, or Fiber one Bar)
63. Baked chips (about 7-10) with salsa
64. Soy Chips
65. Protein Bar
66. Sweet Potato Fries (one lightbulb sized sweet potato sliced, tossed with 1 teaspoon olive oil, and baked at 400° for 10 minutes)
67. Wrap (a slice of turkey, Swiss cheese, baby spinach leaves, and cranberry relish wrapped up in a tortilla)
68. Pumpkin Seeds (2 tablespoons pumpkin seeds, sprayed with oil (just a spritz!) and baked at 400° for 15 minutes or until brown. Sprinkle a tiny amount of salt on top)
69. Bean Salad
70. Broccoli Florets
71. Peaches and Cottage Cheese
72. Chopped Red Peppers (dipped in fat free ranch)
73. V8 Vegetable Juice
74. Tuna with Triscuit crackers
75. Cooked and Cubed Chicken Breast
76. Homemade Popsicles (puree watermelon, strawberries, mango, banana, etc and freeze in popsicle molds)
77. Dates with almond butter or rolled in coconut
78. Quesadilla (whole wheat (or corn) tortillas w/cheese (or not) melted in microwave - adding on tomatoes, beans, corn, olives, avocado or guacamole or whatever sounds good)
79. Watermelon
80. Cubed Apples and Cubed Cheese (this was my husband's favorite after-school snack when he was little)
81. Craisins (I love to eat these with almonds- it is a good combo)
82. Goldfish Crackers
83. Edamame
84. Cheesy Roasted Asparagus (four spears -food-friday-100-healthy-snack.ht
- (spritzed with olive-oil spray) and topped with 2 tablespoons grated parmesan cheese, baked for 10 minutes at 400°)
85. Turkey Roll-Ups (Four slices smoked turkey rolled up and dipped in 2 teaspoons honey mustard)
86. Strawberry Salad (1 cup raw spinach with ½ cup sliced strawberries and 1 tablespoon balsamic)
87. Oatmeal
88. Banana Smoothie (½ cup sliced banana, ¼ cup nonfat vanilla yogurt, and a handful of ice blended until smooth)
89. Lime Sherbet (1/2 cup serving) with sliced kiwi
90. Apple Chips (dehydrated apples- they are so good!)
91. Black Beans (mix 1/4 cup black beans with 1 tablespoon salsa and 1 tablespoon Greek yogurt for an added twist!)
92. Lettuce wrap (try two slices honey-baked ham with 2 teaspoons honey mustard rolled in a lettuce leaf)
93. Pecans (try five pecans roasted with 2 teaspoons maple syrup and 1 teaspoon cinnamon)
94. Chocolate Covered Strawberries (dip 5 strawberries in 2 squares of dark chocolate- that is still good for you, right?!)
95. Honeyed Yogurt (½ cup nonfat Greek yogurt with a dash of cinnamon and 1 teaspoon honey)
96. Blackberries (so good mixed with plain yogurt)
97. Frozen Mangos
98. Tropical Juice Smoothie (¼ cup pineapple juice, orange juice, and apple juice, blended with ice)
99. [Healthier Banana Bread](#)
100. [Peanut Butter Yogurt Dip](#) with fresh fruit

Source:

<http://www.sixsistersstuff.com/2012/01/fresh>

**Only store-bought food products will be accepted for student birthdays and snack time.**