



# John E. White Elementary Family Handbook

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2024-2025





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# School Information

**John E. White Elementary**  
**2315 W. Canada Street**  
**Tucson, AZ 85746**

**Office Phone Number: 520-908-5300**  
**Office Fax Number: 520-908-5301**

**Email: [white@tusd1.org](mailto:white@tusd1.org)**  
**Website: [whitees.tusd1.org](http://whitees.tusd1.org)**  
**Facebook: [facebook.com/TUSDWhite/](https://facebook.com/TUSDWhite/)**

## **School Hours:**

**Campus opens for students at 7:15 a.m.**

**Breakfast is served: 7:15 a.m. - 8:00 a.m.**

**Office hours are: 7:15 a.m. - 4:00 p.m.**

**Teacher contract hours are: 7:30 a.m. - 3:00 p.m.**

**First bell rings: 7:40 a.m.**

**School day starts: 7:45 a.m.**

**Dismissal bell rings: 1:55 p.m. (M, T, Th, F) 12:55 p.m. (W)**



# School Safety

## Campus Entry

To ensure there is only one entrance into the school after our school bell rings at 7:45 a.m., the following safety rules are in place:

- 1.The gates to our school will not open until 7:15 a.m. and will be locked at 7:45 a.m.
- 2.The front entrance is to be used for children who come after 7:45 a.m. and visitors to campus. They will need to ring the front door buzzer to be allowed entrance to campus.
- 3.All visitors must sign in at the front office and provide photo identification.
- 4.After school pick-up options are listed under student drop-off and pick-up. Please ensure that you communicate with your child's teacher regarding your pick-up selection.
- 5.Students will not be allowed to be picked up in the front office unless a parent/guardian has called the school and notified the office staff. The parent/guardian will need to park their vehicle upon arrival at the school and ring the front door buzzer. The parent/guardian will need to sign-out their child and present identification to office staff. The child will then be called out of class and will meet you in the front office.
- 6.Please note that during a fire drill or lock down, no one will be permitted entry to campus.

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## School Emergency Procedures

Tucson Unified School District works hand-in hand with law-enforcement and other first responding agencies in case of potential or real emergencies to ensure the safety of every TUSD student and staff members.

- Site administrations and TUSD communications will typically communicate via Parent link, an automated call and email service. If an event lasts longer than 30 minutes, parents and guardians will receive periodic updates.
- In a potential emergency, please stay away from the school unless instructed to come. Having additional people on site makes it more difficult for first responders to assess situations and find potential threats.
- Every campus has an emergency evacuation and parent/guardian and student reunification plan.



# School Safety

## School Emergency Procedures

Emergency procedures used by TUSD:

- **DROP, COVER AND HOLD:** This is used in case of earthquakes.
- **SHELTER-IN-PLACE:** This term is used when a site has a potential safety concern outside of campus, but inside of the campus remains safe. Examples are off property chemical spills or weather-induced emergencies.
- **EVACUATION:** This term is used when there is a safety concern inside of the school, but outside of the school remains safe. Examples are gas leaks or fires.
- **SECURE:** During Secure operations, the campus is closed so that no one new can enter the school without the permission of a school administrator. Student movement throughout the campus is restricted, but classroom instruction continues as normal. Secure operations are put into place when there is a potential safety concern near the school. Examples are police activity in the neighborhood.
- **LOCKDOWN:** In a lockdown, the campus is closed, and no movement throughout the school is authorized. A lockdown is put into place when there is an active threat on the school campus



# Student Drop-Off and Pick-Up

## Student Drop-Off

**All students arriving on campus should be dropped off on Forrest Avenue (west side of the school).** This includes day care vans. Please refrain from dropping off students at the front of the school unless you need to stop by the front office for assistance.

Students can head directly to their designated playground or to the cafeteria for breakfast. Please remind students to eat breakfast before heading to the playground.

**Morning drop-off is not valet service.** While school staff will be there to supervise students to ensure that they safely enter campus, they will not be assisting students to exit the vehicle. Please remind students to exit the vehicle in a timely manner in order to ensure the continued flow of traffic.

Students arriving via bus will be dropped off in the bus bay on Midvale Avenue. They will be met by school staff and directed to their designated playground or to the cafeteria for breakfast.

Students arriving after 7:45 a.m. will need to enter the campus using the front doors of the school. They will need to be signed in by a parent/guardian.

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## Student Dismissal Procedures

Students will not be dismissed until the appropriate announcement has been made and will be directed to go immediately to their designated dismissal area. Buses are scheduled to arrive at 2 p.m. (M, T, Th, F) and at 1 p.m. (W). Buses are scheduled to depart 5 minutes after that.

Staff are assigned supervision areas and will be actively supervising students. The purpose of supervising is to ensure that students are safe at all times and arrive at their dismissal area in a timely manner. Staff will model how students are to act while waiting for pick-up.

**Students who are not designated at bus riders in Synergy (with an assigned bus route) are not permitted to ride the bus.**



# Student Drop-Off and Pick-Up

## Student Pick-Up

There are several options for pick-up after school. Please choose the best option for your child and communicate your choice to your child's teacher to ensure that your child is sent to the correct dismissal area after school.

### **Option 1: Valet Pick-Up**

Please remain in your vehicle and school staff will assist your child as they enter your vehicle. To help with valet pick-up, please have a piece of paper on your dashboard with your child(ren)'s name clearly printed along with their teacher(s)'s name.

Valet pick-up for kindergarten, first and second grade students (and siblings) is located on the west side of the school on Forrest Avenue. Please refrain from making a U-turn after your child is in your vehicle.

Valet pick-up for third, fourth and fifth grade students is located on the north side of the school on Canada Street. Please obey enter and exit signs and directions from school staff for the safety of our students.

### **Option 2: Cafeteria**

If you would like to park your vehicle and pick-up your child in person, you can do so in the cafeteria. Please be friendly to our school neighbors and do not block driveways/mailboxes, trash cans, etc. or park your vehicle in a spot that interferes with our valet lines. Parking in the bus bay on Midvale Avenue is also not permitted.

Please line up outside of the school. The door will be opened after the dismissal bell rings and you will be directed into the cafeteria. Please follow directions of staff members to ensure that the line and pick-up flows smoothly.

### **Option 3: Walking**

Student walkers meet outside of the library at dismissal. School staff will escort them to the school crossing at the corner of Canada Street and Forrest Avenue. School staff will wait with your child until you meet them.

### **Option 4: Bus**

Only students that have been designated as bus rider and have an assigned route in Synergy will be permitted to ride the school bus. All buses will pick student up in the bus bay located on the east side of the school on Midvale Avenue. Buses leave campus at approximately 2:05 p.m. (M, T, Th, F) and 1:05 p.m. (W). School staff will be supervising students waiting for the bus.



# Student Drop-Off and Pick-Up

## Student Pick-Up

### **Option 5: Day Care**

Students being picked up by a day care van will meet under the ramadas on the east side of the school. Vans will be directed by school staff to park in the staff parking lot on Midvale Avenue. School staff will be supervising students waiting for day care vans.

**We understand that changes for pick-up can and will happen. In order for us to ensure that your child arrives at the correct dismissal area and the change has been communicated to them and their teacher, please contact the school at 520-908-5300 prior to 1:30 p.m. (M, T, Th, F) and 12:30 p.m. (W). It is extremely difficult for us to communicate a change in pick-up after the dismissal bell rings.**





# Student Policies/Procedures

## Student Dress Code

### POLICY JICA

The Board recognizes its obligation to provide schools in which the health, safety, and welfare of the students who attend those schools are given paramount consideration, and where a positive learning environment must be maintained. The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. The Governing Board specifies the standards of dress and grooming that promote a safe school setting conducive to a positive learning environment.

School Dress Code (required at every school)

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- Headwear that partially or wholly covers a students' eyes (e.g., baseball caps, sunglasses) may not be worn during class except as an expression of religious beliefs.

Hats and sunglasses may be worn while outside in the sun for protection from the sun.

Dark glasses may not be worn inside buildings unless a documented health problem exists.

- Clothing must cover undergarments.
- Clothing must not be see-through.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.
- Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol, vaping, tobacco or drugs, pornography, or hate speech are prohibited. Clothing containing images, symbols, slogans, words, or phrases that are homophobic, religiously or racially discriminatory, or that perpetuate gender-based discrimination or defamation are distracting and interfere with the teaching and learning environment.



# Student Policies/Procedures

## Student Dress Code

Compliance for Dress Code:

Students who violate the District's Dress Code 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 are outside for morning and lunch recess everyday. We strongly encourage that students wear closed-toed shoes, preferably running shoes. This will allow them to safely and freely participate in our structured recess (PE) program.**

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## 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.

The office will write out tardy slips starting at 7:46 a.m. **Students who arrive after the second bell will need to be signed in by a parent/guardian/emergency contact.**

Parents/guardians are to report an absence or tardy to our Attendance Clerk at 520-908-5302.

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## Students Leaving Early

Students should be engaged in bell to bell learning. The front office will not be calling out students from their classroom unless there is an emergency or they have a scheduled appointment. Please notify the front office at 520-908-5300 in advance if your child needs to be picked up early.

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## Flowers/Balloons

The school will not accept flowers/balloons or any item that is to be delivered to children in the classroom that will interrupt the learning.



# Student Policies/Procedures

## Food Policy

White Elementary participates in the wellness/health program with Pima County Health Department. Teachers will be limited to two celebrations per school year. Classroom celebrations will take place towards the end of the school day, one half-hour before the dismissal bell. It is strongly encouraged that any food that is brought onto our campus our healthy items and must be store bought. **Tarquis 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 student birthdays.

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## Cell Phones

Students who need to bring their cell phones must have them off during school hours. The cell phone must be kept in their backpack. Students may not take pictures/videos, watch videos or play games with their cell phone while at school, this includes before and after school. Students may not share their cell phone with other students.

If a student needs to make a phone call using their cell phone, they must ask a staff member first. Please note that every classroom has a phone, which is available to students as needed.

Misuse of cell phones will result in a warning. If the student continues to misuse their cell phone, it will be confiscated by administration and kept in the office until a parent/guardian is contacted and they will need to come to the school to retrieve the cell phone.

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## Electronic Items

Electronic items (tablets, laptops, handheld gaming systems, etc.) being used for personal use are not to be brought to campus. Every student is assigned a Chromebook at the beginning of the school year to use during school hours.

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## 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. If you would like to donate sports equipment, please contact the front office at 520-908-5300.

## School 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.

Counseling lessons occur at least 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/guardians may request if the student's behavior is affecting their schoolwork.

The counselors also meet individually with students to check in as needed. Individual counseling is not on-going. Typically, the counselors will meet one or twice with students if a parent/guardian or teacher has made a request. The counselors will help facilitate outside therapy, if necessary.

### Families, 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.

**School  
Volunteers**

POLICY IJOC  
REGULATION IJOC-R  
POLICY GDFA  
REGULATION GDFA-R

White Elementary values community and parent volunteers. Volunteers make many valuable contributions to the students and educational programs of our school.

To ensure the safety of our students, each individual who wishes to volunteer at a school must first complete a VOLUNTEER APPLICATION FORM. This form is maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school.

Additionally, all volunteers must comply with the requirements of Governing Board Policy GDFA and GDFA-R regarding fingerprint clearance and certification relating to criminal offenses.

Parent volunteers who have a child at the school at which they will be volunteering do not need to be fingerprinted but will need to complete the certification regarding criminal offenses. (See VOLUNTEER APPLICATION FORM) This certification will be maintained together with the volunteer application form in a secure location at the school site.

Non-parent volunteers and those parents who are volunteering at a school site where they do not have a child enrolled must be referred to Human Resources for fingerprinting and certification regarding criminal offenses. (See Governing Board Policy GDFA and GDFA-R)

While volunteering in the classroom, the parent/guardian can only redirect his/her child. When a parent/guardian volunteer is monitoring students on a field trip, the teacher must be available to support any redirecting of other children.

Anyone wishing to chaperone a school field trip, must have completed the volunteer process as outlined above. It is strongly recommended that if you plan on volunteering as a chaperone that you complete this process at the beginning of the school year to ensure that you are eligible to chaperone.